SECTION B – SPECIFICATION

B1 SPECIFICATION

* + **LOT 1**  - **Project - Office Building Cleaning and Public Toilets** – to Include: Phoenix House - Old Road - Pannier Market - Chapels - Common Room (Westfield Road) - Amory Park

Office - Empty bins, dust desks & chairs, hoover floors, dust windowsills, dust blinds (High Levels, door frames, vents, lights)

Kitchens – Empty bins, Clean Sides, Clean White goods, Hand Towels, mop/hoover floors

Toilets – Clean toilets, Clean Sinks, replenish toilet rolls and hand towels, wipe partitions, wipe window sills, mop floor

Public Areas – Hoover Floors and stairs, Dust Banisters, Dust Windowsills, Lift Doors, Glass Banisters

* + **LOT 2 - Project – Window Cleaning Internal & External Gutters –**  to Include: Phoenix House - Carlu Close - Old Road - Exe Valley Leisure Centre - Culm Valley Leisure Centre - Lords Meadow Leisure Centre - Pannier Market - Bus Station – Amory Park

* + **LOT 3 – Specialist Voids Cleaning** – HRA Stock

Builders Clean - Hoover floors, Carpet Cleaning, dust windowsills, dust blinds (High Levels, door frames, vents, lights)

Kitchens  –Clean Sides, Clean White goods, mop/hoover floors

Toilets – Clean toilets, Clean Sinks, wipe walls / partitions, wipe window sills, mop floor

Living Areas – Hoover Floors and Stairs, Clean Banisters, Clean Windowsills

Externals – Cleaning of Doors, Windows, Gutters

* + **LOT 4 – Project – Facility Footprint Roads & Pathways** – to Include: Phoenix House - Old Road - Pannier Market - Chapels - Common Room (Westfield Road) - Amory Park - Exe Valley Leisure Centre - Lords Meadow Leisure Centre - Culm Valley Leisure Centre, Play Areas Jet-wash Surfaces

Moss removal – bi annually in line with the changes in the seasons

Drain Clearance - bi annually in line with the changes in the seasons

* + **LOT 5 – Project – Leisure Dry Side** – to Include: Exe Valley Leisure Centre - Lords Meadow Leisure Centre - Culm Valley Leisure Centre

Office - Empty bins, dust desks & chairs, hoover floors, dust windowsills, dust blinds (High Levels, door frames, vents, lights)

Reception Areas - Vacuum and spot clean. Check for dust balls around bins, kiosks and vending machines, Empty and replace black bags (Character bins, black bins, behind reception training room and office). Take bags to bin area, emptying smaller amount into a single bin liner

Evening Dry side Clean (team changing and fitness changing) -  Clean toilets, Clean Sinks, replenish toilet rolls and hand towels, wipe partitions, wipe window sills, mop floor

Clean table and work surfaces, wash up and put away. Ensure area is tidy, hoover floor

Day Time Dry side Toilet Areas (including disabled toilets) – Clean toilets, Clean Sinks, replenish toilet rolls and hand towels, wipe partitions, wipe window sills, mop floor

Dance/Spin Studios - Vacuum all areas including vents, clear equipment, replenish paper towel dispensers clean mirrors and windows (including frames) ensure all cleaning chemicals are put away and stores are clear

* + **LOT 6 – Project – Carlu Close**

Security - The cleaning contractor for this site will have the responsibility of locked and setting the intruder alarm at the end of their duties each evening

Office - Empty bins, dust desks & chairs, hoover floors, dust windowsills, dust blinds (High Levels, door frames, vents, lights)

Kitchens – Empty bins, Clean Sides, Clean White goods, Hand Towels,  mop/hoover floors

Toilets – Clean toilets, Clean Sinks, replenish toilet rolls and hand towels, wipe partitions, wipe window sills, mop floor

* + **Periodic Cleaning Required under Lots 1, 5 and 6**

Carpet/Barrier Mat deep cleaning – bi-annually

High level dusting – quarterly

Hard floor machining – quarterly

Clean ventilation grills – quarterly

Staircase window ledge dusting – quarterly

Fridges – monthly deep clean

**Please see all attached ‘Appendix A’ documents for individual site standard specifications for cleaning services**