

Specification and schedule of works for communal internal area cleaning and window cleaning.

Fortnightly frequency:

- Vacuum all fitted carpets.
- Sweep and then mop vinyl floors with clean water and an acceptable detergent, and rinse with clean water. Lift mats as necessary.
- Wipe clean all shelves and window sills and other items in communal areas, such as heaters and fire extinguishers.
- Remove all cobwebs from communal areas.
- Sweep out, wash and disinfect all internal and external rubbish storage areas, and rinse with clean water and disinfectant.

Six-weekly frequency:

- Clean all windows to **communal** areas internally and externally by thoroughly washing down with clean water and a suitable cleaning agent.
- The internal surfaces of windows should be reached by means of step ladders to prevent damage to walls and partitions. If it is necessary to stand on window sills, adequate protection must be provided by the contractor, and the sills cleaned afterwards.