

## Eastfield House – Concierge Work Schedule – 5.1.15

### **Routine Daily Tasks:**

- Inspect site, checking for communal repairs e.g. lights off, security doors operating correctly, reporting all repairs to Repaircall.
- Clean up all spillages on discovery.
- Rotate bins in bin stores.
- De-odourise bin chutes
- Attempt to remove any graffiti, reporting any remaining graffiti to Community Housing Office / Repaircall.
- Attempt to remove to storage area any bulky rubbish prior to collection, requesting assistance when necessary.
- Entrance Lobbies/Ground floor areas – sweep, mop and polish, including lifts

### **Weekly Tasks:**

<b>Monday</b>	<b>Floors 13-14</b>	Sweep and wash communal landings & chute rooms; sweep and wash communal stairways, spot clean walls, wipe all handrails, spindles, catchers and ledges; clean both sides of communal glass on stairwells. Clean inside of landing windows. Clean bin room on bin day.
<b>Tuesday</b>	<b>Floors 11-12</b>	
<b>Wednesday</b>	<b>Floors 9-10</b>	
<b>Thursday</b>	<b>Floors 7-8</b>	
<b>Friday</b>	<b>Floors 5-6</b>	
<b>Saturday</b>	<b>Floors 3-4</b>	
<b>Sunday</b>	<b>Floors 1-2</b>	

- Override all time clocks and check all lights are operating correctly, report any faults to Response Team
- Carry out lift alarm check on Thursday 08.00am
- Litter pick fenced-in curtilage area
- Sweep area immediately outside main door

### **Monthly Tasks:**

- Clean internal glazed areas.

### **6 Monthly Tasks:**

- Remove, dust and clean light diffusers.
- Machine polish landing floors

### **General Notes:**

- Refuse collection day is Friday (weekly collections).
- Winter gritting as necessary.

### **Health & Safety Compliance:**

- Ensure that wet floor signs and / or safety cones are placed wherever there is a wet / mopped floor.

3 hours on site daily (This may vary in the event of short term absence of regular staff)