



# HOUGHTON REGIS TOWN COUNCIL

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Quotes are invited to provide:

## Cleaning of the Houghton Regis Town Centre Toilets

in accordance with the following specification:

Period:	1 <sup>st</sup> July 2016 to 30 <sup>th</sup> June 2019
Venue:	Houghton Regis Town Centre Toilets, Bedford Square, Houghton Regis
Opening Hours	<p>All facilities must be open to the public by 8am and not be closed before 6pm daily except for Sunday and Bank Holidays.</p> <p>In normal circumstances they should not be opened before 06.30am or left open after 6.30pm.</p> <p>The Contract Administrator may vary the above opening hours on special occasions an according to local circumstances. Any such variation will be given in writing and the Contractor's payment will be adjusted accordingly.</p>
Summary:	<p>The services to be provided by the Contractor fall into four main categories:</p> <ol style="list-style-type: none"><li><b>1. Opening, Closing and Cleaning</b><ul style="list-style-type: none"><li>• To provide suitable qualified cleaning staff.</li><li>• To operate safe working practices to minimise risk to staff and customers.</li><li>• To replenish consumable supplies.</li><li>• Record and report defects and incidents.</li><li>• To ensure that the facilities are kept clean, tidy and hygienic to a high standard in accordance with the detailed cleaning specification.</li></ul></li><li><b>2. Provision of Consumable Supplies and Cleaning Materials</b><p><i>Quote 1</i></p><ul style="list-style-type: none"><li>• To supply sufficient levels of consumable supplies and cleaning materials to be available as required within the facilities.</li><li>• Consumables must be priced into the Tender</li></ul><p><i>Quote 2</i></p><ul style="list-style-type: none"><li>• To supply sufficient levels of cleaning materials as required within the facilities.</li><li>• A price list for consumables to be provided and agreed at the outset of the contract. The Contractor to invoice the Council for consumable supplies on a monthly basis.</li></ul></li><li><b>3. Removal and Disposal of Waste(including Sharps)</b><ul style="list-style-type: none"><li>• To provide suitably frequent waste collection and disposal services</li></ul></li></ol>

	<p>using properly licensed means.</p> <p><b>4. Management</b></p> <ul style="list-style-type: none"> <li>• To manage the provision of cleaning service.</li> <li>• To recruit and train suitable staff and to plan and supervise their work.</li> <li>• To report and liaise with the Town Clerk on all matters concerning the provision of the service and with the Finance Officer on all matters concerning payments</li> </ul>
General:	<p>Where they exist, the Contractor will have use of storage/cleaner's facilities. These may be inspected, by appointment only, during the tender period and may be used for the storage of equipment and materials, which must be returned to the relevant storage area after the completion of the cleaning. These areas are only to be used to store items in connection with this Contract. Storage of other equipment or materials is strictly prohibited. These areas are to be kept in a tidy, organised and sanitary condition. All rubbish is to be held in approved containers until it is removed by a licensed operator and taken to a licensed facility.</p> <p>The Contractor shall not carry out any work at the site outside the contracted hours without the prior written approval of the Contract Administrator.</p> <p>The standards set out in this Specification are to be regarded as the minimum the Council will accept and the Contractor is encouraged to implement higher standards wherever these can be economically achieved. It is fundamental principle that the Contractor shall behave pro-actively and in co-operation with the Council to ensure that the highest possible standards of cleanliness and customer service are provided at all times.</p>
Definitions	<p>In this Specification the following definitions apply:</p> <p>“BICSc” means the British Institute of Cleaning Science</p> <p>“Sanitary Areas” means areas pertaining to the promotion of health including toilet areas, baby change and showers.</p> <p>“Microbiological Cleaning Product” means a cleaning product that uses carefully selected microorganisms designed to eliminate the odours caused by urine and other washroom odours.</p> <p>“Contract Administrator” means Houghton Regis Town Council</p>
Procedures for Contractor's Staff	<p>The Contractors staff will visit the site to open. They must then sign the site log in to confirm what they have done and record any findings made to the Contract Administrator.</p> <p>At the end of each day on which the public conveniences have been opened a member of the Contractor's staff will visit each site to check all the facilities and record that they have done so in the site log.</p> <p>The Contractor's staff will record in the log book any defects found whilst undertaking cleaning and bring them to the Contract Administrator attention.</p>
General Cleaning Requirements	<ol style="list-style-type: none"> <li>1. If any situation merits the closing of a facility to the public the Contractor shall erect temporary signs, record the details on the prescribed form and report them to the Contract Administrator as soon as possible.</li> <li>2. All defects and damages to the public conveniences, whether to the building or its fixtures and fittings, shall be recorded by the Contractor on the prescribed form and reported to the Contract Administrator as soon as possible.</li> </ol>

