

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:

Monday	Floors 13-14	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.
Tuesday	Floors 11-12	
Wednesday	Floors 9-10	
Thursday	Floors 7-8	
Friday	Floors 5-6	
Saturday	Floors 3-4	
Sunday	Floors 1-2	

- 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)