



## **CLOSE CLEANING SERVICE**

Our contractor, **CAS Contract Cleaning Ltd**, will carry out the following work while on site in your close. They will aim to provide the service on the same day each week.

The close will be cleaned to the following specification, please note this only applies to landings which are on the service:

### **Weekly**

- Sweep down the stairs and all landings to the bottom of the landing or front & rear exits, remove loose debris from site if ground floor on service.
- Damp mop stairs and landings with water and disinfectant.
- Dust banisters, window ledges, dado rails.
- Wipe down door frames / ledges on front and rear entrances (only if the ground floor received the service)
- Clean and sanitise of intercom (only if the ground floor received the service)
- Deodorise with air freshener.
- Report areas of graffiti to Paisley Housing Association Ltd (PHA)
- Report to PHA where the close door is not operational.

### **Monthly**

- Remove any cobwebs from landings on the service.
- Wipe down front and back doors (only if the ground floor received the service)
- Clean and polish vision panels on front and rear close doors (only if the ground floor received the service)

### **Quarterly**

- Clean all close windows inside and out to include frames for landings on the service.

Please note that when your close cleaning service falls on a Public Holiday then it will be undertaken the following working day.

**PLEASE ALSO BE AWARE THAT DURING, AND AFTER YOUR CLOSE IS CLEANED THE LANDINGS AND STAIRS MAY STILL BE WET. PLEASE ENSURE YOU TAKE EXTRA CARE AT THESE TIMES.**

If you have any questions regarding your close cleaning service, or have any concerns, please contact our Factoring & Development Officer Steffani on 0141 840 5017.

Registered in Scotland No: SC264883

Property Factor Registered: PF000305

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