

**SPECIFICATION**

**FOR**

**CLEANING OF GENERAL NEEDS HOUSING BLOCKS**

**MELTON MOWBRAY**

**LOT 1 – CLEANING OF COMMUNAL AREAS**

**LOT 2 - WINDOW CLEANING**

**MELTON BOROUGH COUNCIL**

## LOT 1 and 2

### **Introduction**

This specification sets out the minimum requirements for the contracts for Cleaning of General Needs Housing Blocks, Melton Mowbray, Lot 1 Cleaning of Communal Areas and Lot 2 Window Cleaning.

These first few pages of this specification summarise the general requirements for the specified services.

There then follows more specific requirements for Lot 1 and Lot 2, respectively.

Finally a list of the premises is attached – the ‘Block Listing’.

This Specification should be read in conjunction with the Conditions of Contract and all other Tender Documents that comprise the contract for the specified services.

### **Summary**

Melton Borough Council requires the following cleaning services for the general needs housing blocks included in the ‘Block Listing’ that accompanies this specification:

Lot 1 - Cleaning of the communal areas of 15 residential blocks of general needs housing, comprising flats and maisonettes in Melton Mowbray, every other month (bi-monthly)

And

Lot 2 - Window cleaning services to clean the exterior of the windows in the communal areas of all these premises every six months and also to clean the interior of the windows in the communal areas of all these premises every other month (bi-monthly).

Location: The cleaning services are required at various locations throughout Melton Borough details of which are provided in the Block Listing document that accompanies this specification.

Frequency:

Lot 1 – Cleaning of communal areas – cleaning is required bi-monthly, that is, every other month, and must take place during daylight hours, between 8am & 4pm and during weekdays, Mondays to Friday, excluding Bank Holidays.

The actual times at which the specified cleaning services are provided will be finalised with the Contract Manager before the start of the contract.

Lot 2 – Window cleaning –

i) Exterior of all windows in communal areas: window cleaning of the exterior of all windows in the communal areas in the specified residential blocks is required every six months

ii) Interiors of all windows in communal areas: window cleaning of the interior of all windows in the communal areas of the specified residential blocks is required bi-monthly (every other month).

Window cleaning must take place during daylight hours, between 8am & 4pm and during weekdays, Monday to Friday, excluding Bank Holidays.

The actual times at which the specified cleaning services are provided will be finalised with the Contract Manager before the start of the contract.

## LOT 1 and 2

Melton Borough Council shall retain the option to amend the number and locations of the sites to be cleaned, throughout the period of the contract.

### Length of contract:

Each contract for Lot 1 and for Lot 2 will be for 12 months renewable annually, subject to performance, for up to a maximum of four years in periods of up to 12 months at a time.

Commencement date: 10<sup>th</sup> September 2012

Termination: 8 weeks notice by either party

Contract Performance Monitoring: via quarterly meetings with the Contract Manager &/or as advised.

### Contract Manager:

Natalie James, Contract Manager, Communities  
Melton Borough Council, Council Offices, Parkside, Station Approach, Burton St, Melton Mowbray, LE13 1GH  
[njames@melton.gov.uk](mailto:njames@melton.gov.uk) 01664 502404

### Sites:

These are 15 blocks of residential accommodation that are owned by Melton Borough Council and comprise flats and maisonettes.

### Parking:

Parking is usually available on street or in car parks within the vicinity of all properties.

### Access:

Access to each of the residential blocks is via the main entrances – unless otherwise advised by the Contract Manager

### Tenants:

The provider is reminded to take particular care when providing the specified services to ensure minimum disruption to tenants' everyday lives nor to cause undue distress to vulnerable people living in the accommodation – which may include people with a learning disability, mental health problem or frail older person.

### Scope of requirements:

As per Communal cleaning specifications/window cleaning specification documents accompanying this general specification.

It is expected that the Contractor will ensure the specified cleaning service(s) can be delivered in line with the specification at all times. The contractor will ensure adequate cover arrangements are in place to maintain the required frequency and quality of services.