	<ol style="list-style-type: none"> <li>3. When floors, steps or ramps are wet, particularly following cleaning, the Contractor shall erect temporary signs in conspicuous positions stating “Danger - Wet Floor”.</li> <li>4. Where electrical cables to equipment may cause a hazard the Contractor shall erect temporary warning signs in conspicuous positions.</li> <li>5. The Contractor shall attempt to deal with blockages of WC pans, waste pipes, basins, flushing system, outlets, overflows and the like by plunging, use of a microbiological unblocking product or by other means. If this proves ineffective the Contractor shall record the details in the site log book and report them to the Contract Administrator as soon as possible.</li> <li>6. The Contractor shall ensure that all doorways and accesses are free from obstruction during the performance of and upon completion of the cleaning service.</li> <li>7. Spray and liquid polishes for furniture, fixtures and fittings must not be over-sprayed or spill onto the walls and floor.</li> <li>8. Graffiti shall be removed as part of each cleaning cycles, using approved cleaning materials and methods. If graffiti is proving difficult to remove using normal methods, this shall be recorded in the site log and reported to the Contract Administrator as soon as possible.</li> <li>9. If Contractor’s personnel are on site outside normal opening hours they shall, before leaving site, ensure that nobody else is on the premises and, where appropriate, ensure that lights are turned off and the doors and security shutters are closed and locked.</li> <li>10. The cleaning service is to be carried out following BICSc cleaning Operators Proficiency Certificate.</li> <li>11. Colour coded cloths must be used as an aid to ensure that, in the interest of hygiene, a cloth used for one task is not used for another task.</li> <li>12. Cloths used for the application of any spirit based formula shall be disposed of immediately after they are finished with as they are liable to spontaneous combustion if stored.</li> <li>13. All cleaning materials and supplies are to be stored, handles, transported and used in accordance with manufacturers instructions and any regulations set out under the terms of any legislation current or arising during the Contract Period and all warning strictly observed.</li> <li>14. All containers of cleaning materials are to be clearly and correctly labelled denoting their contents and poison labels displayed where appropriate.</li> <li>15. All cleaning materials shall be securely locked away when not in use.</li> <li>16. The Contractor must submit a list of materials and suppliers to be used for the approval of the Contract Administrator at least 14 days prior to the commencement of the contract.</li> </ol>
<p>Daily Cleaning – to be carried out on each cleaning visit to the site</p>	<p>Each site to be cleaned on two occasions during each day, at times to be agreed with the Contract Administrator. The final cleaning visit of the day may be combines with locking up for the night.</p> <p>a) Waste Removal</p> <p>The Contractor shall empty all receptacles and rubbish bins, which shall be removed daily by the Contractor. Broken glass, glass bottles, syringes, razor blades and the like shall be places in a sharps container to prevent subsequent handling. The Contractor shall be responsible for the collection and disposal of sharps or syringes found on the premises to a registered clinical waste disposal site. The Contractor shall ensure that all staff are adequately trained in the prevention of blood borne diseases and for the</p>

disposal of sharps. The Contractor shall be responsible for the supply of personal protective clothing, equipment, collection devices and sharps bins for the duration of the Contract. Remove all organic matter, rubbish, waste food, paper, chewing gum and the like adhered to the inside and outside surfaces of receptacles and rubbish bins after emptying. Treat all inside and outside surfaces of receptacles and rubbish bins and outside only of soap, towel, toilet roll, condom and sanitary towel dispensers and the like with an approved solution of microbiological cleaning product. Allow recommended contact time prior to being removed with a cloth and clean water to remove all traces of organic matter and rubbish.

