

## Cleaning summary bronze

| Element   | Function  |
|---|---|
| Carpet  | Remove stains and spillages. Excessive stains and spillages to be notified to the Regenda Homes before remedial action is taken.  |
| Carpet / soft flooring                              | Full vacuum in conjunction with spot vacuum. All flooring will have a deep clean once a year.   |
| Hard flooring (vinyl and similar)                   | Damp mop in conjunction with dust control mop. All flooring will have a deep clean once a year.   |
| Entrance mat  | Shake, beat & vacuum - mats in poor condition will be reported to Regenda Homes.  |
| All floor surfaces                                  | Free of all grime and substances throughout - to be achieved through the most appropriate vacuum/mop method for the floor surface type.   |
| Litter  | All general litter to be removed from the site. Removal of all non-bulk items to include free newspapers and flyers. All bulk items to be reported to Regenda Homes.  |
| Removal of effluence / noxious substances           | Clean / steam clean - thoroughly clean and remove odours.   |
| Walls and ceilings                                  | Spot wipe, to include minor graffiti removal - remove all accidental/intentional marks to walls on all floors.<br><br>General surface cleaning - wipe down all walls on all floors<br><br>Remove all cobwebs/insect debris on all floors. |
| Light fittings                                      | Dust and dry wipe to finish. Remove any cobwebs and insect debris on all floors. Broken bulbs will be reported to Regenda Homes.  |
| Doors, door frames, reveals and all other woodwork. | Damp wipe - wipe down all doors frames and reveals on all floors  |

## Window cleaning summary bronze

| Element                            | Function   |
|------------------------------------|--|
| Windows                            | Clean glazed elements of windows with approved window-cleaning agent. Buff to shine all glazed elements.   |
| Window frames and sills            | Damp wipe all PVCu, timber and metal finish surfaces. Dry wipe to finish.  |
| External doors, canopies and posts | Damp wipe all PVCu external doors and metal finish surfaces, including underside of canopies Thoroughly remove all debris and dirt from external entrance space. For any windows above canopies and/or roofs, clean as far as the 'reach and wash' system allows in line with any risk assessment. |
| Vandalism, damage, defect          | Report any damage and access issues to Regenda Homes.  |