

05 Appendix B: SCHEDULE 2

**PROVISION OF CLEANING SERVICE
PEAK DISTRICT NATIONAL PARK AUTHORITY
ALDERN HOUSE, BAKEWELL, DERBYSHIRE**

CLEANING FREQUENCY SCHEDULE

Specification			Frequency per week					Other frequencies
			5	4	3	2	1	
Reception Toilets								
Damp mop hard floor surfaces	Hard floor	Full mop	*					
Wipe down all sanitary ware and whb's	San. ftgs	Damp wipe/wash	*					
Wipe/dust horizontal surfaces	Horiz. surfaces	Damp wipe/wash					*	
Wipe down hand dryers & splashbacks	San. ftgs	Damp wipe/wash	*					
High level dusting	Vert. & high level	Dust/vacuum					*	
Wipe down partitions	Vert. & high level	Damp wipe/wash						As necessary
Wipe down walls	Vert. & high level	Damp wipe/wash						As necessary
Wipe down doors	Vert. & high level	Damp wipe/wash					*	
Reception, Meeting rooms, Breakout Space, Interview Rooms and all Kitchens								
Mop/fluff hard floor surfaces	Hard floor	Fluff/suction clean	*					
Vacuum carpets	Soft floor	Suction clean	*					
Remove stains from carpets	Soft floor	Damp wipe/spot wash						As necessary
Wipe down all sinks, drainers and kitchen appliances, including inside fridges.	San. Ftgs Kitc. Appliances.	Damp wipe/wash	*					
Damp wipe walls	Vert. & high level	Damp wipe/spot wash						As necessary
Damp wipe doors incl visibility panels	Vert. & high level	Dust/damp wipe/spot wash					*	
Dust internal window glass	Vert. & high level	Dust/damp wipe/spot wash					*	
Check and clean as necessary low level glass on doors/internal partitions/window glass in Garden Room and Board Room to remove finger marks etc.	Vert. & low level glass	Dust/damp wipe/spot wash	*					
Damp wipe worktops/shelves	Horiz. surfaces	Damp wipe/wash	*					
Spot vacuum upholstered furniture	Uholstered furniture	Suction clean, damp wipe/wash						As necessary
Check and wipe/polish table tops	Non-Upholstered furniture etc.	Polish/damp wipe/spot wash	*					
Polish table tops	Non-Upholstered furniture etc.	Polish						Fortnightly
Dust/wipe as necessary horizontal surfaces	Horiz. surfaces	Dust/damp wipe/spot wash	*					
Check and dust at high level	Vert. & high level	Dust/suction clean					*	

Dust light fittings	Vert. & high level	Dust/suction clean					*	
Empty waste bins and (in kitchens) the recycling bins			*					
Main Stairwell/Copier Deck								
Mop/fluff hard floor surfaces	Hard floor	Fluff/suction clean	*					
Vacuum carpets	Soft floor	Suction clean			*			
Damp wipe walls	Vert. & high level	Damp wipe/spot wash						As necessary
Damp wipe doors incl visibility panels	Vert. & high level	Dust/damp wipe/spot wash					*	
Dust internal window glass	Vert. & high level	Dust/damp wipe/spot wash					*	
Dust/wipe as necessary other horizontal surfaces	Horiz. surfaces	Dust/damp wipe/spot wash	*					
Check and dust at high level without steps	Vert. & high level	Dust/suction clean					*	
Dust light fittings level without steps	Vert. & high level	Dust/suction clean					*	
Empty waste bins but not recycling bins			*					
Clean inside and outside of all fridges and microwaves	White goods	Damp wipe/wash						Once a month
Other stairwells								
Mop/fluff hard floor surfaces	Hard floor	Fluff/suction clean	*					
Vacuum carpets	Soft floor	Suction clean					*	
Damp wipe walls	Vert. & high level	Damp wipe/spot wash						As necessary
Damp wipe doors incl visibility panels	Vert. & high level	Dust/damp wipe/spot wash					*	
Dust internal window glass	Vert. & high level	Dust/damp wipe/spot wash						As necessary
Dust/wipe as necessary other horizontal surfaces	Horiz. surfaces	Dust/damp wipe/spot wash	*					
Check and dust at high level without steps	Vert. & high level	Dust/suction clean					*	
Dust light fittings level without steps							*	
Corridors								
Mop/fluff hard floor surfaces	Hard floor	Fluff/suction clean	*					
Vacuum carpets	Soft floor	Suction clean	*					
Damp wipe walls	Vert. & high level	Damp wipe/spot wash						As necessary
Damp wipe doors incl visibility panels	Vert. & high level	Dust/damp wipe/spot wash					*	
Dust internal window glass	Vert. & high level	Dust/damp wipe/spot wash						As necessary
Dust/wipe as necessary other horizontal surfaces	Horiz. surfaces	Dust/damp wipe/spot wash	*					
Check and dust at high level without steps	Vert. & high level	Dust/suction clean					*	
Dust light fittings level without steps							*	

Offices, Registry, Server Room, Other Meeting Rooms								
Vacuum carpets	Soft floor	Suction clean			*			
Damp wipe walls	Vert. & high level	Damp wipe/spot wash						As necessary
Damp wipe doors incl visibility panels	Vert. & high level	Dust/damp wipe/spot wash					*	
Dust internal window glass	Vert. & high level	Dust/damp wipe/spot wash						Monthly on rotation
Check and clean as necessary glass on doors/internal partitions	Vert. & low level glass	Dust/damp wipe/spot wash	*					
Damp wipe worktops/cleared or clear areas of shelving	Horiz. surfaces	Dust/damp wipe/spot wash	*					
Spot vacuum upholstered furniture	Uholstered furniture	Suction clean, damp wipe/wash						Monthly
Check and wipe/polish clear areas of table/desk tops	Horiz. surfaces	Damp wipe/polish						Monthly on rotation
Dust/wipe as necessary other horizontal surfaces	Horiz. surfaces	Dust/damp wipe/spot wash	*					
Check and dust at high level	Vert. & high level	Dust/suction clean					*	
Dust light fittings level without steps	Vert. & high level	Dust/suction clean					*	
Empty waste bins but not recycling bins			*					
Other Toilets and Showers								
Damp mop hard floors surfaces	Hard floor	Full mop	*					
Wipe down all sanitary ware, showers and whb's	San. ftgs	Damp wipe/wash	*					
Wipe/dust horizontal surfaces	Horiz. surfaces	Damp wipe/wash					*	
High level dusting	Vert. & high level	Dust/vacuum					*	
Wipe down partitions	Vert. & high level	Damp wipe/wash					*	
Wipe down walls	Vert. & high level	Damp wipe/wash						As necessary
Wipe down doors	Vert. & high level	Damp wipe/wash					*	
Wipe down tiled surfaces	Vert. & high level	Damp wipe/wash					*	