*Quality Standard*

*All receptacles and bins to be emptied on each visit and left in a safe and hygienic condition*

b) Floor Surfaces

Remove from the complete floor surfaces by using a broom, acrylic or nylon fibre mop, disposable muslin type cloth and/or by using mechanical vacuum equipment, all dust, dirt, organic matter, paper, rubbish, chewing gum, glass, sharps and the like. Particular attention shall be paid to areas around equipment, skirting, doorways, cubicles, WC pans, urinals, corners of the toilet area etc. broken glass, glass bottles, syringes, razor blades and the like shall be placed in a sharps container. Treat the complete floor surface with a correct dilution of an approved microbiological cleaning product or stain removal agents. Allow recommended contact time. Agitate the cleaning product on the floor surfaces with a cotton or sponge-yarn mop or edging tool, prior to swilling with clean water to remove all excess traces of organic matter, ingrained dirt, rubbish and the like. Remove excess water with a squeegee and leave floor surface to dry, clean and tidy. Dirt left on walls, skirting, door bottoms, cubicle walls, WC pans and the like shall be removed with a cloth and clean water. Separate colour coded mops to be used in sanitary area as recommended by BICSc. Remove grates from drainage channels and the outlets and set aside. Remove all dirt, organic matter, paper, rubbish, glass, sharps and the like from the drainage channels and outlets. Glass, syringes, razor blades, sharps etc shall be placed in a sharps container. Treat the drainage channel and outlets with a correct dilution of an approved microbiological cleaning product. Allow recommended contact time prior to swilling to remove all traces of microbiological cleaning product and residue. Replace grates to drainage channels and outlets.

*Quality Standard*

*Floor to be as dry as possible and free from dust, debris, streaks, marks, organic matter and have a uniform appearance. Skirting boards to be free from dust, debris, streaks, organic matter and splash marks. Drainage channels to be free from debris, organic matter and unpleasant odours.*

c) Walls, Partitions Including Toilet Cubicle Partitions, Back Walls and Doors

Spot clean wall and partition surfaces to the full height with a correct dilution of approved microbiological cleaning product and approved stain remover where applicable, ensuring the stain remover is cleaned away. Absorbent surfaces to be checked for colour fastness and staining before use of stain remover. Allow recommended contact time for cleaning product prior to wiping or scrubbing where necessary with a colour coded cloth in sanitary area or brush and clean water to remove all dirt, finger marks, stains,

spots and spillages including chewing gum and graffiti. Wall and partition surfaces shall be left clean, dry and tidy. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc.

*Quality Standard*

*Surfaces to be free from visible marks and stains and have a uniform appearance*

d) Fixtures and Fittings

Remove all dust, dirt, organic matter, chewing gum, graffiti, cobwebs and the like from window ledges, entrance and exit doors, door handles, handrails, light switches, electrical sockets, heating vents, warm air hand dryers with integral bins, toilet roll holders, skirting, kick plates, door push plates, disabled fittings, vending machines, sanitary/nappy bins etc. Treat the complete surfaces of window ledges, entrance and exit doors, door handles, handrails, light switches, electrical sockets, warm air hand dryers, WC cubicle partitions (including back walls and cubicle doors), skirting, kick plates, push plates, disabled fittings, vending machines, sanitary bins and the like with a correct dilution of approved microbiological cleaning product and approved stain remover where applicable, ensuring the stain remover is cleaned away. Absorbent surfaces to be checked for colour fastness and staining before use of stain remover. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt, chewing gum, graffiti etc. Stainless steel surfaces to be treated with manufacturers recommended detergent only or client approves. Surface shall be left dry, clean and tidy. Metal surfaces to be wiped with an approved polish, applied with a clean cloth and buffed to a shine. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc

