

Agenda

Name of meeting: Meeting 3 Caretaking & Cleaning Focus Group

Date: Wednesday 18 October 2023

Time: IT testing 18:00 - 18:10
Meeting 18:15 – 20:15

Venue: Teams

Tasks to do before the meeting.

Please read	Meeting 2 minutes (linked) MKCC Draft Cleaning and Caretaking Standards (separate attachment)
Please do	Consider the following questions when reading the draft document. <ol style="list-style-type: none"> 1) Are you happy with the structure? 2) Are you happy with the content? 3) Are there any changes you would like to see?

REF	ACTION	Time	Lead
1	Opening Matters	5 min	BE
1.1	Welcome and Apologies		
1.2	Approval of Minutes		
2	Discussion Item – Case Study	30 min	SJS
2.1	How does external cleaning contract work? Facilities Manager, Shane Jones Schofield shares experience of cleaning contract.		
3	Main Activity -		
3.1	Draft MKCC Cleaning and Caretaking – Are we happy with the content?	45 min	All
3.2	Non-standard items – What additional cleaning activities do we need to consider?	20 min	All
4	Next Steps		
	Charging out options – full cost basis or fixed per visit.	10 min	BE
Date of Next Meeting:			