

Specification Index

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1. Cleaning

1 (a) General

The weekly cleaning at **Jacobs House** is to be carried outside of the normal working hours - 9am to 5pm. The day of the week is at the discretion of the contractor but where possible should remain consistent throughout the contract. The Town Clerk should be notified if there are any changes to the “normal” cleaning day.

Dursley Tabernacle URC (known as The Tab) operates on a complex site which incorporates a suite of community premises in addition to the more traditional Church facilities. The premises is divided into zones for ease of management. Community facilities are used by the Church and by a wide range of community users and hirers seven days a week.

The cleaning at **The Vibe Youth Centre** is to be carried out four times a week and at all times should avoid any scheduled youth service or church sessions. For tender purposes the contractor should allow for three weekday cleans and one weekend clean per week.

The dates and times for **The Vibe Youth Centre** will be agreed with the service provider and the Town Clerk with the contractor having visual access to the youth sessions online diary to aid scheduling. The weekly cleaning at Vibe Youth Centre is to be carried outside of the normal working hours - 9am to 5pm.

The Cleaning at **The Tabernacle URC** is to be carried out 6 times a week in different zones Monday/Tuesday/Thursday/Friday and one short visit Saturday morning and should avoid any scheduled Community Delivery.

| Zone 1 (Vibe) | Zone 2 (Church) | Zone 2 (Community Rooms) | Zone 2 (Upper Rooms) | Zone 2 (Upper Parsonage) |
|--|-----------------|---|--|-----------------------------|
| 3 visits per week before 8am or possibly after 9.30pm weekdays | N/A | 1 visit a week possibility of rising to 2 as use increases before 10 am | 1 visit per week possibility of rising to 2 as use increases before 10am | 1 visit per week before 9am |
| Tues, Thurs, Sat | Fri | Mon or a Fri | Fri (Mon) | Fri |

The cleaning of the **Town Hall** is to be carried out monthly and should avoid any private hires.

The **Telephone Box** to be cleaned once per week at the same time as the Jacobs House cleaning.

The Cleaning of the **Pavilion toilet block** at the War Memorial Recreation Ground is to be carried out daily. **The toilet block is expected to be opened in 2025.**

1 (b) Site Security

The cleaning operative(s) will be required to sign for a key/fob and be responsible for the buildings remaining secure and alarmed (where applicable) during and after visits of all buildings included in the contract.

1 (c) Standards

If the service provider fails to carry out sufficient cleaning to maintain the standard throughout the contract, any payment will be reduced by the proportion deemed appropriate by the Town Clerk.

2 Special Instruction

The Town Clerk may instruct the service provider to clean more or less frequently than specified if this should be necessary because of a special occasion. The monthly account will be adjusted accordingly.

Where an additional clean is required for a special occasion or other requirement, then the council shall pay for such a clean as an extra in accordance with the schedule of rates.

3 Relations with the Public

In dealing with the public the service provider's staff shall observe common courtesy and politeness even though such may not be reciprocated and take all reasonable steps to ensure good relations between the public, the Council and the service provider's staff.

4 **Extent of Works**4(a) Extent of Works – Jacobs House

The extent of the cleaning is to include:

| Service To Be Provided | Weekly | Monthly |
|--|---------------|----------------|
| Remove finger marks from entrance door | X | |
| Empty all office waste bins into large bins at ground floor storage area. | X | |
| Vacuum Carpeted landings and staircases | X | |
| Vacuum all carpeted floors | X | |
| Damp mop hard floors. | X | |
| Clean kitchen worktops, sinks, taps, tiles, etc. | X | |
| Remove finger marks and spillages from doors, light-switches, cupboards, glass screens, windows etc. | X | |
| Wipe clean and disinfect telephones, keyboards etc | X | |
| Wax polish or damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' 0" (Papers and files not to be moved) | X | |
| High dust all ledges, lintels etc to normal ceiling height. | | X |
| Vacuum upholstered furniture | | X |
| Toilets – Brush floor surface, wash & disinfect floor. | X | |
| | | |

| Service To Be Provided | Weekly | Monthly |
|--|---------------|----------------|
| Toilets – Wash/dry polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat | X | |
| Toilets – Replenish toilet facilities using client’s own materials. | X | |

