

Appendix A2 – Specification for Lot 2

Lot 2 – Extra Care schemes (Trinidad Village and Belmont Court) and Canford Heath Road

Lot 2 specific conditions

PHP will supply toilet rolls only at each extra care scheme. All other equipment and materials are to be supplied by the contractor. The contract relates to all communal areas including entrance halls, stairwells, landings, access, and bin stores. It also includes side entrance doors to communal areas.

Specification - Canford Heath Road, Block A, B and C (Grayling House, Pipit House and Woodlark House)

All areas should be left in a clean and acceptable condition. Works should include the following:

- Remove all litter
- Clean all surfaces including window cills, skirting boards, ceilings and light fittings using appropriate materials ensuring dust and cobwebs are removed
- Clean any internal communal glazing including doors and mirrors using appropriate materials
- Clean external communal entrance doors, including any external glazing on and adjacent to the main entrance door, using appropriate materials
- 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 and landings where applicable)
- Clean all fitted floor mats
- Dust and wipe upper and lower surfaces of all handrails and banisters, including the upright posts.
- Vacuum all carpeted floors to leave free from dirt and dust (including stairs where applicable)
- Sweep free from debris, then mop clean using appropriate materials internal bins areas, disposing of side waste appropriately, clean all communal waste bins with appropriate materials and dry
- Within the communal laundry room clean all surfaces (including glazing, window cills, skirting boards, light fittings and ceilings), empty fluff from communal dryers, sweep floor free from debris, then mop clean using appropriate materials
- 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

Specification - Belmont Court

All areas should be left in a clean and acceptable condition. Works should include the following:

- Remove all litter

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- Clean all surfaces including window cills, skirting boards, furniture, hand rails, ceilings and light fittings using appropriate materials ensuring dust and cobwebs are removed
- Clean any internal communal glazing including mirrors using appropriate materials
- Clean external communal entrance doors, including any external glazing on and adjacent to the main entrance door, using appropriate materials
- Clean all lift surfaces (internal lift car and external doors) using appropriate materials
- Sweep free from debris, then mop clean using appropriate materials, hard floor surfaces (including stairs and landings where applicable)
- Vacuum all carpeted floors to leave free from dirt and dust (including stairs where applicable)
- Sweep free from debris, then mop clean using appropriate materials bin areas, disposing of side waste appropriately and leave all areas smelling fresh and clean
- Clean all communal lounges and dining areas, dusting ornaments, picture frames, 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
- Sweep external paved area outside main entrance doors, collect debris and dispose of appropriately, empty external cigarette trays ensuring no hot ashes
- Clean communal kitchen, clean all surfaces including unit fronts, refrigerator, oven, sweep floor free from debris and mop clean using appropriate materials
- Clean all communal waste bins with appropriate materials and dry
- Within the communal laundry room clean all surfaces (including glazing, window cills, skirting boards, light fittings and ceilings), empty fluff from communal dryers, sweep floor free from debris, then mop clean using appropriate materials
- Dust and wipe upper and lower surfaces of all handrails and banisters, including the upright posts.
- Within the resident hairdressing salon, empty waste bins, clean all surfaces (including glazing, window cills, skirting boards, light fittings and ceilings), sweep floor free from debris, then mop clean using appropriate materials, damp clean and then dry polish taps, cisterns, mirrors, soap and towel dispensers
- Damp clean and then dry polish taps, sinks, shower heads, shower cubicles, cisterns, mirrors, soap and towel dispensers, toilet roll holders, toilet brush holders, tiled surrounds, hand dryers, shower heads, fixtures, fittings, walls, partitions, doors and frames and internal glass
- Wash all toilets, toilet seats, including staff WC's
- Within the housing office, empty waste bins, clean all surfaces (including glazing, furniture, window cills, skirting boards, light fittings and ceilings), sweep floor free from debris, then mop clean using appropriate materials
- 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

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Specification – Trinidad Village

All areas should be left in a clean and acceptable condition. Works should include the following:

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- Clean all surfaces including window cills, skirting boards, furniture, hand rails, ceilings and light fittings using appropriate materials ensuring dust and cobwebs are removed
- Clean any internal communal glazing including mirrors using appropriate materials
- Clean external communal entrance doors, including any external glazing on and adjacent to the main entrance door, using appropriate materials
- Clean all lift surfaces (internal lift car and external doors) using appropriate materials
- Sweep free from debris, then mop clean using appropriate materials, hard floor surfaces (including stairs and landings where applicable)
- Vacuum all carpeted floors to leave free from dirt and dust (including stairs where applicable)
- Sweep free from debris, then mop clean using appropriate materials internal bins areas, disposing of side waste appropriately and leave all areas smelling fresh and clean
- Sweep free from debris and dispose of side waste the external bin store
- Sweep free from debris, then mop clean using appropriate materials the buggy store
- Clean all communal lounges and dining areas, dusting ornaments, picture frames, 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
- Sweep external paved area outside main entrance doors, collect debris and dispose of appropriately, empty external cigarette trays ensuring no hot ashes
- Clean atrium kitchenette, clean all surfaces including unit fronts, sink, taps sweep floor free from debris and mop clean using appropriate materials
- Clean all communal waste bins with appropriate materials and dry
- Clean atrium external balcony, sweep clear from dirt and debris
- Within the communal laundry room clean all surfaces (including glazing, window cills, skirting boards, light fittings and ceilings), empty fluff from communal dryers, sweep floor free from debris, then mop clean using appropriate materials
- Within the housing office, empty waste bins, clean all surfaces (including glazing, furniture, window cills, skirting boards, light fittings and ceilings), sweep floor free from debris, then mop clean using appropriate materials
- Dust and wipe upper and lower surfaces of all handrails and banisters, including the upright posts.
- Damp clean and then dry polish taps, sinks, shower heads, shower cubicles, cisterns, mirrors, soap and towel dispensers, toilet roll holders, toilet brush

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holders, tiled surrounds, hand dryers, shower heads, fixtures, fittings, walls, partitions, doors and frames and internal glass

- Wash all toilets, toilet seats
- 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