



Wythenshawe  
WORKS

## Mobile Cleaning Services

### Walk up Flats (low rise)

| AREA   | STANDARD  |
|--|---|
| <b>Cleaning Duties – External Area and Block</b> | <ul style="list-style-type: none"><li>• Clean entrance windows and doors – weekly</li><li>• Brush and mop floors and landings – weekly</li><li>• Brush and clean stairs and banisters – weekly</li><li>• Clean walls and intercom panels – as necessary</li><li>• Clean lights – as necessary</li><li>• Clean service cupboard doors – as necessary</li></ul> |
| <b>Rubbish Removal</b>                           | <ul style="list-style-type: none"><li>• Mop floors, wipe doors and windows – weekly</li><li>• Hose down bin room doors, windows, floor and wipe/mop – weekly</li></ul>  |
| <b>Ventilation Louvers</b>                       | <ul style="list-style-type: none"><li>• Wipe clean where fitted – weekly</li></ul>  |
| <b>Additional Duties</b>                         | <ul style="list-style-type: none"><li>• Repairs – Communal/External Areas</li><li>• Carry out basic repairs – as necessary</li><li>• Report day to day repairs/fault – as necessary</li><li>• Report emergency repairs – as necessary</li><li>• Chase repairs not done – as necessary</li></ul>   |



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|---|---|
| <b>Other</b>  | <ul style="list-style-type: none"><li>• <b>Check notice boards are up to date and remove unnecessary notices and check board locks</b></li></ul>  |
| <b>Weekly Health and Safety Checks, including fire risk management checks</b> | <ul style="list-style-type: none"><li>• <b>External Area and Block</b></li><li>• <b>Make sure access and parking for emergency services are clear</b></li><li>• <b>Check entrance doors are secure</b></li><li>• <b>Check lighting</b></li><li>• <b>Check that fire safety doors and ensure they close automatically</b></li><li>• <b>Check riser cupboards</b></li><li>• <b>Check Electrical cupboards</b></li><li>• <b>Check bin room, bin chute, chute rooms and chute door</b></li><li>• <b>Check stairways, stairwells and hand rails</b></li><li>• <b>Check communal storage areas</b></li><li>• <b>Check intercom</b></li><li>• <b>Report any issues or repairs identified</b></li></ul> |
| <b>Other Rooms</b>  | <ul style="list-style-type: none"><li>• <b>Check service cupboards and keep clear</b></li></ul>   |