

# **PERRONET HOUSE CLEANING SCHEDULE FOR SOUTHWARK COUNCIL CLEANER**

Agreed 23/10/2015 (e-mail confirmation received from Leon Williams)

**As agreed by Perronet House & Princess Street Residents Association**

Discussed by Richard Reynolds (Chair), Leon Williams (North West Area Cleaning Manager), Russell Edwards (Area Housing Manager)

## **Notes**

### **CLEANER'S RESPONSIBILITIES**

|  |                |
|--|----------------|
| Sweeping internal corridors and stairs   | Daily          |
| Spot mopping internal corridors stairs   | Daily          |
| Sweeping of lifts  | Daily          |
| Wiping down lift walls and glass   | Daily          |
| Sweeping chute room floors   | Daily          |
| <br>   |                |
| Sweeping / litter picking all external areas   | Daily          |
| Sweeping of bin chambers / trailer bays  | Daily          |
| Rotating refuse bins so empty ones are inline with the chute                                     | Daily          |
| Mopping of internal corridors and stairs   | Twice weekly   |
| Mopping lifts  | Twice weekly   |
| Mopping chute room floors and chutes   | Twice weekly   |
| Total mopping internal corridors   | Twice weekly   |
| Wiping block entrance doors and screens  | Monthly        |
| Wiping down internal fixtures and fittings   | As required    |
| Cleaning of external fixtures and fittings to remove grime, e.g. door handles and intercom panel | Quarterly      |
| Handrails and balustrades in the internal staircase  | Quarterly      |
| Wiping down corridor wall tiles  | Quarterly      |
| Cleaning of intercom panels (sticky fingerprints)  | Quarterly      |
| Wipe down accessible light fittings (top edge near ceiling on wall lights)                       | Quarterly      |
| Deep cleansing of bin chambers / trailer bays  | Quarterly      |
| Cleaning of communal glazing   | Twice annually |
| <br>   |                |
| Polishing communal corridors   | Twice annually |
| Wiping down aluminium strips along corridors   | Twice annually |
| Deep cleaning lift floor, particularly the corners   | Twice annually |

Block boundaries in the street are currently being clarified by TfL and marked on the pavement

Mains electricity is required for polishing machinery, and the TRA will need to liaise with residents to provide this

|   |                |  |
|---|----------------|--|
| Wall and ceiling washing  | Twice annually |  |
| Maintainance of vinyl flooring  | Twice annually |  |
| Cleaning of internal glazing  | Twice annually |  |
| Defecation waste (dog, pigeon, human) removal within 3 hours weekdays, 5 hours weekends | As required    |  |
| Jet wash louvred slats and garage roller doors around the base of Perronet House        | As required    | TfL have offered to do this once their repaving work is completed in 2016 after which the council's graffiti team will take it uo  |
| Alerting Mitko our Communal Technical Officer of any broken doors                       | As required    | Leon and Russell are to provide contact details of Mitko to Gurman   |
| Fly-tip/bulk furniture removal  | As required    |  |
| Report fly tipping that may contain address details to Khalid Chokri                    | As required    |  |
| Un-blocking chutes  | As required    |  |
| Deep cleaning of communal corridors with specialist machinery                           | Project        | Mains electricity is required to use the more effective machines and the TRA will need to liaise with residents to provide this to the cleaners for each floor as a specific project. The efforts to deep clean the corridors in 2012 used less effective battery powered machines |

### **OTHER COUNCIL DEPARTMENT RESPONSIBILITIES**

|  |                |
|--|----------------|
| External graffitti removal (within 5 days)                                       | As required    |
| Weed treatment of hard surfaces  | 3 times a year |
| Fly-tip/bulk furniture removal from external areas including wooden rubbish shed | As required    |

### **RESIDENT RESPONSIBILITIES IN COMMUNAL AREAS**

|   |             |
|---|-------------|
| Sweeping / litter picking of all external balconies   | As required |
| Wiping down milk bottle ledges in corridors next to most front doors  | As required |
| Sweeping / mopping communal corridors and lift after creating significant mess (e.g. removing building materials) | As required |

### **REMOVE FROM EXISTING JOB SHEET BECAUSE INFRASTRUCTURE DOES NOT EXIST**

|   |         |
|---|---------|
| Emptying of litter bins                   | Daily   |
| Sweeping / tidying around recycling banks | Daily   |
| Cleaning of canopy roofs                  | Monthly |
| Litter bin washing                        | Annual  |