**Communal Area Cleaning Service – Colchester House**

**Summary of Work to be Completed**

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| **Frequency of Visits** | * Fortnightly |
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| **Tasks Undertaken at Each Visit** | |
| **Flooring** | * Carpets vacuumed * Hard flooring swept / mopped as required |
| **Handrails** | * Handrails cleaned / sanitised |
| **Skirting Boards** | * Skirting boards cleaned / dusted |
| **Windows** | * Inside windows cleaned |
| **Stairwells** | * Cleaned (where applicable) |
| **Communal Laundry** | * Machines wiped and sanitised * Floor swept / mopped as required |
| If you have any comments, concerns or complaints about the cleaning service provided please contact us on:  **Tel: 0114 228 8100 or email: info@archeshousing.org.uk** | |