Mobile Cleaning Services

Multi occupancy properties (high rise)

AREA	STANDARD
Cleaning Duties – External Area and Block	**Clean internal entrance windows and doors – weekly** **Brush and mop foyer – daily** **Brush and mop floors and landings – weekly** **Brush and clean stairs and banisters – weekly** **Clean walls and intercom panels – as necessary** **Clean lights – as necessary** **Clean service cupboard doors – as necessary**
Rubbish Removal	**Clear rubbish chutes – daily** **Clean and disinfect refuse hoppers – monthly** **Clean doors to rubbish chute on the landings – as necessary** **Brush hopper room floors in multi storey blocks and remove spillage – Weekly** **Mop floors; wipe doors and internal windows – weekly** **Hose down bin room doors, windows, floor and wipe/mop – weekly**
Ventilator Louvers	**Wipe clean where fitted – weekly**
Lifts	**Brush and mop floors - daily** **Clean walls – weekly** **Clean fascia's – weekly**
Other Rooms	**Brush and mop laundry room (if applicable) – daily**

Additional Duties	**Repairs – Communal/External Areas** **Carry out basic repairs – as necessary** **Report day to day repairs/fault – as necessary** **Check fireman's switch and key board** **Check lift safety edge**
Other	**Check notice boards are up to date and remove unnecessary notices and check board locks**
Daily Health and Safety Checks, including fire risk management checks	**External Area and Block** **Make sure access and parking for emergency services are clear** **Check entrance doors are secure** **Check lighting** **Check that fire safety doors close automatically** **Check riser cupboards** **Check Electrical cupboards** **Check tank room and ensure door is locked** **Check bin room, bin chute, chute rooms and chute door** **Check stairways, stairwells and hand rails** **Check lift thresholds, doors, runners and alarm** **Check communal storage areas** **Check intercom** **Report any issues or repairs identified**
Dry Risers	**Check dry riser valves** **Check and clean inlet box doors** **Clear access to inlet box** **Check drain valve** **Check landing valve box doors** **Check landing valve outlets**
Lifts	**Check door runners** **Check landing and lift buttons** **Check lift alarm** **Check lift lights**
Other Rooms	**Check tank room** **Check lift room security** **Check service cupboards and keep clear**

Wythenshawe
WORKS