



Oakworth Community Trust

Contract Cleaning Specification

INTRODUCTION

Oakworth Community Trust is responsible for the operations of Oakworth Village Hall and is contracting for cleaning services of the building. The premises consists of an entrance hall, main hall with stage, kitchen, bar and three toilet areas (all downstairs) and two further public rooms upstairs. This contract covers internal cleaning of these areas as detailed below.

ENTRANCE

TWICE-WEEKLY

1. Vinyl floor swept & mopped
2. Carpeted area vacuumed
3. Surrounding woodwork dusted
4. Waste bin emptied if required
5. All touch points (handles etc)

MONTHLY

6. Internal glass windows cleaned
7. Carpeted area washed

STAIRWAY

WEEKLY

1. Sweep, mop and polish

MONTHLY

2. Internal windows cleaned

TOILETS AND ACCESS CORRIDORS (LADIES, GENTS & EASY ACCESS)

TWICE-WEEKLY

1. Floor swept & mopped
2. Fixtures cleaned and disinfected
3. Toilet paper, paper towels & and soap replenished if required
4. Waste bins emptied

5. All touch points (handles etc)

MONTHLY

6. Interior windows

MAIN HALL (NOT INCLUDING THE STAGE)

TWICE-WEEKLY

1. Floor swept & mopped
2. All touch points (handles etc)
3. Door frame and glass cleaned

WEEKLY

4. Window bottoms
5. Radiators
6. Skirting boards

MONTHLY

7. Internal glass windows cleaned (lower glass only)

KITCHEN

WEEKLY

1. Floor swept & mopped
2. Counter tops and sinks cleaned
3. Fixtures externally cleaned (Fridge, freezer, cooker, microwave, water boiler, cupboards)
4. Fixtures internally cleaned (microwave)
5. Paper towels & soap replenished if required
6. Waste bins emptied
7. All touch points (handles etc)

MONTHLY

8. Internal windows cleaned
9. Fixtures internally cleaned (Fridge, freezer, cooker, cupboards)

PROVIDENCE ROOM (UPSTAIRS)

TWICE-WEEKLY

1. Waste bin emptied (if required)
2. Carpeted area vacuumed
3. All touch points (handles etc)

4. Door frame and glass cleaned

MONTHLY

5. Internal windows cleaned
6. Carpeted area washed

LIDGET ROOM (UPSTAIRS)

WEEKLY

1. Waste bin emptied (if required)
2. Carpeted area vacuumed
3. Microwave, kitchen worksurfaces, cupboard fronts and tables cleaned
4. All touch points (handles etc)
5. Door frame and glass cleaned

MONTHLY

6. Internal windows cleaned
7. Vacuum chairs
8. Carpeted area washed

BAR

Out of scope.

EXTERNAL

Out of scope.

SUPPLIES & EQUIPMENT

The Trust will provide all equipment and cleaning supplies required for carrying out the work. This comprises of but is not limited to, carpet washer, all the supplies for toilets and kitchens including – toilet paper, paper towels, disinfectants, washing-up liquid, soap and replacement soap dispensers, detergents for the kitchens, dishwasher supplies, as well as hand sanitizer refills. There is a dedicated storage room on the premises for keeping supplies and equipment.

HOURS

8 hours per week to be worked flexibly. The Hall & toilets, however, must be cleaned:

- On Sunday evening: or
- No later than 10am Monday; and
- Thursday evening (after 7pm); or

- No later than 10am Friday.

All other cleaning can be done at mutually agreeable times.

During the current Covid-19 pandemic, up to an additional 3 hours per week will be paid as required to undertake deep cleans. These additional hours will be paid on an overtime basis and do not come under the minimum contracted hours. These additional hours will be withdrawn once the requirement for deep cleans is removed.

Additional hours will also be paid on an ad-hoc basis as and when required (for example after a private wedding, or Trust event etc). The contractor will be expected to undertake additional hours as and when required subject to an appropriate amount of notice being given.

DURATION OF CONTRACT

The contract will initially run for one year with the possibility of extension, subject to a three month review and satisfactory performance of the contractor. Either party has the right to terminate the contract at any time provided that four weeks' notice is given.

PAYMENT

The contractor will submit a monthly invoice detailing the hours worked to Finance@oakworthcommunitytrust.org.uk. Any time worked over and above the contracted hours must be detailed, and must include the name of the authorising Director.

All payments will be made via bank transfer.

QUALIFICATIONS OF CONTRACTOR

Proven track record in rendering satisfactory services to similar premises.

The personnel must have training and experience in similar environments; and must not have criminal records or pending court cases against them. The contractor will be expected to use their initiative and the above schedule is a guide only. Should an area, room or surface require additional cleaning it is expected that this will be carried out.

INDEMNITY

The contractor shall indemnify the Trust against any claim for compensation for any loss which the contractor is liable; and any claim by any employee of the contractor for any loss or damage resulting from any bodily injury and/or damage to property caused by cleaning staff.

SIGNATURES

Signed on behalf of Oakworth Community Trust

Signed on behalf of the Contractor

Name.....

Name.....

Position.....