

**CLERK'S REPORT TO: PARISH COUNCIL**  
**DATE OF MEETING: 17 AUGUST 2020**  
**SUBJECT: COMMUNITY HALL CLEANING CONTRACT**

## **1 INTRODUCTION**

The Internal Auditor highlighted the need to market-test for the cleaning contract at the Community Hall. This has been treated as a rolling contract but should have been renewed annually.

It was first let in November 2013.

At its November 2020 meeting, the Council will be asked to make arrangements for inviting quotations. The following draft specification is based on current practice.

## **2 DRAFT SPECIFICATION**

The draft specification has evolved over the years, and now includes various caretaking duties.

### Key tasks and responsibilities:

- Carrying out cleaning to a standard in line with the cleaning specification and securing the building afterwards.
- Storing cleaning materials and equipment in the Shower Room storage area (if required).
- Observing all relevant health and safety procedures and reporting any matters of concern or potential danger to the Parish Council
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming and cleaning of skirtings.
- Service, clean and supply men and women's changing rooms/toilets.
- Arranging window cleaning (inside and outside), fascia and entrance porch swept and cleaned with such frequency as required.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as checking that all electrical sockets are switched off; ensuring that all lights are switched off and all doors and windows are closed; and locking the exit doors on leaving the building; and opening hall curtains. (This was not in the original contract but the current contractor already carries out this task.)
- Move furniture, equipment, and supplies as necessary, either manually or by using the trolleys at the hall.
- Note any defects or necessary repairs as soon as they are identified and report them to the Parish Council (via the Clerk).
- Provide own cleaning materials and equipment.
  - Clean and polish furniture and fixtures.
  - Clean inside windows and mirrors, using soapy water or other cleaners.
  - Dust furniture, walls, machines, and equipment.
- Under the Legionella Risk Assessment, there is a need to test water temperatures monthly, by testing the taps furthest away from the point of the supply. The cold water must be below 20°C within 2 minutes and the hot water must be over 50°C within 1 minute.
- In consultation with the Clerk to the Council, arrange for contractors, such as plumbers, heating engineers and electricians to attend the hall for inspection/repairs to equipment; (the electrician for annual PAT and repairs as and when they are required)

## Stapeley & District Parish Council

- Provide an opening and closing service for the weekend private parties at the community hall, by meeting clients on site and opening half an hour before commencement of the event and closing half an hour after the conclusion of the event. Clean-up to be provided, if necessary, prior to any Monday morning bookings.

### Terms

- i. The contract will be between Stapeley & District Parish Council and (name of successful contractor).
- ii. The contract shall be for a three-year period. (If another contractor is appointed, suggest that this be for a probationary period of six-months and reviewed after that.)
- iii. The contractor will be issued with keys to the hall and must have due regard for the security of staff and the building.
- iv. Cleaning to be carried out flexibly on the basis of use of the hall and type of usage; for example, some children's activities require additional cleaning, but no less than 12 hours each week.
- v. Additional cleaning known as "event clean-ups" will be required, on occasions, during the weekend following casual bookings (eg, family parties).
- vi. Invoices should be submitted to the Clerk to the Parish Council on a monthly basis with the date of each visit/session listed. These will be paid by cheque, to be authorised at the next available Parish Council meeting.
- vii. The contractor must provide evidence of public liability insurance.

Carol Jones  
Clerk to the Council  
August 2020