

## Cleaning Service Specification

<b>Property Name:</b>	Chobham Manor	<b>Cleaners Name:</b>	Jose
<b>Tasks to be carried out in communal areas by our General Cleaning Teams:</b>			<b>Frequency:</b>
Patrol building & Bin Areas and spot clean as required			Mon & Fri
Clean Lift, Ground Floor and Entrance Area			Mon & Fri
Litterpick, sweep where required, empty Cigarette Bins & remove dog faeces			Mon & Fri
Carry out full clean to all areas once per week			Wednesdays
Dust or damp wipe handrails, balustrades, skirting's, window sills, appliances and other horizontal surfaces			Wednesdays
Remove Cobwebs			Wednesdays
Spot clean gloss paintwork, walls, switches & sockets to remove impact marks			Wednesdays
Clean accessible intake cupboards			Monthly
Clean lift paying attention to Mirror, control panel & runners (where applicable)			Wednesdays
Vacuum carpeted areas and entrance mats			Wednesdays
<b>Tasks to be carried out in communal areas by our Specialist Cleaning Teams:</b>			<b>Frequency:</b>
Clean all communal windows inside & out where safely accessible and clean glazed canopies			Mar, Jun, Sep, Dec
Deep Clean balconies, mechanically where possible			Jan, Apr, July, Oct
Deep clean property including floor coverings			January
<b>All Staff who visit site:</b>			<b>Frequency:</b>
Report any ASB, Bulky Waste, Fly-Tipping, Graffiti and report any communal damage/vandalism			Every visit

Please note that these are the scheduled days but these may be subject to change due to staff sickness, weather conditions and other events outside our control. If you have any comments relating to internal cleaning services, please contact your Property Manager in the first instance. You can find updates on our Facebook Page: [Cleanscapes@E20](#)