

# **Cleaning Schedule and Specifications for E-Factor Properties 2024-2025**

## **Overview of Properties**

### **Enterprise Village, Prince Albert Gardens Grimsby**

#### Ground Floor:

- Reception Area
- Reception Office
- 3 x Toilets
- 10 x Offices (including one behind reception)
- 3 x Meeting Rooms
- Training Room
- Corridors
- Kitchen
- Staircase
- Lift

#### First Floor:

- 3X Toilets
- Landing & Corridor
- 6 x Offices
- Board Room
- Rear Staircase

### **84 Wellington Street, Grimsby**

#### Ground Floor:

- 3 x Offices
- 1 x Kitchen
- Disabled Toilet & Ladies & Gents WC
- Reception Area & Office
- Large Office / Training Room
- Conference Hall
- Hallways
- Staircase

#### 1<sup>st</sup> Floor:

- 5 x Offices
- Hallway

### **64 St Peters Avenue, Cleethorpes**

#### Ground Floor:

- Reception Office
- Hallway
- 3 x Offices
- Kitchen
- Disabled Toilet

1<sup>st</sup> Floor:

Staircase & Hallway  
4 x Offices  
Ladies & Gents WC

2<sup>nd</sup> Floor:

Staircase  
2 x Offices

**Business Hive, 13 Dudley St, Grimsby**

Ground Floor:

Entrance Lobby  
Large reception & Meeting Area  
11 Offices  
1 Coffee Room  
Small kitchen  
Lift  
Staircase  
x2 Toilets  
Hallways

First Floor:

Hallways  
4 Offices  
Small Kitchen  
2 X Training/Board Room  
1 x Small meeting room (soft furnishings)  
Toilets (x2 female, x2 male)

## Specifications / Standards

<b>Area / Task</b>	<b>Specification / Standard</b>
All Areas	Remove cobwebs from burglar alarm motion detectors / sensors
Reception Areas, Corridors and Stairs / Landings	Vacuum Bins emptied, liners replaced when required Front desk to be cleaned Reception tables to be cleaned Leaflets / magazines to be tidied Remove cobwebs from walls / ceilings and woodwork where able to access Stairs and respective landings to be vacuumed
Offices	Vacuum Bins emptied, liners replaced when required Remove cobwebs from walls / ceilings and woodwork where able to access  Cleaning window sills and trunking
Meeting / Training Rooms	Vacuum Bins emptied, liners replaced when required Tables cleaned Remove cobwebs from walls / ceilings and woodwork where able to access  Cleaning window sills and trunking
Toilets	Mop all floor areas Replace toilet rolls Clean mirrors Clean toilet – use toilet brush before applying chemicals and wiping above and below the seat as well as round the top & around the outside of the bowl Clean sinks – wipe around taps, bowls, respective worktop areas and top of soap containers Replace paper hand towels Empty bins where required Remove cobwebs from walls / ceilings and woodwork where able to access
Kitchen	Mop floor area Bins emptied, liners replaced when required Water boiler drip trays emptied, cleaned, and replaced (if applicable) Clean sinks – wipe around taps, bowls, respective worktop areas and top of soap containers (Soap Free Issued) Water Boiler Drip trays emptied and cleaned if applicable Remove cobwebs from walls / ceilings and woodwork where able to access
External – doorway and approach	Litter pick and general tidy of area Ensure bin area is tidy

pathway, disabled ramps (if applicable)	
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***\*Bin Liners, Black Bin Bags, Toilet Rolls, Dispenser Soap, Paper Towels, dishwasher tablets, washing up liquid – All free issued by E-Factor and available on site.***

## Schedule

### **Enterprise Village:**

All the above specifications to be **carried out daily, Monday through to Friday** ideally evenings, outside of normal working hours.

*Note: there may be exceptions to meeting rooms as they may be in use intermittently in evenings.*

### **84 Wellington Street:**

All the above specifications to be **carried out 3 days per week**, ideal evenings, outside of normal working hours.

*Note: there may be exceptions to meeting rooms as they may be in use intermittently in evenings.*

### **64 St Peter's Avenue, Cleethorpes:**

All the above specifications to be **carried out 3 days per week**, ideally evenings, outside of normal working hours.

### **Business Hive, 13 Dudley St:**

All the above specifications to be **carried out 5 days per week**, ideally evenings, outside of normal working hours.

*Note: there may be exceptions to meeting rooms as they may be in use intermittently in evenings*

## **ALL SITES**

On a monthly basis a comprehensive clean to all sites to include:

- Clean all skirting boards, door frames, tops of doors
- Clean inside of all windows and respective sills (note: shutters where fitted will have to be unlocked to facilitate the cleaning and **relocked** on completion)
- All chairs to be moved and areas beneath desks and tables to be vacuumed and chairs replaced.
- Interior door glass to be cleaned.
- Stairs and respective landings to be vacuumed