

Chobham Manor



Caretaker: Dennis Omorodion

Meal Relief - 1 hour between 12:00 – 14:00	Attendance: 09:00hrs – 17:00hrs / Monday – Friday
<p>Monday</p> <p>Burnell House - (Full Block Clean)</p> <p>Allen House - (MFE & Lift clean only)</p> <p>Hewett House - (MFE & Lift clean only)</p> <p>Windsor House - (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 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>Tuesday</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• (Household & Recycling waste collection day)
<p>Wednesday</p> <p>Allen House - (Full Block Clean)</p> <p>Burnell House - (MFE & Lift clean only)</p> <p>Hewett House - (MFE & Lift clean only)</p> <p>Windsor House - (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 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>Thursday</p> <p>Hewett House - (Full Block Clean)</p> <p>Windsor House - (Full Block Clean)</p> <p>Allen House - (MFE & Lift clean only)</p> <p>Burnell House - (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 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>Friday</p> <p>Burnell House - (Full Block Clean)</p> <p>Allen House - (MFE & Lift clean only)</p> <p>Hewett House - (MFE & Lift clean only)</p> <p>Windsor House - (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 walkways & main front entrances.• Clean all internal areas to include lifts, skirting's, internal doors, glass, stair nosings, handrails, sweep, mop and vacuum floors.• Bin Rotation, clean & secure bin store.• Administration or work as directed by Supervisor.

Key: MFE – Main Front Entrance