

DEBENHAM PARISH COUNCIL

Specification for the cleaning contract of the Public Lavatory Block, Little Back Lane, Debenham.

The specification includes the opening, cleaning and closing of the premises, as detailed in the specification, seven days per week, inclusive of Bank Holidays (except Christmas day). The acceptance of the enclosed quotation shall include the conditions hereinafter specified. Any variations of the said conditions are subject to written agreement between the two parties.

1. The Contractor shall invoice the Parish Council monthly in respect of the work. The invoices are to be received seven days prior to the Ordinary meeting. The Parish Council shall make payment within fourteen days after the period to which the invoice relates.
2. The contract shall be valid for a period of twelve months from the date of signing.
3. Either party may terminate this agreement by way of written notice by giving three clear months notice of the intention to terminate. .
4. In the case of a Company being appointed, it must have adequate Employer's Liability and Public Liability Insurance that covers injury to persons or damage to property for which they are legally liable.
5. In case of an individual, the contractor will be responsible for their own income tax and National Insurance contributions as they will not be considered an employee of the Parish Council. Neither party intends there to be any employment relationship connected with this contract and they are advised to arrange their own personal accident cover (ie in event of accident to themselves and cover should they be unable to work for any period of time due to the accident). The contractor must insure that he/she is covered by full public liability insurance.
6. The listed work will be carried out within the agreed time of..... hours per day on opening/closing the premises
7. Consumables: (a) if appointed party is an individual, they will be reimbursed by the Parish Council upon receipt of a Vat invoice. This invoice should be submitted with the Invoice for the cleaning of the premises. (b) If appointed party is a Company, the cost of consumables will be added to the cleaning Invoice.
8. All works carried out will be judged against the specification provided and substandard work may place the contractor in breach of this agreement. In this event, the agreement will be terminated and payments due will only be up to the date where the work was carried out satisfactorily.

Specification

Daily:

Toilets to be opened at 07:00 between 1 April and 31 October and at 08:00 between 1 November and 31 March.

Premises to be cleaned with antibacterial solution as follows:

Clean and disinfect all lavatory pans and urinals

Replenish urinal sanitary blocks

Wash and dry polish wc seats, to include underside

Clean all hand washbasins and splash-backs

Clean thoroughly mirrors, taps and other bright metal fittings

Dust fittings, fixtures and ledges

Remove cobwebs from areas above normal reach of the floor

Sweep, mop and rinse floor

Empty waste bins

Replenish toilet rolls, liquid soap and air-fresheners

Keep clean and tidy the cleaner's store cupboard

Cleaner's cupboard to be kept locked at all times and all cleaning equipment, wc replacement paper and cleaning solutions stored within the cleaner's cupboard

Leave the premises in a clean and tidy condition

Any issues outside of this contract's scope are to be reported to the Clerk, ie lights not working, acts of vandalism, toilets not flushing.

Toilets to be locked at 19:00 between 1 April and 31 October and 18:00 between 1 November and 31 March.

Lighting is via a timed system to be adjusted for Spring/Summer and Autumn/Winter, as per above dates.

Weekly:

Clean toilet brushes and holders and place small amount of sanitising solution in each.

Damp wipe window ledges.

Clean thoroughly both inside and outside of all waste receptacles

Monthly:

Wash down doors and doorjambs.

Wash down tiled and formica wall surfaces.

Dust light fittings in situ.

Eight weekly:

Clean windows on both sides.

Change batteries in air fresheners as required.

Stock List :

To be agreed with the contractor

Risk Assessment to be carried out annually by the Parish Council with copy supplied to the Contractor

Fire Evacuation Procedure to be in place and displayed by the Parish Council

Appointed to the contract:

Signed: _____

Date: _____

On behalf of the Parish Council

Signed: _____ Position: _____

Date: _____