

Cleaning specification silver

Element	Function
Carpet	Remove stains and spillages. Excessive stains and spillages to be notified to 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 once a year.
Vinyl & similar (Hard flooring)	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 should 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 should be reported to Regenda Homes.
Removal of effluence and noxious substances	Clean or steam clean thoroughly and remove odours.
Walls and ceilings	General surface cleaning, including spot wipe and minor graffiti removal. Removal of all marks to walls on all floors. Removal of 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 should be reported to Regenda Homes.
Doors and door frames and reveals and all other woodwork	Damp wipe - 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.