

Trade	Cleaning	Revision	A
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Project Overview:
Brief overview of the project, site or phase providing relevant information

A. Product Selector				
<u>Products must be purchased through our Group National Suppliers.</u>				
Code	Item	Included	Product Selector Item	Product
A	1	✓		

Key Information				
Code	Item	Included	Scope of Works Item	
B. Quality & Compliance				
B	1	✓	Each plot will be cleared and swept prior to cleaning however, any minor debris left should be disposed of in the appropriate skip. Prior to commencement of the builders clean, the cleaner must report any visible damages along with any excessive building related mess to the Site Manager.	
B	2	✓	Materials and workmanship to comply to current:	
B	2.1	✓	NHBC standards and recommendations.	
B	2.2	✓	British standards code of practice	
B	2.3	✓	Current TW Health & Safety Manual.	
B	2.4	✓	Framework Agreement	
B	2.5	✓	Customer Service Policy for contractors and suppliers	
B	3	✓	It is the cleaner's responsibility to ensure that the cleaning products are compatible with the item being cleaned.	
B	4	✓	Progressive cleans may be required utilising existing scaffold for any plots where access may be restricted.	
B	5	✓	Wire wool or any other highly abrasive materials will NOT under any circumstances be allowed in any part of the cleaning process.	
B	6	✓	Scrapers must not be used for the removal of stickers from windows. Any damage incurred from the use of scrapers on windows will be contra-charged to the contractor.	
C. HSE				
C	1	✓	Please refer to the HSE Manual.	
D. Materials & Logistics				
D	1	✓	The subcontractor will be responsible for all material handling applicable to their trade. TW will make available, where possible, a forklift and driver. The driver will not be responsible for sorting, loading, unloading or any other activity on behalf of the Subcontractor. Sufficient resources shall be allowed by the subcontractor for this purpose.	
D	2	✓	The contractor is to coordinate with the site manager/material controller for material requirements daily. No claims for delay due to lack of materials will be accepted.	
D	3	✓	It is the contractor's responsibility to ensure that all surplus materials are correctly stacked on pallets to either be moved back to the compound or moved on to a following plot.	
E. Waste				
E	1	✓	All waste to be removed from the plot and placed in the appropriate skip. The working area to remain and be left in a clean and tidy state. Any material movement to or from site must comply with waste regulations, transfer tickets must be made available, and the weight or volume of waste taken from site must be made available to TW upon request.	
E	2	✓	It is the contractor's responsibility to ensure minimal wastage of materials. TW reserves the right to levy charges against the contractor in the event of excess materials wastage.	
E	3	✓	The TW Site Management team should be made aware of any surplus material for reuse in other plots.	
E	4	✓	All floor protection is to be removed and placed in designated skips.	
F. Cleaning & Protection				
F	1	✓	Please refer to Protection Guidance in S21 of the Production Manual.	
F	2	✓	It is the contractor's responsibility to ensure that all their work is suitably protected, in line with S21 of the Production Manual.	
F	3	✓	Should the contractor feel that adequate protection has not been provided by other trades for them to safely carry out their works, it is the responsibility of the contractor to notify the TW site manager.	

Project Tasks				
<i>Note to TW - where a section is highlighted, there is a choice, please pick the relevant options to be included in the scope using the drop downs.</i>				
Code	Item	Included	Scope of Works Item	

G. Quotation & Inclusions

G	1	✓	Quotation to be broken down in labour & materials.
G	2	✓	Price to be fixed for a minimum of 12 months'.
G	3	✓	The cleaner should provide a day rate with their tender for ad hoc recleans.
G	4	✓	The Cleaner is required to provide a separate rate per visit for the ongoing cleaning of communal areas of flats and multiple occupancy units until adoption by the management company. These works are to be undertaken at the request of the Site Manager and accompanied by a signed TW Site Instruction.
G	5	✓	All materials are to be provided by the cleaning contractor including ladders, buckets, mops, sponges, vacuum cleaners, cloths, dusters, detergents, scrapers, plug in air fresheners etc. (COSHH statements and risk assessments will be required for all cleaning equipment / products). Cleaning cloths to be colour coded to prevent cross contamination.
G	6	✓	Provide a rate for an additional final sparkle clean following all inspections.

H. Project Tasks

Builders Clean to include the following works (items to include 1 - 20):