### Health & Safety Information:

Prior to the start of the contract, the contractor must provide the Contract Manager with the following or otherwise satisfy the Contract Manager that the appropriate measures are in place:

1. a copy of the contractor's health and safety policy document, including risk assessment procedures, prior to the start of the contract.
2. a copy of their accident and sickness records for the past five years

## LOT 1 and 2

3. evidence of any previous Health and Safety Executive enforcement action in the past five years
4. a copy of their training policy
5. the names, job titles and duties of staff who will be responsible for Health and safety on the specified services and also details of their health and safety qualifications or training

The contractor will be required to perform appropriate COSHH risk assessments and compile appropriate Material Safety Data Sheets (MSDS) in respect of the specified services.

The contractor will be required to provide adequate signage to comply with Health and Safety regulations and appropriate for the specified services

Cleaning products:

Only non-hazardous non-bleach materials, both manufactured and naturally occurring, should be used to meet the specified requirements.

COSHH & of MSDS data sheets must be completed for all products the provider intends to use on the specified services.

Note: These may be amended by agreement with Melton Borough Council if product content is altered or deemed to be no longer suitable by the Contractor, Melton Borough Council and/or via a Melton Borough Council Customer.

Equipment

The provider will provide all equipment and materials necessary to provide the specified services.

Contractors must have the facility to carry water, where supply is not accessible.

Insurance:

Before the start of the contract, the Contractor must submit details of the following insurance cover:

### **PUBLIC LIABILITY INSURANCE**

Level of cover: £5,000,000

Period of insurance: On-going throughout the contract period

Amount of indemnity required: £ 5,000,000.

Expiry of required period of Public Liability Insurance:

The expiry date shall be 12 years from the expiry of the contract.

### **EMPLOYERS LIABILITY INSURANCE**

Level of cover: £10,000,000

Period of insurance: On-going throughout the contract period.

Amount of indemnity required: £10,000,000.

Expiry of required period of Employers Liability Insurance:

The expiry date shall be 12 years from the expiry of the contract.

Insurance claims:

If any event occurs which may give rise to any claim or proceeding in respect of loss, damage, or injury the contractor must immediately inform their insurers and the Contract Manger.

## LOT 1 and 2

The Contract must also Indemnify Melton Borough Council against any loss, which may be caused by any failure to give such notice.

### Monitoring:

The contractor will carry out regular monitoring/auditing of the cleaning standards and will keep the Contract Manager updated on any performance issues and all and any other problems, challenges or complaints encountered in providing the specified services.

The contractor will maintain appropriate records on site(s) to demonstrate that the specified services have been performed at the specified intervals and to the specified standards.

The contractor will meet with the Contract Manager and/or tenants' representatives, every quarter or as advised by the Contract Manger, to review the performance of the specified services.

### Delays and disruption to services:

The contractor must inform the Contract Manager should any circumstances arise which may jeopardise the providers capacity or ability to provide the specified services.

The contractor must inform the Contract Manger how they will mitigate such situations to ensure continuity of service provision.

### Staff:

Staff providing the specified services must be appropriately trained and skilled to provide the specified type and quality of work.

Staff must be eligible to work in the UK.

### CRB Checks:

All current and newly employed operatives are to undergo an enhanced Criminal Records bureau check to the satisfaction of the Council prior to commencing work on the contracted services. The full disclosure expense is to be met by the Contractor. Copies of CRB accreditations are to be forwarded to the Contracts Manager and CRB checks must be updated at least every three years or as required. Failure to provide proof of valid CRB checks to the satisfaction of Melton Borough Council may result in operatives being removed from the contracted services.

### Quality Standards:

**Safety Signage** – Adequate signage to be displayed by Contractor before and during cleaning. Signage must be removed when all areas are fully dry.

### Water -

Water used to carry out the specified services must be clean and uncontaminated. Water must be renewed regularly in the course of carrying out the specified services and fresh cleaning detergent used.

The contractor must have the ability to carry water to residential blocks, where the supply is in-accessible.

Smoking on site is not permitted.

## LOT 1 and 2

### Waste:

The Contractor must ensure that the sites are kept free of waste and that Non-Hazardous and Hazardous waste is disposed of appropriately and in a manner approved by or compliant with, the Waste Regulation Authority, COSHH and Health & Safety legislation and any successive legislation or agencies as appropriate.

### Working hours:

Monday – Friday excluding Bank Holidays

08:00 – 16:00 hours and during daylight hours

No works will take place outside the above hours or on Bank Holidays, without prior written consent from the Contract Manger.

### Name Boards / Advertisements:

The contractor is not permitted to display name boards or advertisements at or about the specified sites.

