

# YOUR CLEANING SERVICE

## Communal areas to be cleaned

- ✓ Entrances, exits, doors, door glass, door mats, internal/external light covers
- ✓ Floors, landings, hallways and external areas to entrances
- ✓ Stairs (including underneath staircases where applicable) handrails, balustrades, banisters
- ✓ Walls, woodwork, ceilings, light fittings, sockets, door frames, skirting boards, ledges, switches and panels
- ✓ Bin stores
- ✓ Internal windows
- ✓ Intake rooms, store rooms, plant rooms, tank rooms
- ✓ Kitchen areas
- ✓ Toilet areas



## This service will include

- ✓ Vacuuming carpets and sweeping hard surfaces
- ✓ Washing of floors, stairs, walls and surfaces
- ✓ Cleaning of internal doors, porches, architrave, skirting, sills, handrails and balustrades.
- ✓ Clearing of cobwebs, dust and debris
- ✓ Cleaning of laundry equipment
- ✓ Cleaning of toilets and wash hand basins
- ✓ Removal of graffiti and chewing gum
- ✓ Collection of litter (including papers and junk mail) refuse, and fouling from all areas, both internally and externally adjacent to communal entrances
- ✓ Cleaning of Internal window frames, heads, sills, panels, window fixtures and fittings
- ✓ Communal kitchen areas - all work tops, tables, benches, cookers, oven, hob, extractor hoods, cabinet fronts, litter bins, telephones, sink units, draining boards, drying racks, soap racks/dishes, chairs, pipework, mirrors, doors and door frames, floor surfaces, heater and light units, wall surfaces (including tiled walls)

**If you have any comments, compliments or queries, there are a number of ways to contact us**



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[general@yourhousinggroup.co.uk](mailto:general@yourhousinggroup.co.uk)



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0345 345 0272