



CLOSE CLEANING SERVICE

Until 31st March our contractor, **Caldwell Cleaning Services**, will carry out the following work while on site in your close. The service will be provided on the same day each week. Please note that from 1st April the contractor will change to **Caledonia Maintenance Services**.

The close will be cleaned to the following specification:

Weekly

- Sweep down stairs and all landings to front & rear exits, remove loose debris from site
- 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
- Clean and sanitise of intercom
- Deodorise with air freshener
- Report areas of graffiti to Paisley Housing Association Ltd (PHA)
- Report to PHA where the close is not operational.

Monthly

- Remove any cobwebs from within the close
- Wipe down front and back doors
- Clean and polish vision panels on front and rear close doors

Quarterly

- Clean all close windows inside and out to include frames

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 JP Armstrong, Technical Assistant (Services), on 0141 583 4128.