

Cleaning Schedule

Cleaning Requirements

Activities / Tasks

For avoidance of doubt, the Services may include, but are not limited to the following activities:

	Activity	Description
(a)	Sweeping & Dry Mop	Using an approved colour coded dust control mop.
(b)	Wet Mop	Mopping with a clean rinsed colour coded mop head, using an approved disinfecting solution which is changed in accordance with the manufacturer's recommendations.
(c)	Wipe Clean	Using an approved colour coded smear free damp cloth with detergent if required and rinsed to achieve a smear free finish.
(d)	Damp Mop	Using an approved colour coded mop that is almost dry to control dust and prevent slips.
(e)	Feather Dust	Using a feather duster to dust surfaces.
(f)	Damp Dust	Wipe clean with a clean sponge cloth, using an approved cleanser or disinfectant.
(g)	Buff	Polishing of floor surfaces using high speed machine with vacuum and filter attached, and an approved spray buffing solution.
(h)	Full Vacuum	Vacuum carpet and hard surfaces areas using brush action type cleaner.
(i)	Spot Vacuum	Pick up obvious litter and spot vacuum areas of obvious heavy traffic and soil.
(j)	Spot Clean	Remove obvious marks by using a suitable detergent.
(k)	Wash	Full cleaning of a surface.
(l)	Scrub	To scrub with an abrasive pad or brush and mild degreasing detergent.
(m)	Strip and Seal	To remove all old polish build-up and reseal with the sealant recommended for use on the floor finish.
(n)	Non-static dusting	All computer equipment is to be dusted and cleaned with a non-static build up duster.
(o)	Disinfect	Using correct disinfect chemical for the procedure in accordance with the manufacturer's recommendation. All cleaning tools used for disinfecting procedures to comply with approved colour coding standard.

	Activity	Description
(p)	Waste removal	Litter and waste collection, sorting, disposal and reporting including facilitation of recycling and disposal services to the waste collection area.
(q)	Blow/Vac (external) and Sweep (mechanical)	To Blow/Vac or sweep all surfaces, free of leaf litter, dirt. Spot clean spills and stains.

Waste Requirements

Activities / Tasks

For avoidance of doubt, the Services may include, but are not limited to the following activities:

	Activity	Description
(a)	Removal	Litter and waste collection, sorting, disposal, sanitised regularly in an appropriate area and reporting including facilitation of recycling and disposal services to the waste collection area.
(b)	Collection	To be transported by lightweight, leak-proof receptacles with lids, and not to be left unattended in public areas.
(l)	Materials separation	Ensure materials are separated into general waste, cardboard, recycling and placed into the appropriate containers in waste area.
(m)	Cardboard balers or other mechanical systems	Ensure all appropriate material collected is processed daily and stored for collection.

Sanitary Requirements

Activities / Tasks

For avoidance of doubt, the Services may include, but are not limited to the following activities:

	Activity	Description
(a)	Service	Provision and management of, a comprehensive sanitary and nappy disposal service with a programmed supply, replace and disposal solution.
(b)	Frequency	Units are to be serviced at such frequencies to optimise efficiencies & usage.
(c)	Waste/Disposal	Operator is to exchange the units and empty off site in accordance with the relevant laws.
(d)	Units	Units need to be fitted in such a manner preventing access by rodents of insects or removal of contents by users.