

Appendix A1 – Specification for Lot 1

Lot 1 comprises six Groups of properties referred to as:

- Lot 1 - Group 1
- Lot 1 - Group 2
- Lot 1 - Group 3
- Lot 1 - Group 4
- Lot 1 - Group 5
- Lot 1 - Group 6

Lot 1 – Group 1 comprising:

- Sterte C and D
- High Rise
- Lagland Court

Group 1 – Mandatory requirements

The relates to all communal areas including entrance halls, stairwells, landings, lifts, chute rooms and bin stores. It also includes any entrance doors to communal areas and walkways within the curtilage of the property.

Weekly

- Remove all litter
- Clean all lift surfaces (internal lift car, control panels, floor and external doors) using appropriate materials
- Sweep free from debris, then mop clean using appropriate materials, hard floor surfaces (including stairs, landings, lobby's and chute rooms where applicable)
- Clean all fitted communal floor mats/carpets
- Clear drainage holes on external walkways (Lagland Court only)
- Take a digital photograph of any graffiti and send to the designated officer.
- Take a digital photograph of all items which are too large to remove, or other fly-tipped items inside or outside the building and send to the designated officer at PHP

Fortnightly

- Dust and wipe upper and lower surfaces of all handrails and banisters, including any upright posts.
- Clean communal entrance doors, including any internal and external glazing on and adjacent to the main and rear entrance doors, using appropriate materials

Monthly

- Clean internal communal glazing including doors (excluding communal windows) using appropriate materials
- Remove all cobwebs, including ceilings and light fittings, clean skirting boards

Quarterly

- Clean internal communal windows using appropriate materials

Annually

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- Clean communal waste bins with appropriate materials

Lot 1- Group 2 comprising:

- General needs up to 2 storey
- General needs up to 4 storey
- Sheltered housing up to 2 storey
- Sheltered housing up to 4 storey

Group 2 - Mandatory requirements

This relates to all communal areas including entrance halls, stairwells, landings, lifts, chute rooms and internal bin stores. It also includes any entrance doors to communal areas and walkways within the curtilage of the property.

Exclusions: common rooms, WC's, communal kitchens, laundry rooms. These are included in group 6

Fortnightly

- Remove all litter
- Clean all lift surfaces (internal lift car, control panels, floor and external doors) using appropriate materials
- Sweep free from debris, then mop clean using appropriate materials, hard floor surfaces (including stairs, landings, lobby's and chute rooms where applicable)
- Vacuum all carpeted floors to leave free from dirt and dust (including stairs where applicable)
- Clean all fitted communal floor mats/carpets
- Clear drainage holes on external walkways (where applicable)
- Dust and wipe upper and lower surfaces of all handrails and banisters, including any upright posts.
- Take a digital photograph of any graffiti and send to the designated officer.
- Take a digital photograph of all items which are too large to remove, or other fly-tipped items inside or outside the building and send to the designated officer at PHP

Monthly

- Clean communal entrance doors, including any internal and external glazing on and adjacent to the entrance doors, using appropriate materials
- Remove all cobwebs and dust, including light fittings, clean skirting boards
- Clean internal communal glazing including doors (excluding communal windows) using appropriate materials

Quarterly

- Clean internal communal windows using appropriate materials

Annually

- Clean communal waste bins and bin storage areas with appropriate materials

Lot 1 – Group 3 comprising:

- Hostels – Hamworthy Lodge

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Group 3 Mandatory requirements

Weekly

- Remove all litter
- Sweep free from debris, then mop clean using appropriate materials, hard floor surfaces (including stairs, landings, lobby's and chute rooms where applicable)
- Take a digital photograph of any graffiti and send to the designated officer.
- Take a digital photograph of all items which are too large to remove, or other fly-tipped items inside or outside the building and send to the designated officer at PHP

Fortnightly

- Clean all fitted communal floor mats/carpets
- Dust and wipe upper and lower surfaces of all handrails and banisters, including any upright posts.
- Clean communal entrance doors, including any internal and external glazing on and adjacent to the entrance doors, using appropriate materials

Monthly

- Remove all cobwebs, clean skirting boards
- Clean internal communal glazing including doors (excluding communal windows) using appropriate materials
- Sweep external courtyard and bin area clear from debris and dispose of appropriately

Quarterly

- Clean internal communal windows using appropriate materials

Annually

- Clean communal waste bins with appropriate materials

Lot 1 – Group 4 comprising:

- Office A group

Group 4 Mandatory requirements

Fortnightly

- Sweep free from debris, then mop clean using appropriate materials, hard floor surfaces (including stairs, landings and lobby's where applicable)
- Vacuum all carpeted floors to leave free from dirt and dust (including stairs where applicable)
- Damp clean and then dry hand basins polish taps, mirrors and tiles
- Clean WC (where applicable)
- Empty waste bins
- Clean all surfaces including window cills, skirting boards, furniture, ceilings and light fittings using appropriate materials ensuring dust and cobwebs are removed

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Monthly

- Clean any internal glazing (including windows) using appropriate materials

Lot 1 – Group 5 comprising:

- Office B group

Group 5 Mandatory requirements

Monthly

- Sweep free from debris, then mop clean using appropriate materials, hard floor surfaces (including stairs, landings and lobby's where applicable)
- Vacuum all carpeted floors to leave free from dirt and dust (including stairs where applicable)
- Damp clean and then dry hand basins polish taps, mirrors and tiles
- Empty waste bins
- Clean all surfaces including window cills, skirting boards, furniture, ceilings and light fittings using appropriate materials ensuring dust and cobwebs are removed
- Clean any internal glazing (including windows) using appropriate materials

Lot 1 – Group 6 comprising:

- Sheltered Housing Common Rooms

Group 6 Mandatory Requirements

Weekly

- Wash all toilets/ toilet seats, empty WC waste bins
- Damp clean and the dry polish taps, sinks, cisterns, mirrors, soap and towel dispensers, toilet roll holders, toilet brush holders, tiled surrounds and hand dryers
- Clean communal lounge and dining are, dusting ornaments, picture frames, window cills, cleaning furniture (including dining tables and chairs) with appropriate materials, sweep free from debris then mop clean using appropriate materials hard floor surfaces, vacuum all carpeted floors to leave free from dirt and dust
- Clean communal kitchen, clean all surfaces including unit fronts, refrigerator - exterior, oven - exterior, sweep floor free from debris then mop clean using appropriate materials
- Within the communal laundry room (where applicable) clean all surfaces (including glazing, window cills, sinks, skirting boards, light fittings and ceilings), empty fluff from communal dryers, sweep floor free from debris, then mop clean using appropriate materials

Fortnightly

- Sweep free from debris then mop clean using the appropriate materials internal buggy stores (where applicable)
- Clean any internal communal glazing, including doors and windows

Quarterly

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- Clean light fittings and ceiling ensuring free from dust and cobwebs
- Wipe clean internal walls and skirtings, including doors and frames