

Cleaning Standard

Purpose of job

To work as member of the Estates Services Team to provide a safe and clean environment for the Council's communal areas within its Housing Blocks. Adhere to relevant policies and procedures in relation to health and safety, lone working and use of equipment.

Main Duties

- Identifying and reporting health and safety issues which could impact upon the safe use of the communal areas.
- To report other estate issues requiring attention including abandoned vehicles, other repairs, cleaning standards, graffiti, defective lighting and landscaping to the appropriate officer. To assist MKCC colleagues on estate inspections, visits and gaining access to properties
- Removal of light waste items, to allow cleaning to be complete.
- To report any potential safeguarding issues to housing officer/housing manager.

Block Standards

AREA	CLEANING DUTIES
Non-carpeted floor	Sweep & Mop Remove litter, gum Clean up any spillages Any large items refer to caretaker
Carpeted floor	Vacuum (where able to) Sweep Remove litter & detritus Any large items refer to caretaker

Fixtures & fittings	Dust/wet wipe Remove cobwebs
Glazed doors (front & rear)	Wipe/wash down and dry Remove cobwebs
Windows	Wash and dry (monthly) Glass cleaner can be used
Walls	Spot clean – removing hand/finger prints Tyre/shoe marks Graffiti to be reported to caretaker (if large amount or unable to remove)
Lifts	Sweep & Mop Walls to be wiped down Remove litter
Internal bin cupboards	Sweep & Mop Remove bags/litter & cobwebs
External entrances/porches	Sweep Remove litter, detritus & cobwebs
Path to block (front & rear)	Sweep Remove litter and any debris
Under stairs	Sweep & Mop Remove cobwebs Any large items report to caretaker
Stairs	Sweep & Mop Remove litter & gum
Handrails	Wipe clean
Bottom of hand rails	Wipe clean
Ceilings	Remove cobwebs
Ledges	Wipe Clean
Windowsills	Wipe Clean
Skirting boards	Wipe Clean

Check that all signs are in place, if any are missing report to patch caretaker.