

Estate Update

Planned Cleaning Project

Carried Out By: Building Cleaning Management 2015

Item	Description	Action
1.	As we are all aware there are problems on the estates- Building Cleaning's management have had several meetings to discuss the concerns that have been highlighted and on-going and are now proposing to do the following to improve our services.	Building Cleaning
2.	<p>Better Communication: It is now agreed that the supervisors will be in regular weekly contact with the Housing officers – this is to ensure that any problems we or the Housing Officers are experiencing on the estates can be dealt with – with little time delay and daily problems can also to be acted on by both parties. All of which is to be emailed to use as evidence that these have been dealt with and completed.</p> <p>Supervisors –will be contacting their contacts to set this up.</p>	<p>Catherine Mitchell</p> <p>Suzanne Blowfield</p> <p>Zoey Heatherley</p>
3	<p>What's happened so far:</p> <p>The supervisors and I have visited Beaumont Leys – St Matthews and St Peters Estates. We have look at the cleaning and are all in agreement that there is room for improvements with the cleaning.</p> <p>All estate cleaning staff are in the process of being re-trained in their cleaning tasks by the supervisors - this started in July with Beaumont Leys and St Matthews staff being first – we will then go to St Peters Estate.</p> <p>This training includes Wall washing Floor cleaning – including the edges Chemicals - correct usage Damp wiping fixtures and fittings Cob web removal Health and Safety</p>	<p>Catherine Mitchell</p> <p>Suzanne Blowfield</p> <p>Zoey Heatherley</p>

4.	<p>Chemicals We have now decided to use bleach tablets for the cleaning of the floors which we have used in some areas before and these are proving to be very good in lifting build-up of dirt from the edges and the floors. We are also trying another chemical that as a fragrance.</p>	<p>Catherine Mitchell Suzanne Blowfield Zoey Heatherley</p>
5.	<p>Trolleys New trolleys for staff to carry their water and equipment have also gone out on sites.</p>	<p>Estate cleaning staff</p>
6.	<p>Mops Mops are being sourced that are on the market with a light abrasive centre that enables some stubborn marks to be removed whilst mopping – we have a company looking into this for us.</p>	<p>Building Cleaning</p>
7.	<p>Cleaning staff We will be having a team of additional cleaning staff on St Matthews Estate – these staff will be used to carry out some deeper cleaning on the floors to bring them up to a better standard. Another team will be on to St Peters Estate week commencing 17th August to do the same on the vacancy areas (2) until we get more casuals on these areas.</p>	<p>Catherine Mitchell Suzanne Blowfield Zoey Heatherley</p>
8.	<p>Regular Areas - regular cleaners We will be putting in a team of staff from week commencing 17th August to cover regularly the following areas so that they have more consistency with the cleaning.</p> <p>West Courts St Leonards Courts Lombardy Rise Martindale Beaumanor Road Neston Gardens Rushey Mead</p>	<p>Building Cleaning</p>