*Quality Standard*

*Surfaces to be free from visible marks, cobwebs and stains and have a uniform appearance. Stains to be removed as soon as possible without undue damage to surfaces.*

e) Baby Change Tables

Fold down baby change tables and remove all dust, dirt, organic matter, chewing gum, graffiti and the like. Treat the complete surfaces of baby change tables with a correct dilution of approved microbiological cleaning product and approved stain remover where applicable, ensuring the stain remover is cleaned away. Absorbent surfaces to be checked for colour fastness and staining before use of stain remover. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt, chewing gum, graffiti etc. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc

*Quality Standard*

*Surfaces to be free from visible marks, cobwebs and stains and have a uniform appearance. Stains to be removed as soon as possible without undue damage to surfaces.*

f) WC's

Remove all dust, dirt, organic material, paper, rubbish, chewing gum, graffiti and the like from WC pans (inside and outside), seats (tops and undersides), flushing systems and all associated pipe work, flushing handles and chains, traps and outlets, overflows and all surrounding surfaces. Treat the complete

surfaces of WC pans (including inside, outside and under flushing rims), seats (tops and undersides), cisterns and all associated pipe work, flushing handles and chains, traps and outlets, overflows and all surrounding surfaces with a correct dilution of approved microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt and the like with a colour coded cloth and clean water, excluding the inside surfaces of the WC pan, which shall be removed with a toilet brush and clean water. Flush cistern and allow surfaces to dry thoroughly prior to polishing with a dry cloth to remove streaks and bloom, excluding inside surfaces of WC pans. Treat inside surfaces of pans with an approved lime scale remover as appropriate to prevent deposit build up. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc

*Quality Standard*

*All surfaces and fitting to be clear of organic matter, debris, film and smears and free from lime scale build up and encrusted deposits and unpleasant odours.*

g) Urinals

Remove all dust, dirt, organic material, paper, rubbish, chewing gum and the like from urinal slabs, stalls, treads, urinal bowls (including undersides), troughs (including undersides), channels, outlets, domical gratings, sparge pipes, spreaders, flushing cisterns and associated pipe work, bottle traps, u-bends, wall hangers and surrounding surfaces. Treat all surfaces with a correct dilution of approved microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt and the like with a colour coded cloth and clean water. The inside of the urinal bowls, end slabs, back slabs, stalls, channels, domical gratings, which shall be cleaned using a toilet brush and clean water. Allow surfaces to dry thoroughly prior to polishing with a dry cloth to remove streaks and bloom, excluding inside surfaces of urinal bowls, end slabs, back slabs, stalls, channels and domical gratings. Pay attention to channels and outlets which must be kept free of urea salts and solids.

*Quality Standard*

*All surfaces and fitting to be clear of organic matter, debris, film and smears, ceramic and stainless steel surfaces should be free from lime scale build up and encrusted deposits and unpleasant odours.*

h) Wash Basins and Drinking Fountains

Remove all dust, dirt, organic material, paper, rubbish, chewing gum, soap and the like from the wash/hand basins and sinks (including undersides), drinking fountain, pedestals, support brackets and frames, vanity units (including tops, sides, fronts, doors etc), splash backs, associated pipe work and channels, taps, waste outlets, overflows and all surrounding surfaces. Using the appropriate colour coded cloths, treat the complete surfaces of the wash/hand basins, sinks and drinking fountains with a correct dilution of approved microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt and the like with a colour coded cloth and clean water. Remove stubborn stains, marks, body fats and the like from wash/hand basins, sinks and drinking fountain surfaces with appropriate colour coded cloth and approved stain remover. Allow surfaces to dry thoroughly prior to polishing with a colour coded dry cloth to remove