H	1	✓	Windows and external doors to be cleaned internally and externally (incl. door and door frames), carefully washed and soaked to remove any cement and grit particles, paint, mastic, protective paper, stickers, tape and shrink wrapping. Wash thoroughly with detergent and water or suitable proprietary cleaner, dry and polish. Stanley blades or scrapers must not be used on the glass. Any scratches and or blemishes in the glazed panels to be noted and reported to the site manager.
H	2	✓	Bargeboards, guttering, waste pipes, and downpipes to be wiped down and stickers removed. Gullies to be cleared of leaves and loose debris. Meter housing/ garage doors to be wiped down and cleaned, external balustrade to be wiped and cleaned. Low level roofs and external lighting are to be wiped clean, all external paths should be thoroughly wetted and swept with an external grade yard brush. To include reach and wash cleans to cladded plots.
H	3	✓	Balconies and associated glass should be cleaned and polished.
H	4	✓	Walls to be spot cleaned to remove all dirt marks and dust etc.
H	5	✓	All timber work to be vacuumed and wiped over with a damp cloth to remove any dust and dirty marks. All architraves, skirtings, staircases and wardrobes are to be dusted off and polished. Particular attention to be given to all window boards and flat surfaces.
H	6	✓	Where timber is waxed or polished it should be cleaned in a manner suitable to the finish.
H	7	✓	Stairs to be vacuumed thoroughly to remove any mud/ plaster and lightly mop down. Fully clean between all balusters and spindles.
H	8	✓	Electrical fittings to be spot cleaned to remove all paint and other marks from switches, light pendants and other fittings and polish wipe clean. Care is to be taken to avoid surfaces being scratched.
H	9	✓	Clean all white goods/ oven/ hob etc. as applicable.
H	10	✓	Boiler cases and electrical appliances must be cleaned externally, removing dust from all crevices leaving in a polished state. The Cleaner must ensure that all radiator valves, gate valves and any exposed mechanical elements to the boiler cupboard and airing cupboard are cleaned and any paint removed.
H	11	✓	Wardrobe units to be vacuumed and shelves to be damp wiped including rails and doors. All loose materials to be removed.
H	12	✓	Kitchen area - remove dust from tops of cupboards, remove all protective coverings, stickers and tape, open all drawers and cupboards and spray wipe clean. Clean and doors and handles, clean worktops dry and polish. Note: Any loose instruction manuals, guarantees or other documentation found, should be handed to the Site Manager upon clean completion or left in an agreed location.
H	13	✓	Sink tops and taps damp cleaned then dried and polished.
H	14	✓	Vanity units to be cleaned as per kitchen units above
H	15	✓	The Cleaner must wash down all ceramic tiling to remove dust film and grout residue. All wall tiles are to be polished to provide a high gloss finish.
H	16	✓	Thoroughly disinfect, soak and remove labels and covering from sanitaryware. Remove all paint, plaster, clean and polish. Note no abrasive powders or polishes to be used on plastic baths or shower tray.
H	17	✓	Polish all shower screens and ceramic tiles (wall and floor) removing any excessive grout from ceramic surfaces.
H	18	✓	Screeded or concrete floors should be cleaned and thoroughly vacuumed. All areas should be lightly mopped.
H	19	✓	Kitchen, vinyl, tiled and wooden floor areas should be cleaned, vacuumed and mopped using quality detergent, dried and polished, ensuring smearing of dust and dirt does not occur.
H	20	✓	Garages to be fully swept out, rubbish removed and electrical fittings to be cleaned externally as detailed above.

Re-Clean to include the following works (items 21 - 30):

H	21	✓	Windows and window frames (internal and external) to be wiped down to leave glass and frames in a clean condition.
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H	22	✓	The Cleaner will carefully remove any paint splashes from surfaces of kitchen units and electrical fittings.
H	23	✓	Doors, frames, architraves, skirtings, window boards and other woodworks to be dusted and wiped down. Where timber is waxed or polished it should be cleaner in a manner suitable to the finish.
H	24	✓	Sanitaryware and fittings to be wiped down to remove any marks, water stains or mastic residue. Polish and leave all sanitaryware in a clean condition. Disinfect all showers, baths, and basin wastes. Wipe and polish all taps/ fittings/ ironmongery and leave clean and ready for use.
H	25	✓	The Cleaner must wash down and lightly polish all glaze wall tiles to remove wash marks.
H	26	✓	Vinyl/ Tiled floors to be cleaned and polished in a manner suitable to the finish. Carpets to be vacuumed and any stains/ non removable items reported directly to the Site Manager. Chipboard Flooring to be swept, vacuumed and polished.
H	27	✓	All cupboards, fitted furniture and units to be wiped clean, vacuumed and polished to remove marks.
H	28	✓	Light fittings/ balustrades/ ledges etc. to be wiped down. Fire surrounds and appliances to be cleaned and polished.
H	29	✓	Garages to be fully swept out.
H	30	✓	Windows and external doors to be cleaned internally and externally (incl. door and door frames), carefully washed and soaked to remove any cement and grit particles, paint, mastic, protective paper, stickers, tape and shrink wrapping. Wash thoroughly with detergent and water or suitable proprietary cleaner, dry and polish. Stanley blades must not be used on the glass. Any scratches and or blemishes in the glazed panels to be noted and reported to the site manager.

Sparkle Clean (Items 31 - 41)

H	31	✓	All areas checked and re-cleaned in accordance with the Reclean specification detailed above (Items 23-34)
H	32	✓	White goods should have internal packaging removed and shelves set up.
H	33	✓	Plug-in air fresheners placed in main bedroom, hallway and lounge.
H	34	✓	Supply and attach a cellophane seal around each toilet pan seat lid including that the toilet has been cleaned for customer occupation.
H	35	✓	All windows vents to be left open to ensure air circulation.
H	36	✓	Taylor Wimpey 'Protec' paper to be placed as a walkway through hall, lounge and downstairs rooms. Taylor Wimpey signage to be placed in window confirming plots has had its final clean and date of occupation.
H	37	✓	The Cleaner must spray all rooms with air freshener on completion.
H	38	✓	Remove all protective materials from worktops.
H	39	✓	The Cleaner must clean all windows glass and frame (internal and external) as well as front doors (inc canopy).
H	40	✓	The Cleaner must clean the patio and check garage for any rubbish.
H	41	✓	2nd Final Clean as standard

Open text box - to be used to capture any comment or amendments to be assessed and included on future SOWs.

Item	Included	Scope of Works Item

Date:

Signature: