



CLEANING OF MARKET DRAYTON TOWN COUNCIL PREMISES

SPECIFICATION

3 YEAR CONTRACT

10 NOVEMBER 2025 – 10 NOVEMBER 2028

The following is the specification for the cleaning of the Town Hall offices, Cemetery Lodge and public toilets at Towers Lawn, Town Hall and Newport Road.

GENERAL

A daily log must be filled in by the persons cleaning the premises, stating the times of cleaning and the name of the cleaner. The log must be kept and handed into the Council Offices at the end of each month.

Any vandalism to the public toilets must be reported first thing in the morning. Also, any breakages or malfunction of any Council equipment must be reported in the morning.

If any damage, faults or defects are found which potentially affect the safe use of the toilets the affected area must be locked and signed 'out of order'.

The contract does not include for the provision of handtowels, toilet rolls or liquid soap.

The contractor will be responsible for the provision of all cleaning materials. Before any disinfectants are used, the type shall be approved by the Town Clerk. Any stocks shall be stored and used in accordance with the manufacturer's instructions and kept in a locked store. As part of the Town Council's climate change declaration the Town Council would require the use of environmentally sensitive cleaning materials wherever possible

Keys to all buildings will be provided.

CLEANING FREQUENCY

It may be necessary to increase the frequency of cleaning at any of the locations from time to time because of increased public usage, e.g., fairs, local events, etc., and the contractor will be advised by the Town Clerk of the need to increase the frequency and shall be required to make suitable arrangements with the cleaners to carry out the additional work. Failure to do so may lead to non payment.

We envisage that one clean per day of the toilets will be sufficient. If this is not enough the contractor will be asked to schedule an additional clean during the day. We have therefore included in the tender form the cost of an additional daily clean if required.

SPECIFICATION

Prior to commencement of cleaning

Erect signage to advise users of cleaning in progress and of potentially wet floors. Whilst any cleaning is taking place, all necessary temporary protection and warning notices shall be displayed. Protective clothing should be supplied by the contractor and worn by operatives at all times.

DETAILS OF PREMISES

Town Hall, 18 Frogmore Road, TF9 3AX

To be cleaned Monday to Friday after 3pm. Council meetings are held every other Thursday throughout the year starting at 7pm; the offices can not be cleaned when meetings are being held.

Schedule of daily cleaning:

- To empty rubbish bins, wash and dry all dishes
- Clean and vacuum the kitchen area
- Vacuum the reception area and clean the glass partition
- To clean the staff toilets, including moping the floor.
- To check and replenish the paper towels and toilet rolls as required in the toilets.
- To mop the back reception area
- To ensure all areas are tidy and all surfaces are free of dust.

As required:

- Vacuum the offices and chamber

Additional Cleaning

- To shampoo carpets every 6 months.

Cemetery Lodge, Cemetery Road, Market Drayton

The Cemetery Lodge is open from 7.30am to 3.30pm Monday to Thursday.

The lodge can be cleaned during office hours; cleaning to be completed on the same day every week, the exact day to be agreed.

Schedule of weekly cleaning:

- To clean and mop all floors
- To wipe down all services

Public Toilets

The public toilets are open seven days a week from 8am to 6pm. Towers Lawn Toilets and the public toilets at the Town Hall are accessed via a payment machine, the toilet at Newport Road is open.

- Cleaning to take place between the hours of 6pm and 8am daily.

Towers Lawn Toilets

2 Ladies single use toilets

2 gents single use toilets

1 disabled toilet

1 storage area

1 drivers room

Town Hall Public Toilets

1 Ladies single use toilet

1 gents single use toilet

Newport Road

1 unisex toilet

Schedule of cleaning of public toilets

Daily Cleaning

- Check and where necessary replace and/or top up toilet rolls, liquid soap etc
- Clean and sanitise toilets and urinals, inside and out
- Clean and sanitise all sinks
- Clean mirrors and polish all bright work ie. door handles, mirrors, taps, flush handles
- Clean and sanitise the baby changing units
- Clean the external surfaces of the handwash/drier units and wipe dry
- Spot clean walls, ceilings, ledges, vents, door and signs (including external) where necessary
- Inspect interior and exterior of the building and remove any graffiti by normal cleaning methods
- Wet mop all floors
- Inspect payment machines for damage
- Clean any graffiti

Weekly cleaning

- External door and signage
- All internal walls, ceilings and fittings

Quarterly Deep Clean

Cleaning to include descaling of toilet bowls, urinals and sinks and removing any deposits from the outlet traps and waste pipes.

To be completed in the first full week of February, May, August and November throughout the contract period.