	<p>streaks and bloom</p> <p><i>Quality Standard</i>  <i>All surfaces, fitting, overflow traps and drainage to be clear of debris, film, smears and soap deposits. Taps to be polished dry. Ceramic and stainless steel surfaces dried off and free from lime scale build up and encrusted deposits.</i></p> <p>i) Glass (including mirrors)          Internal glass (including mirrors) is to be damp wiped with an appropriate colour coded cloth and a correct dilution of approved microbiological cleaning product and glass cleaning agent and polished dry.</p> <p><i>Quality Standard</i>  <i>Glass to be clean and free from smears, film, streaks and marks. Corners and edges free from build-up of grime.</i></p>
<p><b>Weekly Cleaning</b></p>	<p>a) Descal WC bowls          Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from the insides of the bowls. Particular attention shall be given to the flushing rims and outlets. Flush cisterns and reduce water level with a toilet brush. Treat the inside surface of WC bowls with an acid based descaler. Particular attention shall be given to the undersides of flushing rims. The descaler shall have a minimum contact time of 30 minutes, unless manufacturer recommendations state otherwise, prior to flushing with clean water to remove all descaler residue, calcium carbonate, ferric oxide stains and the like with a toilet brush and clean water. Care shall be taken not to spill or splash acid based descaler onto toilet seats, outside surfaces of WC bowls, walls and floor surfaces. Any spillages and splashes shall be removed with clean water immediately</p> <p><i>Quality Standard</i>  <i>Bowls to be free from lime scale build up and encrusted deposits.</i></p> <p>b) Descal Urinals          Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from urinal back slabs, end slabs, stalls, treads, urinal bowls, troughs, channels, outlets and domical gratings. Treat the complete surface of back slabs, stalls and urinal bowls below sparge pipes and spreaders, troughs and channels. The descaler shall have a minimum contact time of 30 minutes, unless manufacturer recommendations state otherwise, prior to flushing with clean water to remove all descaler residue, calcium carbonate, ferric oxide stains and the like with a toilet brush and clean water. Urinal systems shall then be flushed. Care shall be taken not to damage or corrode outlets and domical gratings with the acid based descaler. Any spillages and splashes onto the floor and wall surfaces shall be removed with clean water immediately.</p> <p><i>Quality Standard</i>  <i>Urinals to be free from lime scale build up and encrusted deposits.</i></p> <p>c) Descal Sinks &amp; Basins          Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from sinks and basins. Treat the complete surface of sinks, basins and taps. The descaler shall have a minimum contact time of 30 minutes, unless manufacturer recommendations state otherwise, prior to removing all traces of descaler, calcium carbonate, ferric oxide stains and with a colour coded cloth and clean water. All spillages and splashes onto the floor and wall</p>

surfaces shall be removed with clean water immediately.

*Quality Standard*

*Sinks and basins to be free from lime scale build up and encrusted deposits.*

d) Cleaners Storage Area

Remove from the complete floor surfaces by using a broom and/or by using mechanical vacuum equipment, all dust, dirt, organic matter, paper, rubbish, chewing gum, glass, sharps and the like. Particular attention shall be paid to areas around equipment, skirting, doorways etc. Broken glass, glass bottles, syringes, razor blades and the like shall be placed in a sharps container. Treat the complete floor surface with a correct dilution of an approved alkaline disinfectant detergent or stain removal agents. Allow a minimum contact time of 5 minutes. Agitate the approved alkaline disinfectant detergent on the floor surface with a cotton or sponge-yarn mop or edging tool, prior to swilling with clean water to remove all traces of organic matter, ingrained dirt, rubbish and the like. Remove excess water with a squeegee and leave floor surface to dry, clean and tidy. Dirt left on walls, skirting, door bottoms and the like shall be removed with a cloth and clean water.

