

Cleaning specification gold

Element	Function
Carpet	Remove stains and spillages. Excessive stains and spillages to be notified to the Regenda Homes before remedial action is taken
Carpet and soft flooring	Full vacuum in conjunction with spot vacuum. All flooring will have a deep clean twice a year
Vinyl and hard flooring	Damp mop in conjunction with dust control mop. All flooring will have a deep clean twice a year
Entrance mat	Shake, beat and vacuum. Mats in poor condition shall be reported to Regenda Homes.
All floor surfaces	Free of all grime and substances throughout. The most appropriate vacuum/mop method for the floor surface type should be used.
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 and noxious substances	Clean or steam clean to thoroughly clean and remove odours.
Walls and ceilings	General surface cleaning including spot wipe and minor graffiti removal. Remove all marks to walls on all floors. Remove all cobwebs and 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 and reveals and all other woodwork	Damp wipe and wipe down all doors frames and reveals on all floors.

Window cleaning specification

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.