

Chobham Manor



Caretaker: Andrew Greenway

Meal Relief - 1 hour between 12:00 – 14:00	Attendance: 09:00hrs – 17:00hrs / Monday – Friday			
<p style="text-align: center;">Monday</p> <p>1-29 Nolan Mansions (Full Block Clean)</p> <p>10 & 12 Peloton Avenue (Full Block Clean)</p> <p>30-61 Nolan Mansions (MFE & Lift Clean Only)</p>	<ul style="list-style-type: none"> • Carry out Health & Safety check to all blocks to include AOV's, identify and report repairs. • Litter pick and sweep all external areas including car park, walkways & main front entrances. • Clean all internal areas to include bike stores, lifts, skirting's, internal doors, glass, stair nosings, handrails, sweep, mop and vacuum floors. • Bin Rotation, clean & secure bin store. 			
<p style="text-align: center;">Tuesday</p> <p>30-61 Nolan Mansions (Full Block Clean)</p> <p>1-29 Nolan Mansions (MFE & Lift Clean Only)</p> <p>11 & 13 Peloton Avenue (MFE & Lift Clean Only)</p>	<ul style="list-style-type: none"> • Carry out Health & Safety check to all blocks to include AOV's, identify and report repairs. • Litter pick and sweep all external areas including car park, walkways & main front entrances. • Clean all internal areas to include bike stores, lifts, skirting's, internal doors, glass, stair nosings, handrails, sweep, mop and vacuum floors. • Bin Rotation, clean & secure bin store. • (Household & Recycling waste collection day) 			
<p style="text-align: center;">Wednesday</p> <p>Management Office Duty - Parcel Collection Service</p>	<ul style="list-style-type: none"> • Reception duty for parcel delivery/collection service • Follow up on outstanding repairs 			
<p style="text-align: center;">Thursday</p> <p>11 & 13 Peloton Avenue (Full Block Clean)</p> <p>1-29 Nolan Mansions (MFE & Lift Clean Only)</p> <p>30-61 Nolan Mansions (MFE & Lift Clean Only)</p>	<ul style="list-style-type: none"> • Carry out Health & Safety check to all blocks to include AOV's, identify and report repairs. • Litter pick and sweep all external areas including car park, walkways & main front entrances. • Clean all internal areas to include bike stores, lifts, skirting's, internal doors, glass, stair nosings, handrails, sweep, mop and vacuum floors. • Bin Rotation, clean & secure bin store. 			
<p style="text-align: center;">Friday</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: middle;"> <p>1-29 Nolan Mansions</p> <p>30-61 Nolan Mansions</p> <p>10 & 12 Peloton Avenue</p> <p>11 & 13 Peloton Avenue</p> </td> <td style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;"> <p>MFE & Lift clean only</p> </td> </tr> </table>	<p>1-29 Nolan Mansions</p> <p>30-61 Nolan Mansions</p> <p>10 & 12 Peloton Avenue</p> <p>11 & 13 Peloton Avenue</p>	}	<p>MFE & Lift clean only</p>	<ul style="list-style-type: none"> • Clean MFE to all blocks, to include bin stores, collect and remove bulk waste. • Perform Health & Safety check to all blocks. • Litter pick and tidy all external areas. • Perform visual inspection of all blocks to check for any defects and report to L&Q Help desk: 0300 456 9998 • Administration or work as directed by Supervisor.
<p>1-29 Nolan Mansions</p> <p>30-61 Nolan Mansions</p> <p>10 & 12 Peloton Avenue</p> <p>11 & 13 Peloton Avenue</p>	}	<p>MFE & Lift clean only</p>		

Key: MFE – Main Front Entrance