4(b) Extent of Works – **The Vibe**

The extent of the cleaning is to include:

| Service To Be Provided | Per Visit | Weekly | Monthly | Annually |
|--|------------------|---------------|----------------|-----------------|
| Remove finger marks from entrance door | | X | | |
| Remove finger marks from interior window panes | | X | | |
| Empty all office waste bins | X | | | |
| Remove rubbish and place in wheeled bins | X | | | |
| Vacuum all carpeted floors | X | | | |
| Damp mop hard floors. | X | | | |
| Replenish blue roll and soaps in kitchen | | X | | |
| Wipe clean kitchen worktops, sinks, taps, tiles etc. | X | | | |
| Wipe clean inside of small kitchen equipment e.g. microwave etc | | X | | |
| Wipe clean inside of large kitchen equipment e.g. fridge, oven etc | | X | | |
| Wipe clean inside of kitchen cupboards and drawers | | | | X |
| Wipe Clean Extractor Hood | | X | | |
| Wipe clean interior of dishwasher and replenish salt, rinse aid. | | | X | |
| Remove finger marks and spillages from doors, light-switches, cupboards, glass screens, windows etc. | X | | | |
| Wipe clean and disinfect telephones, keyboards etc | | X | | |
| Wax polish or damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6’ 0” | | | X | |
| High dust all ledges, lintels etc to normal ceiling height. | | | X | |
| Vacuum upholstered furniture | | | X | |
| Wipe clean walls | | | | X |
| Toilets – Brush floor surface, wash & disinfect floor. | X | | | |
| Toilets – Wash/dry polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat | X | | | |
| Toilets – Replenish toilet facilities using client’s own materials. | X | | | |
| Toilet – Wipe clean and disinfect tiled walls | | X | | |

4(c) Extent of Works – **The Tabernacle Church – Community Rooms (Zone 3)**

The extent of the cleaning is to include:

| Service to be provided | Per Visit | Weekly | Monthly | Other |
|---|------------------|---------------|----------------|--------------|
| Damp mop all hard floors (kitchen/reception/toilets) | X | | | |
| Sweep wooden hall floor | X | | | |
| Vacuum carpeted floor (lounge) | X | | | |
| Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside*. | X | | | |
| Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout. | X | | | |
| Wipe clean kitchen worktops/hob/sink/tiles/taps etc | X | | | |
| Wipe clean inside small kitchen equipment (eg. microwave) | | | X | |
| Wipe clean inside large kitchen equipment (eg. fridge/oven etc.) | | | X | |
| Replenish Blue roll, soap and other consumables from clients own stock as required | X | | | |
| Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout | | | X | |
| Vacuum upholstered furniture | | | X | |
| Toilets – sweep, wash and disinfect floors | X | | | |
| Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat. | X | | | |
| Toilet- replenish toilet facilities using client's own materials as required | X | | | |

4(d) Extent of Works – **The Tabernacle Church – Upper Rooms (Zone 4)**

The extent of the cleaning is to include:

| Service to be provided | Per Visit | Weekly | Monthly | Other |
|---|------------------|---------------|----------------|--------------|
| Damp mop all hard floors (kitchen/lobby /toilets) | X | | | |
| Sweep wooden hall floor | X | | | |
| Sweep Chapel floor | X | | | |
| Sweep/vacuum stairs | X | | | |
| Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside. | X | | | |
| Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout. | X | | | |
| Wipe clean kitchen worktops/hob/sink/tiles/taps etc | X | | | |
| Wipe clean inside any small kitchen equipment (e.g. microwave) | | X | | |
| Wipe clean inside large kitchen equipment (e.g. fridge/ovens etc.) | | X | | |
| Replenish Blue roll, soap and other consumables from client's own stock as required | X | | | |
| Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout | | | X | |
| Vacuum upholstered furniture | | | X | |
| Toilets – sweep, wash and disinfect floors | X | | | |
| Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat. | X | | | |
| Toilet- replenish toilet facilities using client's own materials as required | X | | | |

