

AELWYD HOUSING ASSOCIATION LIMITED

STANDARD WORK SPECIFICATION FOR GENERAL CLEANING SERVICES 2017/18

List of Specifications

Fortnightly Tasks

- Communal Entrance & Ground Floor:-
 - Sweep and litter pick to an area outside all entrances and exit points, this area normally comprising of the pedestrian access between the entrance or exit point on the one hand, and the public highway or car park (whichever is closer in proximity) on the other, and unless otherwise specified;
 - Vacuum carpet or damp mop floor tiles;
 - Clean marks on glass, internal and external;
 - Check and remove any marks from walls.
- Vacuum carpet or damp mop floor tiles (all floors and stairwells above ground floor);
- Wash paintwork on internal communal doors leading to stairwells, both faces;
- Dust all banisters, handrails and stair parts;
- Clean glass in internal doors, both faces;
- Polish door entry panels at entrances;
- Clean all woodwork including skirting boards and door frames in communal entrances;
- Wash paintwork to all entrances and exit door on ground floor, both faces;

Monthly Tasks

- Wash and disinfect floors in bin storage room / storage area (where present);
- Wash staircase edges;
- Dust walls, ceilings and corners for cobwebs;

- Sweep clean under porches and around external lights to remove insect nests';
- Lift up mats in mattwells and clean out.

Quarterly Tasks

- Inspect communal carpet for staining and remove stains using stain specific cleaning
- Sweep floor, pathways to entrances, hard areas in external grounds;
- Remove debris from meter cupboards and sweep floors (do not use water or any liquids).

Schemes and Specifications (Refer to Current List of Scheme Contacts)

Scheme	Number of Units / Number of Floor Levels	Association Code / Cost Centre R20101	Comments
Mount Pleasant Court, Evelyn Road, Skewen, Neath, SA10 6NE.	8/2	002/SKE1	2 blocks.
Llys Bethania, Railway Terrace, Resolven, Neath, SA11 4HG	11/3	004/RES1	2 blocks.
Hafan Elim, North Street, Penydarren, Merthyr Tydfil, CF47 9HW	14/2	006/PDA1	4 blocks.
Bethany Court, Abertonllwyd Street, Treherbert, Rhondda Valley, CF42 5PJ	8/2	012/TRE1	2 blocks.
Corban Court, Victoria Street, Abertillery, NP13 1PN	6/3	018/ABE1	1 block, flats only. Monthly
Tabernacle Court,	10/3	014/HEN1	1 block.

Raglan Road, Hengoed, CF82 7LY			
-----------------------------------	--	--	--

Martin Hughes, Housing Manager, 15 March 2018