

Public Toilets Contract for Financial Year 2019-2020

Specification of Works

This contract is between ("the contractor") and Clun Town Council with Chapel Lawn. The schedule of works to be carried out under this contract and the conditions of this contract are set out in Paras 1.0 to 5.0 below. This is a legally binding contract.

1.0 Purpose of role

1.1 To clean and manage the toilets on a daily basis, to a high standard, in accordance with the specification detailed below.

2.0 Cubicle Fittings and Fixtures

- Ceramic tiled walls and floors in a light grey colour, with detailing in a variety of colours
- Stainless steel wash-down channels
- Cubicle door timber faced externally and brushed stainless steel internally
- Brushed finish stainless steel WC with no seat or pads
- Brushed finish stainless steel hand wash station – projecting or recessed
- Brushed finish stainless steel recessed paper dispenser
- Urinal cubicles – 3 Brushed stainless steel urinal pod
- Accessible cubicles – Polished stainless steel disabled grab rails
- Brushed finish stainless steel recessed waste container, emptied from the service bay
- Polished stainless steel mirror
- Baby change tables
- Toddler seats

3.0 Opening Times

3.1 The disabled unisex toilet is open all year round. From 1 st April to 31 st October, the ladies and gents toilets are also open. From 1 st November to 31 st March, the ladies and gents toilets are not open; the disabled toilet remains open. The contractor is responsible for ensuring that the automatic timings on the toilets are set in line with the instructed times. The contractor must also ensure that the heater and water heater settings are set appropriately to the season.

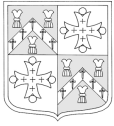
4.0 Cleaning and replenishment

4.1 Cubicles – Daily

- Remove all rubbish, dirt or graffiti inside each cubicle
- Check for cobwebs and insects and remove
- Wash the stainless steel in hot water and polish dry
- Isolate the hand wash and clean the hand wash thoroughly
- Open the litter bins/sanitary waste chute and check that the chute is clean. Clean as required
- Clean the baby change tables and toddler seats
- Clean the stainless with hot water with stainless steel cleaner
- Clean and polish the steel mirror with a glass polish
- Mop the floor with cleaning agent and use rubber blade to finish off.

4.2 Cubicles – Daily Checks

- WC flushes
- Water not running in the pan
- Hand wash delivers soap, warm water and hot air.
- Water not running continuously
- Check flush on exit



- Check all lights and fans working. Report defective items to the Clerk
- Check the Vacant and Engaged indicators are working.
- Check the privacy lock engages and disengages easily
- Check all safety straps on changing tables and toddler seats
- Correct any defects and report those that cannot be rectified immediately to the Clerk

4.3 Weekly Checks and Clean

- Pressure wash each cubicle, using pressure equipment provided. Use a pressure washer friendly hard surface cleanser through the pressure washer.
- Rub baby oil into stainless steel. Clean any stubborn marks with a stainless steel cleaner pad if required but do not do unless needed as it can damage the steel.
- Check that the floor tile coves are not turning black from mopping. Use a strong solution of hard surface cleaner and a green scouring pad to remove the stains.
- Polish handrails with a metal polish and buff.
- Check light fittings for debris
- Check the extraction grill for debris and brush off to leave an unobstructed grill.
- Lift the wash down channels and the washdeck grating and clean the wash channels outs.
- Service bay door and oil.
- Monitor temperature and switch ON/OFF Frost Protection, as appropriate
- Ensure that timers are set correctly
- Check and record water meter readings and electricity readings.
- Check for loose screws on the doors and door keeps. Notify the clerk if any need adjustment

4.4 Monthly Checks and Clean

- Check the Emergency lights work in the cubicles and maintain a record on site.
- Deep clean the wall tiling starting at the top and working down. Polish dry to leave no water stains or marks.
- Check the light frames, clean and oil
- Check the extraction grill and oil.

4.5 External – Daily

- Check for graffiti and remove
- Collect all litter and rubbish
- Sweep the front ramp to the toilets
- Remove all cobwebs and insects

4.6 External – Weekly

- Polish all PVC signs and information boards
- Check for any weeds and growth which may have appeared and remove.

4.7 External - Monthly

- Wash off the Rain Water Harvester covers.
- Wash down the PVC fascias and polish with a silicone based polish or Auto polish

4.8 Service Bay – Daily

- Empty waste bins daily and remove rubbish to agreed disposal location.
- Top up toilet rolls
- Weekly check of soap containers and replenish
- Check hand wash soap is delivered correctly – change soap hoses as required.
- Harvester: Monitor the rain water harvester. Report any defects to Town Council



4.9 Service Bay – Quarterly

- Inspect the step ladders and recertify that they are safe to use. Apply new sticker.
- Sweep out the service bay and lift gratings and clean away debris.

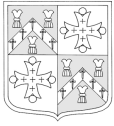
4.11 Other

- To carry out deep cleans, as required.
- To be responsible for the security of the facilities as necessary, including 'locking off' and ensuring that the timing of the locks and heaters is set appropriate to the season and agreed opening hours.
- The contractor will be self-employed and must therefore ensure holiday/sickness cover is provided for the cleaning of the toilets.
- To notify the Clerk of the Council in good time when supplies of cleaning materials are low.
- In times of adverse weather conditions or other emergencies working outside of normal hours may be required.
- To fill out check sheets of work carried out, as required by the Council
- To be the designated person responsible for fire safety at the toilets.
- To allow access for contractors who may visit site occasionally for maintenance, such as plumbers, electricians, fire safety testers
- To take meter readings as required.
- To report to the Clerk of the Council any areas or items in need of servicing or repair, particularly relating to Health and Safety matters, as a matter of urgency.

5.0 Conditions

- Payment will be based on an annual fee of £x and will be made in 4 equal instalments of £x, paid 3 months in arrears.
- The contractor must hold public liability insurance to the value of £5 million and provide proof of it.
- Duration of contract: One year from x
- Termination of contract: This contract may be terminated by three months' notice by either party.
- The contractor is required to adopt safe working practices in order to protect the health of safety of themselves and their employees. A statement of safe working practices and risk assessment to be provided to the Council. The Council will also undertake its own risk assessment which will be provided to the contractor and the contractor will be expected to follow it. A COSHH assessment and fire risk assessment are also provided at the toilets and the contractor must familiarise themselves with and follow them.

THE TOWN COUNCIL WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO THE CONTRACTOR OR ANY EMPLOYEE OF THE CONTRACTOR, FOR ANY LOSS, DAMAGE OR INJURY, HOWEVER CAUSED OR ARISING, OUT OF, OR IN THE COURSE OF, OR IN CONNECTION WITH THE CARRYING OUT OF THIS CONTRACT, SAVE BY NEGLIGENT ACT BY THE TOWN COUNCIL.



Public Toilets Contract for Financial Year 2019-2020

Tender Form

Name of Contractor	
Address	
Telephone number	
Email	

I wish to quote for the above contract, in accordance with the specification of work set out in the tender request.

Quote for providing above service for the year 2019-2020	£
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I agree to the contract specification. If awarded the contract, this will be conditional upon the contractor providing a copy of their public liability insurance, a statement of safe working practices and risk assessment.

Signed _____

DATE _____