**SPECIFICATION**

**TENDER FOR CLEANING OF GENERAL NEEDS HOUSING, MELTON MOWBRAY**

**LOT 1 – CLEANING OF COMMUNAL AREAS**

AREA/TASK	STANDARD	FREQUENCY
<b>FOYER/LANDINGS, LOBBIES AND CORRIDORS</b>	<p>Brush, static mop or vacuum, attention to edges and corners. Floor surfaces are to be left free of dust, debris and litter. Clean gullies and ensure no debris is allowed to build up.</p> <p>Damp mop floor using approved neutral Non-bleach, floor cleaning detergent (Compliant with COSHH) to remove light soiling, dirt and spillages to leave a clean, safe surface. Ensure that no deposit is allowed to build up in corners.</p> <ul style="list-style-type: none"> <li>• <b>Ensure adequate signage is displayed during cleaning and put away when floors are dry</b></li> </ul> <p>Buff corridors using rotary machine to remove scuffmarks and shine. Where it is not possible to use mechanical equipment the same standard is to be achieved by manual operation.</p>	<b>Bi-Monthly (= every other month)</b>
<b>MAIN ENTRANCE DOOR</b>	<p>Remove surface dirt, smears and soiling from windows and glazed areas (Both sides). Leave clean, hygienic and dry buff to give smear free appearance</p>	<b>Bi-Monthly</b>
<b>STAIRWAYS AND STAIRWELLS</b>	<p>Remove any chewing gum, grease/oil. Sweep stairs and stairwells removing all dust, fluff and debris attention to edges and corners.</p> <p>Mop floor using an approved neutral Non-bleach detergent (Compliant with COSHH regulations) ensuring all dirt, stains and other soiling is removed. Attention to stair treads and risers</p> <ul style="list-style-type: none"> <li>• <b>Ensure adequate signage is displayed during cleaning and put away when floors are dry</b></li> </ul> <p>Where it is not possible to use mechanical equipment the same standard is to be achieved by manual operation.</p>	<b>Bi-Monthly</b>
<b>DOOR MATS</b>	<p>Remove door mats from wells (*where possible); remove ingrained and surface soilage, stains and dirt from the mats. Remove all dust and dirt from mat wells and replace mats</p>	<b>Bi-Monthly</b>
<b>HANDAILS/BAULSTRADES</b>	<p>Wash clean and sanitize all handrails and balustrades. Buff with dry cloth for smear-free appearance</p>	<b>Bi-Monthly</b>
<b>WALLS/COMMUNAL DOOR</b>	<p>Remove dust and dirt from horizontal surfaces, doors, doorframes, handles and other washable contact areas, to create clean, dust free surfaces. Any loose items are to be removed and replaced as found to facilitate cleaning.</p> <p><b>Graffiti or stains that cannot be removed are to be reported to the Authorized officer</b></p>	<b>Bi-Monthly</b>
<b>INTERNAL GLAZING</b>	<p>Remove surface dirt, smears and soiling from internal glazed areas: without the use of ladders. Leave clean, hygienic and dry buff for smear free appearance</p>	<b>Bi-Monthly</b>

LOT 1 and 2

<b>LEDGES</b>	Remove dust and dirt from all vertical surfaces, skirting's sills, fixtures and fittings including surrounding paintwork. Wash clean and buff with a dry cloth to remove any marks from cleaning.	<b>Bi-Monthly</b>
<b>EQUIPMENT</b>	Remove all dust and dirt from all equipment, such as fire extinguishers, wipe clean and buff with a dry cloth	<b>Bi-Monthly</b>
<b>LIGHTS</b>	Wipe all ceiling light and wall light covers to remove all dust particles, marks and smudges. Buff using a dry cloth	<b>Bi-Monthly</b>
<b>FIXTURES AND FITTINGS</b>	Wipe all fixtures and fittings, to remove dust and dust particles, marks and smudges. Buff using dry cloth.	<b>Bi-Monthly</b>
<b>CORRIDORS - FLOOR SCRUB</b>	<p>* <b>Where appropriate.</b> Prepare floor and using an appropriate solution, machine scrub. Paying attention to edges and corners. Wash with clean fresh water and allow drying time. (Corridors only)</p> <ul style="list-style-type: none"> <li>• <b>Ensure adequate signage is displayed during cleaning and put away when floors are dry</b></li> </ul> <p>Where it is not possible to use mechanical equipment the same standard is to be achieved by manual operation</p>	<b>Annually or on request</b>
<b>CORRIDORS – FLOOR POLISH</b>	* <b>Where appropriate</b> - Prepare floor and apply sufficient coats of approved undercoat and emulsion polish. To give polished appearance and hard wearing non-slip finish (Corridors only)	<b>Annually or on Request</b>
<b>SHARPS/BODY FLUID SPILLAGES</b>	If safe to remove and <b>Only</b> If your operatives are trained to do so, remove item and dispose of appropriately, correctly and safely. If cannot be removed safely report to Melton Borough Council authorized officer immediately	<b>As required</b>



