

Instow Parish Council

Contract for Cleaning Public Toilets 2024/25/26

1. Location of toilets

Instow Parish Council's car park, Marine Parade, Instow

2. Work schedule

Daily, including weekends and Bank Holidays, except for Christmas day.

To be completed before 10.00 a.m.

(NB In the event of temporary/short term absence, the Contractor is responsible for the provision of a suitable replacement)

3. Objective

To clean the toilet block comprising separate male, female, and disabled facilities to an appropriate hygienic standard.

Task to be completed before 10.00 a.m. to ensure any wet surfaces are dry to maintain public safety.

Tasks include: -

Toilets/urinals/basins to be cleaned thoroughly

Floors swept and mopped.

Mirrors/wall tiles cleaned.

Cobwebs removed

Dust/sand removed from pipework, inside/outside windowsills, and other surfaces.

Restocking of paper towels, toilet rolls and soap dispensers

Waste bin emptied

Contractor to make sure all cleaning products are correctly labelled and stored in compliance with relevant Health and Safety regulations in locked cupboard. Up to date COSHH information to be posted within this store cupboard.

Contractor required to provide own personal protection equipment.

Contractor will be supplied with relevant keys to store cupboard and disabled facility which will remain the property of the council.

Contractor to notify the Clerk of any damages, breakages, maintenance issues which require attention

The council will provide all cleaning material

The Clerk will inspect the facilities on a regular basis and engage with contractor should any issues arise.

4. Disposal of rubbish

Sharps/needles should be disposed of in accordance with Health and Safety Regulations.

All other rubbish to be placed in black plastic bags and left by the waste bins by the bus stop on Marine Parade (to be collected by NDC)

5. Activity log

Contractor to supply details of activities undertaken on daily basis, the number of hours worked and detail hazardous waste. Time sheets will be provided by the Clerk and these must be filled in and returned to the Clerk on a weekly basis.

6. Contract termination

The contract may be terminated at any time by either IPC or the contractor on giving one month's notice in writing (No reason necessary)

7. Registration with HMRC

The contractor will be required to provide evidence of registration for self-employment with HMRC.

8. Insurance

A self-employed contractor is covered by the Council's Public Liability Insurance. A copy of the relevant Public Liability insurance policy will be provided by the Clerk. A risk assessment to be viewed and agreed by the Clerk.

9. Payments

Payments will be made each month by BACS as one twelfth of the annual amount, following submission of an invoice, and agreed with the Parish Clerk.

Weekly prices 2024/25 @ £135, 2025/26 @ £142, 2026/27 @ £150.

10. Queries

The Contractor may address the Parish Clerk with any queries.

SIGNED BY CONTRACTOR

..... Julie Braddick

Dated.....2024

SIGNED BY Celia Merrill, Clerk

ON BEHALF OF INSTOW PARISH COUNCIL

Dated.....2024

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