4(e) Extent of Works – **The Tabernacle Church – Upper Parsonage (Zone 5)**

The extent of the cleaning is to include:

| Service to be provided | Per Visit | Weekly | Monthly | Annually |
|---|------------------|---------------|----------------|-----------------|
| Vacuum all carpeted areas | X | | | |
| Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside*. | X | | | |
| Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout. | X | | | |
| Wipe desks, keyboards, phones and shelving etc | X | | | |
| Wipe all screens with appropriate cloth and cleaner | X | | | |
| Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout | | | X | |
| Vacuum upholstered furniture | | | X | |
| Keep Cleaning cupboard tidy and ensure floor is kept dust free | X | | | |

4 (f) Extent of Works – **Town Hall, Market Place, Dursley**

| Service to be provided | Per Visit | 6 monthly |
|---|------------------|------------------|
| Damp mop all hard floors (kitchen/toilets) | X | |
| Sweep and polish wooden hall floor | X | |
| Sweep internal stairs | X | |
| Empty all waste/recycling bins, remove and place rubbish in Jacobs House waste bins. | X | |
| Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout. | X | |
| Wipe clean kitchen worktops/hob/sink/tiles/taps etc | X | |
| Wipe clean inside small kitchen equipment (eg. microwave) | X | |
| Wipe clean inside large kitchen equipment (eg. fridge/oven etc.) | X | |
| Replenish Blue roll, soap and other consumables from clients own stock as required | X | |
| Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout | X | |

| Service to be provided | Per Visit | 6 monthly |
|--|------------------|------------------|
| Vacuum upholstered furniture | | X |
| Toilets – sweep, wash and disinfect floors | X | |
| Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat. | X | |
| Toilet- replenish toilet facilities using client's own materials as required | X | |

4 (g) Extent of Works – **The Telephone Box, Castle Street, Dursley.**

The extent of the cleaning is to include:

To wipe down the internal panes, surfaces and the external panes once per weekly visit.

4(h) Extent of Works – **Pavilion Toilet Block, War Memorial Recreation Ground**

| Service to be provided | Per Visit | Weekly | Monthly |
|--|------------------|---------------|----------------|
| Cisterns: Wipe-Buffer | X | | |
| Fixed Equipment and Fittings: Wipe-Buffer | X | | |
| Mirrors: Polish-Buffer | X | | |
| Hand Dry Units: Wipe-Buffer | X | | |
| Sink: Wipe-Buffer, Replenish | X | | |
| Soap Dispensers: Wipe-Buffer, Replenish | X | | |
| Urinals: Brush/Scrub and Wash | X | | |
| W.C. Pans: Brush, Wash, Buffer and Descale | X | | |
| Wash Basins: Wash, Wipe-Buffer | X | | |
| Waste Receptacles: Empty | X | | |
| Wash & Dry Units: Wipe-Buffer | X | | |
| Toilet Roll Dispensers: Wipe-Buffer, Replenish | X | | |
| Cubicles: Wipe-Buffer | | X | |
| Doors: Wipe-Buffer | | X | |
| Ledges: Wipe-Buffer | | X | |
| Walls: Wipe-Buffer | | X | |
| Screens: Wipe-Buffer | | X | |
| Signs: Wipe-Buffer | | X | |
| Ceilings: Dust and Wipe-Buffer | | | X |
| Pipework: Wipe-Buffer | | | X |
| Ventilators: Brush | | | X |

5 Additional Information – **Vibe Youth Centre and Tabernacle Church**

5(a) Materials

Cleaning company provide own cleaning liquids, mops, cloths and vacuum. Client provides consumables, soap, paper towels, toilet paper, bin bags etc.

COSHH sheets for cleaning items on our site must be provided.

5(b) Waste Management

We have 3 types of bins on site. The main bins are situated on the main drive by the Church front door. These are emptied weekly and/or fortnightly.

Food Waste Bin – only for food waste items should be in a green compostable bag – food caddies are in all kitchen spaces for this purpose – users of site are encouraged to empty these at the end of sessions but they should be checked and emptied if necessary.

Recycling – these items should be in a clear sack and placed in the Grey bin – our recycling is mixed (ie plastics and cardboard together)

Landfill – items should be in a blue sack (can put a black sack in the blue) and placed in the blue bin.

Items that are not in a colour coded sack **DO NOT GET COLLECTED** – No Black bin sacks or loose items to be in main bins

We pay per sack so where possible the sacks should be full – if there is not a huge amount of rubbish we do have both a recycling bin and landfill bin internally that can be used in this instance and location of these and use of will be explained during site orientation.