

SPECIFICATION
FOR THE CLEANING AND MAINTENANCE SCHEDULE

All work to be completed to a high standard:

- Football Field - Check for litter on footpath into field, in football field and hard surface area and pick up as appropriate but at least once a week and put out rubbish by the road gate for collection by TDC.
- Toilet in The Square - Check on a daily basis and ensure it is in working order, clean and disinfect as necessary but at least once a week. Ensure toilet paper and paper towels are available. Expenses claims (receipts required) for cleaning materials & sanitary supplies to be sent to Clerk
- Bus Shelter in the Village Square - check on a daily basis, clean/sweep as necessary but at least once a week, pick up litter
- Dennis Cross Playing Field - Check for litter daily and pick up as appropriate but at least once a week and put out litter from both bins for collection by TDC
- Rectory Road Bus Shelter - pick up litter, clean/sweep as necessary but at least once a week and put out litter for collection by TDC
- Bus shelter at Dolton Beacon - Clean/sweep as necessary but at least once a week and remove any litter.

Conditions

If extra cleaning and maintenance to that outlined in the specification of works is requested this work should be invoiced, giving full details with date(s) to the Parish Council in the month that it is carried out, at the rates specified in your Tender document, as follows:

Extra cleaning and maintenance: £* an hour.

Note:

1. Any additional cleaning and tidying requested to be authorised by the Parish Council. Any additional cleaning and tidying not so authorised shall not be paid for by the Parish Council.
2. Damage/necessary repairs or maintenance to gates, equipment, seats, signs etc. should be reported to the Clerk to the Parish Council as soon as possible. In an emergency report directly to Chair of the Parish Council, Mr John Lock.

DOLTON PARISH COUNCIL

Contractor details

Name.....

Address.....

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Telephone..... **Email**.....

Insurance Company.....

Policy Details (max £ cover).....

References (please give the name and details of 2 recent contracts)

1.

2.

Annual Tender Sum.....

Hourly Rate..... **Tendered Annual Hours**.....

Please give details of any ROSPA/Health & Safety courses taken:

Please tell us if you have been DBS checked: