

COMMON AREA CLEANING SPECIFICATION



This area will be cleaned weekly. **We will:**



Sweep and remove litter from all landings and stairs before washing.



Wash and mop any hard surface to all landings and stairs.



Provide yellow wet floor signs whilst carrying out cleaning works.



Vacuum clean any carpeted landings and stairs and remove any 'spot' stains.



Wash, wipe down and dust balustrades/handrails.



Wash and wipe down front and rear entrance doors, and door entry system – inside and outside.



Wash and polish any door brass or stainless-steel fittings on entrance doors.



De-litter and sweep down all steps and passageways leading into and outside of closes.



Wash and wipe down all windowsills.



Check common close lights are all operational at every visit and report any failings.



Report any defects or repairs identified during weekly cleaning visits to the desk officer.



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