

Appendix A3 – Specification for Lot 3

Lot 3 – Sheltered and extra care housing - guest rooms

Lot 3 specific conditions

Guest rooms - There will be no set work pattern but rooms are to be cleaned as specified within 10.00am and 4.00pm window, to be available for new users after 4.00pm. 24 hour notice will be given to the contractor of cleaning required by phone and follow up email from PHP. Access to the rooms will be available between 8.30am and 4.30pm and to guest rooms by key safe. The key safe number will be give to the successful contractor.

Guest Rooms - PHP will supply two sets of linen for all rooms. The Contractor is to be responsible for ensuring linen is laundered and ready for reuse. In all cases the contractor is to make their own arrangements for washing and drying. Any damage to linen or replacement linen required to be notified to PHP.

Guest Rooms Only - PHP will supply toilet rolls only at each scheme. All other equipment and materials are to be supplied by the contractor.

Specification

The guest room should be cleaned left in a clean and acceptable condition for immediate occupation by another party. Works should include:

- Remove all waste and dispose of appropriately
- Clean all surfaces including window cills, skirting boards, furniture and light fittings
- Remove bed linen, replace with full set of clean linen and launder spare set ready for re use
- Clean any internal glazing including mirrors.
- Clean WC, shower, wash basin, showers, taps and any other bathroom fitments
- Sweep free from debris, then mop clean, hard floor surfaces (including stairs where applicable)
- Vacuum all carpeted floors to leave free from dirt and dust (including stairs where applicable)
- Sweep external balcony (Trinidad Village only)