



HASLEMERE TOWN COUNCIL

PUBLIC TOILET CONTRACT CLEANING AND MAINTENANCE SPECIFICATION

Note

This specification must be read in conjunction with the Contract Procedure Rules.

Contract requirements

1. Daily (364 days a year, excluding Christmas Day)

- 1.1 Unlock the male, female & disabled WCs at 8.00am and close them at 6.00pm
- 1.2 Clean the male, female & disabled WCs either prior to opening or after closing
- 1.3 Clean the interior of all WC pans with toilet brush & chemicals
- 1.4 Clean all flush buttons with germicidal detergent
- 1.5 Clean all doors (both sides) with germicidal detergent, rinse off and damp wipe, to include fastenings
- 1.6 Wipe the surface and underside of all toilet seats and the rim and outside of all bowls, using chemicals
- 1.7 Sweep all floors to remove loose debris
- 1.8 Wash down the male urinals using water and chemicals
- 1.9 Wash all floors with water and appropriate chemicals, using squeegee to direct water down drainholes in the floors to leave them as dry as possible
- 1.10 Clean, using appropriate chemicals, the Wallgate units, inside and out, and wall surface
- 1.11 Inspect and check the operation of all flushes
- 1.12 Inspect and check the operation of the hand washer/drier units, refilling with soap where necessary
- 1.13 Wipe down all horizontal surfaces
- 1.14 Empty garbage bins where installed and dispose
- 1.15 Check all light fittings fully working
- 1.16 Replenish toilet rolls where necessary
- 1.17 Report any problems or defects listed above (or any other) to Town Hall immediately

2. Weekly

2.1 Dust and get rid of any cobwebs from the ceiling and light fittings

2.2 Polish mirrors

3. Quarterly

3.1 Deep clean to include cleaning the tiles and grouting, and cleaning the windows inside and out

4. Consumables

4.1 Provide all consumables to include, but not exhaustively, cleaning chemicals, toilet rolls to fit the dispensers, bin bags (hand soap will be obtained direct from Wallgate)