*Quality Standard*

*Floor to be as dry as possible and free from dust, debris, streaks, marks, organic matter, unpleasant odours and have a uniform appearance. Skirting boards to be free from dust, debris, streaks, organic matter and splash marks.*

e) Walls, Doors, Steps, Ramps and Associated Handrails

Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from steps, stairwells, landings, ramps and associated handrails, adjacent walls and security gates. Broken glass, glass bottles, syringes, razor blades and the like shall be placed in a sharps container to prevent subsequent handling. Treat the complete surfaces of steps, stairwells (including steps, nosings and risers), landings, ramps and walkways with a correct dilution of an approved alkaline disinfectant detergent. Agitate the disinfectant detergent on the floor surface with a mop or cleaning pad, prior to swilling with clean water to remove all traces of the detergent, dirt and residue. Dry as much as possible and remove standing water. In freezing weather conditions, external steps, ramps and walkways shall be salted to prevent ice forming. Damp wipe handrails, newel posts, balustrades fixings, spindles and strings, security gates and the like with a cloth dampened with a correct dilution of an approved alkaline disinfectant detergent. Allow a minimum contact time of 5 minutes prior to removing all traces of the detergent, organic matter, dirt and residue with a soft cloth and clean water. Allow the surfaces to dry thoroughly and rub with a dry cloth to remove streaks.

*Quality Standard*

*Surfaces to be clean and dry and free from dirt, organic matter, dust, marks and removable substances.*

f) Around Premises

In the immediate area outside the public convenience facilities to a distance of 3m from the boundary, all litter, weeds, stones, glass, organic matter, dog fouling etc shall be removed. Areas affected by the organic matter, dog fouling etc shall be treated with a correct solution of 20 parts clean water to one part alkaline disinfectant detergent or similar approved. Allow a minimum contact time of 5 minutes prior to swilling with clean water to remove residue. In freezing weather conditions, the area that has been

swilled shall be salted to prevent ice forming.

*Quality Standard*

*Surfaces to be clean and dry and free from litter, weeds, dirt, glass, organic matter, unpleasant odours, dust and removable substances and marks.*

g) Light Fittings

All light fittings to be dusted to remove all surface dust, dirt, cobwebs and debris.

*Quality Standard*

*Surfaces to be free from dust, marks, cobwebs and debris.*

h) Floor Surfaces

Machine scrub or deck scrub the complete floor surface with a Rotowash scrubbing machine and microbiological cleaning product diluted to the manufacturers recommendations to remove organic matter, stains, ingrained dirt, scuff marks and the like. Remove the residue with a vacuum cleaner or squeegee, prior to mopping with clean water to remove all traces of dirt. Dirt left on skirting, door bottoms, cubicle partitions, WC pans, pedestals and corners of the toilet area and the like by machine splashing, deck scrubbing and over mopping shall be removed with a cloth and clean water. Abrasive pads, brushes, creams, powders and steel wool shall not be used on floor surfaces.

*Quality Standard*

*Floors should be free from residual dirt, dust, organic matter and soil and have a high gloss uniform appearance. Skirting boards free from dirt, dust, marks, debris, organic matter and splash marks.*

i) Surface Water Drains

Remove all dirt, organic matter, rubbish and the like from grates and swill with clean water prior to treating grates and gullies with a correct dilution of microbiological cleaning agent.

*Quality Standard*

*Drainage channels to be free from debris, organic matter and unpleasant odours.*

j) Walls

The Contractor shall vacuum clean or brush walls from floor to ceiling and partitions (to full height), skirting, flushing cisterns and associated pipe work and the like to remove dust, dirt, cobwebs etc. Care should be taken not to damage wall finishes, paintwork or the fabric of the building with vacuum cleaner tools or brushes. The complete wall surfaces (floor to ceiling), partitions (to full height), skirting, flushing cisterns and associated pipe work and the like shall be washed with a correct dilution of microbiological cleaning product to remove organic matter, dirt cobwebs, graffiti, chewing gum etc. all dirt and residue shall be removed with an appropriate colour coded cloth and clean water to leave surfaces clean and tidy.

