

Detailed cleaning specification – Sheltered Accommodation

The Council has the following specifications for sheltered housing blocks. The specification below outlines the work required and the frequencies of this work. This needs to be read in conjunction with the Council's cleaning quality standards which provide more information on the standard of cleaning required for these functions.

The functions in the specification are as necessary according to the specifics of each block and need to be read in conjunction with the individual block information sheets.

Option 1 (Daily visits Monday - Friday inclusive)
<p>Common rooms/conservatories etc</p> <ul style="list-style-type: none"> - Damp wipe inc tables – five days (Monday – Friday) - Remove rubbish – five days (Monday – Friday) - Vacuum floor – as necessary - Low level dust – weekly - Spot clean carpet – five days (Monday – Friday) - Internal glass – monthly - Damp wipe PVC chairs – monthly - Polish wooden furniture – weekly - Spot clean walls – weekly - High level dust – fortnightly - Deep clean fabric chairs – as necessary - External glass – as necessary - Clean hard/PVC chairs – yearly - Deep clean carpet - twice yearly
<p>Kitchen</p> <ul style="list-style-type: none"> - Sweep floor – five days (Monday – Friday) - Damp mop floor – five days (Monday – Friday) - Damp wipe surfaces (include fridge, cooker and cupboards) – five days (Monday – Friday) - Internal glass – monthly - Spot clean walls – five days (Monday – Friday) - Sink – five days (Monday – Friday) - Removal of rubbish – five days (Monday – Friday) - Provision consumables including containers – as necessary - High level dust – monthly - External glass – monthly - Floor strip and reseal – yearly - Wall wash – yearly
<p>Toilets/showers</p> <ul style="list-style-type: none"> - Sweep floor – five days (Monday – Friday)

- Damp mop floor – five days (Monday – Friday)
- Damp wipe surfaces including windowsills – five days (Monday – Friday)
- Internal glass/mirrors – five days (Monday – Friday)
- Spot clean walls – five days (Monday – Friday)
- Clean toilet pans, sinks, wash hand basins, showers etc – five days (Monday – Friday)
- Removal of rubbish – five days (Monday – Friday)
- Provision consumables including containers – five days (Monday – Friday)
- Low level dust – five days (Monday – Friday)
- High level dust – monthly
- External glass – monthly
- Descale sanitary fittings – monthly
- Scrub flooring – yearly
- Wall washing – yearly

Ground, and first floor corridors, staircases

- Removal of litter – five days (Monday – Friday)
- Vacuum – two days (Monday and Friday)
- Spot clean carpet – two days (Monday and Friday)
- Damp wipe surfaces inc windowsills and main and interior communal doors – two days (Monday and Friday)
- Internal glass – weekly
- Low level dust – two days (Monday and Friday)
- Spot clean walls – weekly
- High level dust – monthly
- External glass – monthly
- Deep clean of carpets – twice yearly

Corridors and staircases (Essex Court, Spadow Court and Acworth Court only)

Corridors (including chute rooms where applicable):

- Spot mop floors five days per week
- Full mop, polish and buff every floor once per week
- Strip and reseal flooring – yearly
- Damp wipe fixtures and windowsills – weekly
- Internal glass – weekly
- High level dust - monthly
- Low level dust – fortnightly
- Wall wash – yearly
- Spot clean walls – five days per week
- Removal of litter – five days per week
- Clean/sanitise chute hoppers inside and outside – five days per week

Staircases and lobbies

- Spot clean floors – daily
- Low level dust – fortnightly
- Sweep – weekly
- Damp mop – weekly
- Damp wipe ledges, rails and windowsills – weekly
- Interior glass – monthly
- High dust – monthly
- Spot clean walls and doors – fortnightly
- External glass (where accessible) – monthly
- Strip and reseal (Essex and Spandow only) – yearly
- Scrub (Acworth only) - yearly

Chutes hoppers:

- Clean/sanitise chute hoppers inside and outside (five days a week)

Entrance lobby

- Vacuum – five days (Monday – Friday)
- Entrance barrier matting – weekly
- Removal of rubbish – five days (Monday – Friday)
- Internal glass – weekly
- Low level dust – five days (Monday – Friday)
- Spot clean carpet – five days (Monday and Friday)
- Damp wipe (inc doors and windowsills) – fortnightly
- Spot clean walls – monthly
- Underneath matting – weekly
- External glass – monthly
- High level dust – monthly
- Deep clean barrier matting – monthly
- Deep clean carpet – twice yearly
- Sweep area outside main entrance of the block – weekly

Lift

- Vacuum floor – five days (Monday – Friday)
- Spot clean floor – five days (Monday – Friday)
- Damp wipe include internal and external doors – five days (Monday – Friday)
- Metal surfaces – five days (Monday – Friday)
- Spot clean walls – five days (Monday – Friday)
- Deep clean carpet – twice yearly
- Clean glass/mirror - five days (Monday – Friday)

Laundry room or drying area/Hairdressing rooms or areas

- Sweep – five days (Monday – Friday)
- Damp mop – five days (Monday – Friday)

- Damp wipe all surfaces machines – five days (Monday – Friday)
- Sink – five days (Monday – Friday)
- Removal of rubbish – five days (Monday – Friday)
- Low level dust – five days (Monday – Friday)
- Damp wipe cupboards external and doors – weekly
- Internal glass – weekly
- Spot clean walls – weekly
- High level dust – fortnightly
- External glass – monthly
- Scrub - yearly

Porch areas

- External and internal glass – five days (Monday – Friday)
- External floor areas adjacent to porch – five days (Monday – Friday)

Offices/Home Care/Lifeline 24

- Remove rubbish – five days (Monday – Friday)
- Vacuum – twice weekly
- Damp wipe all surfaces include door – weekly
- Polish wooden furniture – weekly
- Internal glass – weekly
- Telephone – weekly
- PCs/other equipment – weekly dust/wipe
- Low level dust – weekly
- High level dust – weekly
- Spot clean walls – weekly
- External glass – weekly
- Deep clean carpet – twice yearly
- Deep clean fabric chair – yearly

Bin room/stores as appropriate:

- Sweep – weekly
- Spot clean walls – weekly
- Swill, scrub and disinfect – weekly

Guest room/suite

- Sweep – monthly
- Damp mop – monthly
- Vacuum – monthly
- Spot clean floors – monthly
- Damp wipe all surfaces – monthly
- Polish wooden furniture – monthly
- Internal glass – monthly
- Spot clean furniture – monthly

- High level dust – monthly
- Spot clean walls – monthly
- Toilet – monthly
- Bath – monthly
- Sink – monthly
- Descale sanitary – monthly
- Removal of rubbish – monthly
- Provision consumables including containers – as necessary
- Strip and reseal – yearly
- Deep clean carpets – twice yearly

Medical bathrooms/Clinical room as appropriate

- Damp mop – monthly
- Damp wipe – monthly
- Spot clean walls – monthly
- Toilet – monthly
- Bath – monthly
- Sink – monthly
- Low level dust – monthly
- Provision consumables including containers – as necessary
- Descale sanitary - monthly
- Floor scrub - yearly

All internal areas, and internal and external front entrance doors

- Removal of graffiti (A3 size or less)
- Removal of blood and bodily spillages – when on site