**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
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| **Handrails** | * Handrails cleaned / sanitised
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| **Skirting Boards** | * Skirting boards cleaned / dusted
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| **Windows** | * Inside windows cleaned
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| **Stairwells** | * Cleaned (where applicable)
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| **Communal Laundry** | * Machines wiped and sanitised
* Floor swept / mopped as required
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| 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** |