

1.0 SPECIFICATION

1.01 Materials

The Contractor shall provide all cleaning products, consumables, materials, plant, equipment and protective clothing for the duration of the Contract.

Only environmentally friendly chemicals/cleaning products are to be used.

The Contractor should note that the Council offices have waterless urinals and thus only approved bactericidal cleaning products can be used in the urinals.

1.02 Cleaning Equipment

The Contractor shall be responsible for supplying and maintaining all plant and equipment necessary to clean the offices. This shall include vacuums which should be emptied and serviced with new filters regularly.

There will be a colour coding system to prevent cross contamination during the cleaning process which the Contractor will be required to adhere to.

The table below explains areas where colour equipment must be used.

| | |
|--|----------------------------------|
| Red Cloth Red Bucket Red Mop Head | Sanitary Fittings, Toilets Floor |
| Yellow Cloth Yellow Bucket Yellow Mop Head | Shower room |
| Green Cloth Green Bucket Green Mop Head | Food Areas – Kitchens |
| Blue Cloth Blue Bucket Blue Mop Head | All other areas |

1.03 Cleaning Performance Standards

- a) **Carpets.** To be thoroughly clean, free of debris, with attention to edges on vacuuming days. When required or requested clean isolated spills/stains with a propriety stain remover.
- b) **Vinyl and ceramic tiled floors.** To be thoroughly clean, stain and debris free with attention to edges. When required or requested additional cleaning will include removing ground-in stains and scuff marks.
- c) **Skirtings, tables, book cases, filing cabinets, static furniture, window cills, shelves, banisters and wall hangings.** Where accessible should be dust/stain free to hand height (although high ledges should be dusted with a long handled duster). Hand height shelves, ledges, table tops, countertops and cupboard tops to be cleaned with a spray polish.
- d) **Desks.** Exposed surfaces of desks that are clear of paperwork to be dust and

stain free and cleaned with a spray polish.

- e) **Internal glass and mirrors.** To be clean and smear free with no streaks.
- f) **Vertical finishes.** Painted plastered walls adjacent to bins, drinks machines and under toilet hand-dryers to be clean and stain free. Vertical tiling to be clean, stain free with no lime-scale. Toilet cubicles, laminate boarding within toilets and kitchen unit doors to be clean and smear free with no stains and free of lime-scale.
- g) All cobwebs wherever are to be removed.
- h) **Door push plates and door furniture.** To be clean and smear free.
- i) **Stainless steel sinks and taps.** To be clean, smear, stain and lime-scale free and buffed to a shine.
- j) **Lift doors and stainless steel control panel.** To be clean and smear free.
- k) **Fire extinguishers.** To be clean and dust free.
- l) **Sanitary fittings and toilet seats.** To be clean, stain free, dust free, smear free with no lime-scale.
- m) **Exposed pipes and accessible radiators.** To be clean and dust free
- n) **Microwaves, cookers and white appliances** within kitchens to be thoroughly clean, stain and debris free with attention to corners.

1.04 In addition to the cleaning performance standards in 1.03

- a) All surfaces cleaning within ten kitchens and twenty one toilets is to be carried out using a sanitising cleaning product and shall include the light switches and door furniture.
- b) Dirty crockery and utensils within kitchens should be washed up and placed on the draining board
- c) Consumable items within kitchens and bathrooms are to be replenished.

1.05 Surfaces and items not included in this contract:

- a) Computers, screens, desk telephones, keyboards, and screen stand
- b) Cleaning to external windows
- c) External litter picking
- d) Emptying Confidential waste bins
- e) Emptying office recycling waste paper bins

1.06 Refuse Removal

Generally all bins as listed in the table below are to be emptied, wiped clean if required and

Appendix A

a new liner inserted. Dispose of all waste into appropriate DDC wheelie bin each day.

| Location | Waste Bin | Approx Qty | Replacement Liner |
|--------------------------|----------------------|------------|----------------------------|
| Kitchens | Mixed recycling bins | 10 | DDC to supply liner |
| Kitchens | Recycling food bins | 20 | DDC to supply liner |
| Kitchens | General waste bins | 10 | Contractor to supply liner |
| Open plan offices | General waste bins | 40 | Contractor to supply liner |
| Single occupancy Offices | Small waste bins | 10 | Contractor to supply liner |

1.07 Sanitary Bins

The contractor shall provide and maintain throughout the duration of the contract, 13 sanitary bins of capacity 28 litres manufactured from heavy duty plastic construction with a discretion flap, colour white. Type and style to be as manufactured by Unicorn Containers Limited or similar approved. These shall be located within the ladies toilets and shall be emptied every two weeks to include all clinical waste disposal and handling charges.

1.08 Entrance Mat Cleaning

Provide an exchange and cleaning service for 8 entrance mats to be exchanged for clean mats every 2 weeks.

1.09 Supply Consumables Specification PRICE B

The contractor is to supply consumables for the Council offices toilets and kitchens and a stock of no less than one weeks usage shall be maintained at the offices.

The contractor is to replenish toilets and kitchens as part of the cleaning schedule.

| Location | Consumable | Packet size | Monthly Qty |
|----------|----------------------------|----------------|-------------|
| Toilets | Jumbo Rolls | 6 per case | 10 cases |
| Toilets | Anti Bacterial Liquid soap | 5ltr container | 5 |
| Toilets | Spray air fresheners | 400ml cans | 20 cans |
| Toilets | Sanitary bags | 100 pack | 1 pack |
| Kitchens | Centre feed paper towels | 6 per case | 10 cases |
| Kitchens | Washing up liquid | 1ltr | 20 bottles |

1.10 Cleaning Schedule 2022 – 2025 Specification PRICE A

Daily (Monday to Friday excluding bank holidays)

Empty all kitchen waste bins and wipe all wall areas behind bins, refit new bin liners (provided by contractor) wipe bin if not clean.

Empty plastic/metal recycling and food waste recycling bins located in kitchens when full or $\frac{3}{4}$ full. Refit new recycling bin liner (provided by Council)

Clean all hygiene areas in kitchens and toilets, to include sanitisation of door handles, door push-plates and light switches and the removal of human waste on toilet appliances and floors, to include splash backs, tiles and under hand dryers.

Clean all desks, countertop and tables in main reception area and adjoining meeting rooms.

Full vacuum or mop, sweep and dust:

- Main entrance reception area
- (Winter months only unless dirty) Ceramic tiled floor North wing
- (Winter months only unless dirty) Ceramic tiled floor Council Chamber entrance

Spot vacuum corridors, Council chamber, meeting rooms, interview rooms and offices where dirty.

Spot mop and sweep ceramic tiled floor North wing (summer months only)

Spot mop and sweep ceramic tiled floor Council Chamber entrance (summer months only)

Replenish toilet rolls, liquid soaps, sanitary bags and spray can air fresheners.

Spot clean removing fingerprints and marks from internal glass

Weekly

Full vacuum offices every Friday.

Full vacuum corridors, meeting rooms, interview rooms and Council chamber

Full mop staircases, landings and lobbies (winter months only)

Full clean of microwaves, cookers and white appliances within kitchens.

Empty all office general waste bins: (with the exception of kitchens which should be emptied daily)

Staff who wish to have their desks cleaned/polished are requested to clear their desks and notify the cleaner. The Supplier shall allow for cleaning/polishing up to 30% desks per week

Thoroughly clean shower room on a Wednesday. Check and wipe over on a Friday. **To include dipping and disinfecting of shower head into a bucket of disinfectant to avoid aerosol release.**

Monthly

Dust all office areas, to include skirting boards, furniture, picture frames and any ledges up to hand height.

Take up door mats, clean all mat wells and replace mats.

Dust skirting boards, furniture, picture frames and any ledges up to hand height and what can be reached at height level using a handled duster.

Full pane clean of internal glass up to hand height

Full mop staircases, landings and lobbies (summer months only)

Clean insides to glazing on all main entrance doors

Bi Annually

Descale of all taps and outlets

Annually

Mechanical clean of vinyl and ceramic tiled floors using a mechanical appliance with a light brush action wet scrubber and vacuum.