*Quality Standard*

*Surfaces to be clean and dry and free from dirt, organic matter, dust, cobwebs and all removable substances and marks.*

k) Ceilings

The Contractor shall vacuum clean or brush the complete surface of ceilings (including roof supports and ducting) like to remove dust, dirt, cobwebs etc. Care should be taken not to damage ceiling finishes, paintwork, light fittings

or the fabric of the building with vacuum cleaner tools or brushes. Wash the complete ceilings (including roof supports and ducting), with a correct dilution of microbiological cleaning product to remove organic matter, dirt cobwebs, graffiti, chewing gum and the like. All dirt and residue shall be removed with an appropriate clean colour coded cloth and clean water to leave surfaces clean and tidy. Care should be taken not to wet light fittings when washing ceilings. Dirt left on partitions, doors, WC cisterns etc by splashing shall be removed with an appropriate colour coded cloth and clean water.

*Quality Standard*

*Ceilings to be clean and dry and free from dirt, organic matter, dust, cobwebs and all removable substances and marks.*

l) Light Fittings

Switch off electricity supply: remove light bulbs, lampshades, diffusers and fluorescent tubes from light fittings. Damp wipe light fittings, light bulbs and fluorescent tubes with a correct dilution of approved microbiological cleaning product to remove all dust, dirt, organic matter and the like. Treat lamp shades, diffusers etc with a correct dilution of approved microbiological cleaning product and scrub with a soft brush prior to rinsing with clean water to remove all dust, dirt, organic matter and the like. Allow the surfaces to dry thoroughly and rub with a duster to remove streaks and bloom. Replace remove light bulbs, fluorescent tubes, lampshades, diffusers etc and switch on electricity supply

*Quality Standard*

*Light fittings to be clean and free from smears, film, streaks and marks. Corners and edges free from build-up.*

j) Windows/Window Frames

Remove all dust, dirt, organic matter, graffiti, chewing gum and the like from windows and window frames. Wash both inside and out with a correct dilution of approved of microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of cleaning product, dirt and residue. Allow glass to dry and rub with a duster to remove all streaks and bloom.

*Quality Standard*

*Windows and frames to be clean and free from smears, film, streaks and marks. Corners and edges free from build-up.*

k) Waste Pipe Traps

Clean using a microbiological cleaning product and descale with an acid based descaler. Remove, clean and replace all traps bowls/bends. Renew seals and washers.

*Quality Standard*

*Fittings to be clear of organic matter and debris including lime scale build up and encrusted deposits.*

l) Stainless Steel

Clean down all stainless steel with an approved specialised stain remover.

*Quality Standard*

*Stainless steel to be free from visible marks, smears and highly polished.*

m) Floors

	<p>High pressure clean to remove accumulations of soil, dirt, organic matter, graffiti, chewing gum, removable marks etc by the use of high pressure water and approved equipment and microbiological cleaning products. To be preceded by a suction clean. Care to be taken to ensure surrounding wall coverings are not damaged by water.</p> <p><i>Quality Standard</i>  <i>Surfaces to be clean and dry and free from dirt, organic matter, dust, cobwebs and removable substances and marks and unpleasant odours.</i></p>
Payment	<p>The contractor is to provide monthly invoices in retrospect for the work completed.</p> <p>Invoices will be paid within 21 days of receipt by BACS transfer.</p>
TUPE	<b>This contract may be subject to TUPE</b>
Submission date:	<p>Please confirm your intention to submit a quote by <b>5pm on Friday 22<sup>nd</sup> April 2016</b></p> <p>Please provide your quote by <b>5pm on Friday 6<sup>th</sup> May 2016</b></p>