



## **CRANLEIGH PARISH COUNCIL**

### **Cleaning Contract Specification 01 April 2019 – 31 March 2020**

The Parish Council is inviting quotations for the cleaning contract for the following properties:

#### **Cranleigh Village Hall**

Sunday

Duties include:

- Empty all bins
- Sweep and wash all floors
- Clean kitchen units, worktops and fridge
- Clean toilets and floors
- Replenish toilet rolls and hand towels

#### **Public Conveniences at The Common and Village Way**

Daily except Christmas Day

Duties include:

- Unlock at 8.00am
- Close 6.00pm
- Clean toilets and floors daily
- Replenish toilet rolls and hand towels

Six monthly

- Deep clean

#### **Council Offices**

Sunday

Duties include:

- Empty bins
- Vacuum
- Polish surfaces
- Clean toilets and floors
- Clean kitchen
- Replenish toilet rolls and hand towels

## **Youth Centre and Sports Hall**

Sunday

Duties include:

- Sweep and wash Sports Hall
- Vacuum Youth Centre
- Clean kitchen units, surfaces, fridge and floor
- Clean toilets and floors
- Replenish toilet rolls and hand towels

## **Sports Pavilion**

Sunday

Duties include:

- Vacuum club room
- Clean kitchen units, surfaces, fridge and floor
- Clean toilets and floors
- Sweep and wash corridors, changing rooms and showers
- Replenish toilet rolls and hand towels

### **Information to be included with your quotation:**

1. Confirmation that you will provide your staff with all necessary personal protective equipment.
2. Confirmation that you will provide all cleaning products and their COSHH statements.
3. Copy of your public and employer liability insurance.
4. Details of a reference.

The Council will consider the appointment of a cleaning contractor at its meeting on Thursday 28 February 2019.

Please submit your quotation and copies of further information required Cranleigh Parish Council **by 9.00am on Monday 18 February 2019.**