**Cleaning of Communal Areas – summary**

1. This contract is for 12 months with the option to renew each year for up to four years subject to satisfactory performance
2. Persons tendering for this contract may be required to produce evidence to the Contract Manager, or persons nominated by them, of their ability to execute the work and the successful Contractor will be required to maintain adequate equipment and labour for the duration of the contract.
3. Melton Borough Council accepts no responsibility for any injury sustained by the Contractor its operatives during the course of their duties, nor will they accept any liability for damage to any equipment, which is the property of the Contractor.
4. The Contractor will be responsible for any damage to the Residential blocks incurred through carelessness or neglect on the part of the Contractor or its operatives and the Contractor will be required to make good any such damage to the satisfaction of the Council.
5. The Contractor will be required to be insured against all claims, howsoever arising, in connection with the execution of this contract and to produce to the Contract Manager a statement from their Insurance Company or Brokers containing full details of their Public and Employer's Liability Policies. In this respect please note that the limit of Indemnity under Public Liability Policy should be at least £5 million and for Employers Liability at least £10million.
6. The Contractor will be responsible for the conduct of its operatives during the course of their duties at the premises mentioned.
7. Melton Borough Council requires all operatives employed on the contracted services to have undergone a Criminal Records Bureau check (Enhanced Level) to the satisfaction of Melton Borough Council prior to commencing work on the contracted services and that the full expense of these checks will be met by the Contractor.
8. All communal areas must be cleaned to the satisfaction of the Contract Manager
9. The Contractor will notify the Contract Manager, or persons nominated by them, of the completion of the contracted services.
10. The day or days on which the work is to be carried out will be arranged mutually between the Contractor and the Contract Manger.
11. The Contractor will be deemed to have ascertained before tendering the extent of the work required at each of the premises listed.
12. All the specified communal areas shall be cleaned bi-monthly, that is, every other month, during daylight hours, between 8am and 4pm, Monday to Friday excluding Bank Holidays unless otherwise stated. Any change in the frequency will be determined by the Contract Manager, on behalf of Melton Borough Council.
13. Evidence of the required levels of Employers Liability and Public Liability insurance cover and evidence of the required CRB checks for all operatives employed on the contracted service must be submitted to the Contract Manager prior to the start of the contracted service. Failure to submit this information will be grounds for rejection of the Tender.

## APPENDIX 1

### Block Listing

Tender for Cleaning of General Needs Housing

Melton Mowbray

Lot 1- Cleaning of Communal Areas

Lot 2 - Window Cleaning

Melton Borough Council

LOT 1 and 2

<b>Premises</b>	<b>Detail</b>	<b>Cleaning required</b>		<b>£</b>
Bradgate House Asfordby	Flats 1 to 22	Windows & doors		
Granby house Melton Mowbray	Flats 1 to 31	Windows & doors		
Gretton Court Melton Mowbray	Flats 1 to 44	Windows & doors		
Wilton Court Melton Mowbray	Flats 1 to 32	Windows & doors		
Beckmill Court Melton Mowbray	Flats 1 to 4 Beckmill Court Flats 5 to 8 Beckmill Court Flats 9 to 14 Beckmill Court Flats 15 to 20 Beckmill Court Flats 21 to 26 Beckmill Court Flats 27 to 29 Beckmill Court Flats 30 to 31 Beckmill Court Flats 32 to 37 Beckmill Court Flats 38 to 41 Beckmill Court Flats 42 to 45 Beckmill Court Flats 46 to 51 Beckmill Court Flats 54 to 57 Beckmill Court	Staircase, landing windows inside & out		
Greenslade Melton Mowbray	Flats 1, 2, 5, 6, 9 & 10 Greenslade Flats 3, 4, 7, 8, 11 & 12 Greenslade Flats 13 to 18 Greenslade	Staircase, landing windows inside & out		
Rutland Street Melton Mowbray	Flats 61 to 67 Rutland Street Flats 69 to 87 Rutland Street Flats 89 to 95 Rutland Street	Staircase, landing windows inside & out		
Bentley Street Melton Mowbray	Flats 1 to 15 Bentley Street Flats 17 to 23 Bentley Street Flats 25 to 31 Bentley Street Flats 2 to 12 Bentley Street Flats 14 to 28 Bentley Street Flats 34 to 40 Bentley Street Flats 42 to 56 Bentley Street	Staircase, landing windows inside & out		
St Johns Court Melton Mowbray	Flats 1-6 Melbourne House Flats 7-12 Melbourne House Flats 1-6 Sidney House Flats 1-5 Mapperley House Flats 6-7 Mapperley House	Staircase, landing windows inside & out, drying areas and bin stores		

