



**Torridon Primary School**

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# **Cleaning Contract**

## **Specification of Service**

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# Torridon Primary School

## Cleaning Contract

### Specification of Service

#### **Introduction**

The Services Provider/s will provide cleaning services for Torridon Primary School in line with agreed standards, on Mondays to Fridays during term time. The Cleaning supervisor will work 2pm – 6pm and cleaning operatives between 4pm and 6pm.

Holidays and Inset Day cleaning days and times are to be agreed with the School's Facilities Manager.

Contract is to be based on 44 weeks per annum – 39 weeks term time to include all Inset/Staff Training days, 1 week equivalent deep cleaning during the Easter break and 4 weeks equivalent deep cleaning during the summer break.

#### **Areas to be cleaned**

- Entrance areas
- Staircase, landings and corridors
- Office Areas
- Classrooms including ASD building
- Main Assembly Halls
- Dinner Hall
- Staff Rooms
- All Toilets

Cleaning services are detailed as follows:

- Floors and staircases be swept / mopped / vacuumed
- Surfaces to be dusted / cleaned / polished
- External signs and all internal brass/fittings to be polished
- Kitchens to be cleaned & disinfected
- Toilet areas to be cleaned & sanitised
- Bathroom consumables to be supplied (items agreed with school) and replenished
- Dust high ledges, skirting boards and furniture
- Waste bins to be emptied and disinfected
- Cardboard and paper to be collected and placed in recycling bins
- Rubbish to be placed in trade waste bins

- Finger marks to be removed from wall / doors etc.
- Lift to be cleaned and polished
  - Risk assessment and COSHH manuals to be kept up to date and on-site
- Quality assurance checks of work done and records kept

## TUPE

Please note that Transfer of Undertakings (Protection of Employment) Regulations 2006 “TUPE” will be relevant in this re-tendering exercise, if a transfer of the service provision occurs.

Tenderers are advised to seek their own legal advice.

## Timetable

The timetable is as follows:

<b>Invitation to tender issued</b>	Monday 10 June 2019
<b>Visits to School by potential suppliers</b>	Week commencing 10 and 17 June 2019
<b>Deadline for submission of tenders</b>	Wednesday 3 July 2019
<b>Tenders to be evaluated by</b>	Friday 5 July 2019
<b>Approval by Governing Body</b>	Thursday 11 July 2019
<b>Suppliers to be notified of outcome by</b>	Friday 12 July 2019

- The contract Period will be for 3 years (36 months) in the first instance, with an option to renew for a further 2 years (24 months)

## Working methods and codes of practices

The Service Provider is required to familiarise all cleaning staff with the School’s Safeguarding Policy and any other policies and procedures relevant to providing the service such as Health and Safety.

The Service Provider is to set out in the method statements how the service will be delivered.

## Quality and performance standards

Copies of policies and procedures to be submitted as part of the tender, specifically but not limited to - Safeguarding, Health & Safety, Staff Recruitment, Staff Training, Quality Control, Sustainable and Environment Policy.

Details of any accreditations held by the company such as ISO 9001:2000, ISO 14001 and other internal quality monitoring processes in place.

All staff must have Enhanced Disclosure and Barring Service (DBS) checks with details provided at start of contract and updated as and when new staff are appointed or current checks expire.

There is an expectation that the provider will have business continuity arrangements in place, particularly in cases of staff absence or any unexpected staff shortages.

## **Reporting**

In addition to the Service Provider's internal monitoring systems, an inspection walk will be undertaken with the School's Facilities Manager at least once a term. The School will provide feedback on performance during this inspection.

There will be an annual contract review meeting held in July of each year with the Service Provider's Contract Manager and the School's Business Manager and Facilities Manager. In advance of this meeting, the Service Provider is required to produce an overview report.

## **Detailed Specification**

### **Areas to be cleaned**

- Entrance areas
- Staircase, landings and corridors
- Office Areas
- Classrooms including ASD building
- Main Assembly Halls
- Dinner Hall
- Staff Rooms
- All Toilets

### **Daily (unless otherwise noted)**

#### **Entrance / Reception Areas**

- Sweep clean, removing any items of litter.
- Vacuum all areas and damp mop clean all hard floor surface areas
- Clean and polish glass to doors, removing all smears and hand marks etc.
- Remove all finger marks etc. from light switches, walls and doors
- Remove any cobwebs seen

#### **Staircase, landings and corridors**

- Sweep clean all hard floor surfaces and damp mop clean
- Vacuum all carpet areas
- Remove prominent marks from walls, paintwork and internal glass

#### **Office Areas**

- Vacuum all floor surfaces taking particular care in corners and under desks/tables
- Dust, clean and sanitise all accessible areas to table tops/desks tops
- Remove finger marks etc., from glass door insets and finger plates
- Dust all accessible areas to window ledges/sills
- Dust all other items of furniture and fittings up to hand height
- Empty all waste bins and replace with fresh liners

#### **Classrooms, Nursery, Breakout rooms and ASD Base**

*Please note floor surfaces of ASD Base to be cleaned and sanitised daily*

- Vacuum all floor surfaces and spot clean where necessary
- Clean and sanitise all desk tops and tables
- Spot clean doors, walls and glass as necessary
- Empty all waste bins and replace with fresh liners. Wipe clean external surface to bins.
- Ensure any sinks and play areas are thoroughly washed clean and sanitised
- Tiled splash backs to be washed clean and paint marks etc. removed from sink and surrounding floor surface

#### **Library**

- Vacuum all areas
- Empty all waste bins and replace with fresh liners
- Dust all furniture, fixtures and fittings within hand reach, removing any marks as seen
- Remove any prominent hand marks etc. from walls, doors and paintwork
- Spot clean walls, doors and glass.

### **Assembly Hall**

- Sweep clean floor surfaces and spot mop where required

### **Staff room**

- Vacuum all carpeted floor surfaces
- Sweep and mop hard floor surfaces
- Clean and sanitise all surfaces, i.e. sink, splash backs, tables
- Empty all waste bins and replace with fresh liners

### **Toilets - Boys, Girls Staff and disabled toilets**

- Sweep and wash clean all vinyl floor surfaces
- Remove any obvious, visible marks from walls
- Clean and sanitise all sinks, wash clean tiled splash backs
- Clean, scour and disinfect all urinals, WCs and cisterns
- Toilet seats and lids to be disinfected and polished clean to finish. Underneath water rim, exposed bowls and waste traps are all to be cleaned and disinfected.
- Mirrors to be cleaned and polished removing any hand marks etc.
- All surfaces and items of furniture and fittings, up to and below hand height, to be dusted and cleaned accordingly
- All waste bins to be emptied and replace with fresh liners
- Replenish all consumables items, i.e. Hand soap, hand towels and toilet rolls from stock

### **Weekly (Unless otherwise stated)**

#### **Staircase, landings and corridors**

- Damp wipe all ledges, window sills, doors, skirting and all other paint work within hand height

#### **Office Areas**

- Carry out all high and low level dusting, i.e. Shelving, bookcases, pictures, ledges, frames, cabinet tops, desks/equipment, work tops, chairs, sills, skirting, radiators, fire extinguishers and all appliances.
- All wooden furniture to be polished according to manufacturer's instructions
- Remove any finger marks etc. from walls, doors and light switches
- Clean and sanitise telephones

#### **Classrooms, Breakout Rooms and ASD Base**

- Carry out high and low level dusting i.e. shelving, pictures, ledges, frames, cabinet tops, desks/equipment, chairs and window sills. Skirting, radiators, fire extinguishers and all appliances
- Remove all finger marks etc. from light switches, walls and doors

### **Assembly Hall**

- Mop hall floor / spray and machine buff.
- Damp wipe all accessible surfaces to hand height, including skirting boards, radiators, fire extinguishers, window sills and ledges
- Remove any finger marks etc. from walls, doors, glass insets and finger plates.

### **Staff room**

- Degrease and clean microwave (if applicable)
- Remove finger marks etc. from cupboards, appliances, light switches, walls and doors
- Skirting, ledges and window sills etc. including all other surfaces up to and below hand height to be dusted clean

### **Termly**

#### **Toilets**

- Deep clean and sanitise all areas and wash clean walls and partitions, machine scrub floors

#### **Carpets**

- Shampoo or dry clean all carpets as appropriate

### **Summer Holiday Cleaning**

#### **Annually – In non-term time**

The deep cleaning required through the summer period should include the following:-

- High and low level dusting
- High and low level wall washing will be carried out to all accessible areas
- All light fittings will be cleaned
- All furniture, fixtures and fittings will receive a thorough clean as per manufacturer's instructions
- Removal/repositioning furniture to facilitate above
- All vinyl floors to be machine scrubbed and redressed
- Clean Hall floor and apply varnish

#### **IMPORTANT NOTES**

- Whilst carrying out wet mopping of any floor surfaces, the cleaning operative must display the appropriate 'Hazard Warning' signs.
- The areas in which they are working must be left in a clean and tidy condition, without any unpleasant odours.
- All refuse must be removed and disposed of to the designated disposal point.
- All cleaning materials, equipment and machinery are to be returned to the cleaning cupboard, fit for next use. The cupboard is to be locked securely.
- Health & Safety COSHH sheets will be kept on file and stored in cleaners cupboard for all materials used.