LOT 1 and 2

Premises	Detail	Cleaning required		£
	Flats 8-13 Mapperley House Flats 1-6 Lavender House Flats 7-12 Lavender House Flats 13-18 Lavender House Flats 1-9 Goodriche House Flats 10-15 Goodriche House Flats 16-21 Goodriche House			
New Street Melton Mowbray	Flats 1-11 New Street Flats 13-23 New Street Flats 25-35 New Street Flats 34-44 New Street Flats 46-56 New Street	Staircase, landing windows inside & out		
Burdetts Close Great Dalby	Flats 31 to 34 Burdetts Close	Staircase, landing windows inside & out		
Chapel Street Melton Mowbray	Flats 2-12 Chapel Street Flats 14-24 Chapel Street Flats 26-36 Chapel Street Flats 38-48 Chapel Street	Staircase, landing windows inside & out		
Drummond Walk Melton Mowbray	Flats 63 to 73 Drummond Walk Flats 75 to 85 Drummond Walk Flats 70 to 80 Drummond Walk Flats 87 to 97 Drummond Walk Flats 99 to 109 Drummond Walk Flats 111 to 121 Drummond Walk Flats 123 to 133 Drummond Walk	Staircase, landing windows inside & out		
Chapel Lane Ab Kettleby	Flats 24 to 30 Chapel Lane	Staircase, landing windows inside & out		
Rutland House Melton Mowbray	Flats 1 to 6 Rutland House Flats 7 to 12 Rutland House Flats 13 to 16 Rutland House	Staircase, landing windows inside & out		

LOT 1 and 2

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ACCEPTANCE OF SPECIFICATION

LOT 1 – Cleaning of Communal Areas

LOT 2 – Window Cleaning

Please delete as appropriate

\* Must be submitted with tender pricing documents

Signed for  
On behalf of contractor: .....Date: .....

Print Name: .....Position: .....

Business Name: .....

Business Address: .....

.....

Post Code: .....

**SPECIFICATION**

**TENDER FOR CLEANING OF GENERAL NEEDS HOUSING, MELTON MOWBRAY**

**LOT 2 - WINDOW CLEANING OF COMMUNAL AREAS**

SPECIFICATION	STANDARD
<p><b>EXTERNAL WINDOWS (Communal)</b></p> <p><u>Twice Annually</u></p>	<p>Windows shall be washed clean and free of streaks, smears and visible soap residue. Accumulated dirt, paint specks, or other foreign debris must be scraped from windows. Frames shall be scrubbed to remove all dried dirt, insects, debris and other materials so as to be considered clean by the building representative. Window sills shall be washed clean and all drippings wiped dry.</p>
<p><b>SUPPLIES AND EQUIPMENT</b></p>	<p>The Contractor must use all equipment and supplies needed to carry out the window washing services specified, at no extra cost to Melton Borough Council. All equipment and supplies used must be capable of performing all operations in accordance with specifications.</p>
<p><b>EQUIPMENT AND SAFETY</b></p>	<p>Prior to commencing works, all Contractor equipment's shall be safety checked to conform to all Health &amp; Safety regulations. Melton Borough Council reserves the right to request the removal from the work site any supplies and/or equipment it deems does not meet the aforementioned codes or regulations. In addition, Melton Borough Council may request the halt of any unsafe practices observed in carrying out the contracted service. This will in no way relieve the Contractor of complying with the window cleaning schedule.</p>
<p><b>SAFETY DATA SHEETS</b></p>	<p>Prior to starting, the Contractor must provide Material Safety Data Sheets (MSDS) for any products used on site</p>
<p><b>SAFETY AND OVERHEAD WORKS</b></p>	<p>The window cleaning Contractor shall close off area(s) and post signs indicating the area(s) are closed to pedestrian traffic when working over entrances, walkways or any area where people might cross below workers. Signs must indicate that operatives are working above. All equipment, apparatus or hoses on the ground level shall also be marked off with cones and signs warning pedestrian traffic. Contractor shall provide all safety cones and signs.</p>
<p><b>INTERNAL COMMUNAL WINDOWS</b></p> <p><u>EVERY OTHER MONTH (BI-MONTHLY)</u></p>	<p>Windows shall be washed clean and free of streaks, smears and visible soap residue. Accumulated dirt, paint specks, or other foreign debris must be scraped from windows. Frames shall be scrubbed to remove all dried dirt, insects, debris and other materials so as to be considered clean by the building representative. Window sills shall be washed clean and all drippings wiped dry. If any items are moved away from windows by the window cleaning Contractor they shall be returned to original location. Workers shall carry step ladders with them for washing inside of windows, which must comply with safety regulations.</p>
<p><b>DAMAGE</b></p>	<p>The Contractor shall inform Melton Borough Council of any damage to windows or deterioration to frames</p>

**Window Cleaning - summary**

1. This contract is for 12 months with the option to renew each year for up to four years subject to satisfactory performance
2. Persons tendering for this contract may be required to produce evidence to the Contract Manager, or persons nominated by them, of their ability to execute the work and the successful Contractor will be required to maintain adequate equipment and labour for the duration of the contract.
3. Melton Borough Council accepts no responsibility for any injury sustained by the Contractor or its operatives during the course of their duties, nor will they accept any liability for damage to any equipment, which is the property of the Contractor.
4. The Contractor will be responsible for any damage to the Residential blocks incurred through carelessness or neglect on the part of the Contractor or its operatives and the Contractor will be required to make good any such damage to the satisfaction of the Council.
5. The Contractor will be required to be insured against all claims, howsoever arising, in connection with the execution of this contract and to produce to the Contract Manager a statement from their Insurance Company or Brokers containing full details of their Public and Employer's Liability Policies. In this respect please note that the limit of Indemnity under Public Liability Policy should be at least £5 million and for Employers Liability at least £10million.
6. The Contractor will be responsible for the conduct of its operatives during the course of their duties at the premises mentioned.
7. Melton Borough Council requires all operatives employed on the contracted services to have undergone a Criminal Records Bureau check (Enhanced Level) to the satisfaction of Melton Borough Council prior to commencing work on the contracted services and that the full expense of these checks will be met by the Contractor.
8. All windows must be cleaned to the satisfaction of the Contract Manager
9. The Contractor will notify the Contract Manager, or persons nominated by them, of the completion of the contracted services.
10. The day or days on which the work is to be carried out will be arranged mutually between the Contractor and the Contract Manger.
11. The Contractor will be deemed to have ascertained before tendering the extent of the work required at each of the premises listed.
12. All external windows in the communal areas shall be cleaned every 6 months and all internal windows in the communal areas every 2 months (that is, every other month) during daylight hours, between 8am and 4pm, Monday to Friday excluding Bank Holidays unless otherwise stated. Any change in the frequency will be determined by the Contract Manager, on behalf of Melton Borough Council.
13. Evidence of the required levels of Employers Liability and Public Liability insurance cover and evidence of the required CRB checks for all operatives employed on the contracted service must be submitted to the Contract Manager prior to the start of the contracted service. Failure to submit this information will be grounds for rejection of the Tender..

## APPENDIX 1

### Block Listing

Tender for Cleaning of General Needs Housing

Melton Mowbray

Lot 1- Cleaning of Communal Areas

Lot 2 - Window Cleaning

Melton Borough Council



LOT 1 and 2

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LOT 1 and 2

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LOT 1 and 2

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ACCEPTANCE OF SPECIFICATION

LOT 1 – Cleaning of Communal Areas

LOT 2 – Window Cleaning

Please delete as appropriate

\* Must be submitted with tender pricing documents

Signed for  
On behalf of contractor: .....Date: .....

Print Name: .....Position: .....

Business Name: .....

Business Address: .....

.....

Post Code: .....