

CLEANING AND CARETAKING ARRANGEMENTS

Appendix 6

1. Background

Following the Facilities and Events committee meeting in January 2022, the following recommendations were made:

The officers arranged for all buildings to be deep cleaned as soon as possible using part of the budget set aside for caretaker absence and have the authority to do as required.

The officers review the cleaning situation and bring a proposal to the next meeting in order to proceed for the future. This to include consideration of the charges made in our hiring agreement for cleaning.

(Minute: 407/21)

2. Deep Cleaning

All buildings operated by the Parish Council were cleaned by our previous cleaning contractor on Friday 14th January 2022. As per the minute we will review the need and further obtain deep cleans as required.

3. Future Arrangements

In order to produce the proposal as requested at the January meeting, the officers reviewed the part the incumbent is now taking in meeting our weekly / monthly health and safety checks around the Parish buildings.

Originally the role was scoped out to allow time for cleaning of buildings as well as manage opening and closing of premises for lettings, play area / recreation ground inspections and litter picking. It also included general handyman / simple maintenance tasks across all sites. At the time of this scoping, we were still in the midst of the pandemic; lettings were low / non-existent as was general use of our buildings. This meant that regular cleaning was not required as frequently. With the role holders extensive previous experience in building / maintenance, in conjunction with the officers, a review of small maintenance tasks was undertaken and worked through and this process will continue.

Current Contract: 20 Hours per Week (flexible with Saturday and Sunday as mandatory)

Weekend Duties: Up to 12 hours across Saturday & Sunday:

- Play Area inspections & litter picks both days – Iver Recreation Ground, Iver Heath Recreation Ground and Richings Park Play Area

- Tidy 45b high Street (Vacuum, empty bins, general tidy)
- Open up & close buildings for lets, basic tidy as required

Weekday Duties: Usually one full day a week (8 hours approx.) agreed with Officers:

- Health and safety checks as per agreed schedule
- General maintenance tasks agreed with officers
- Open up & close buildings for lets, prep and basic tidy as required

Health and Safety checks now carried out by Caretaker:

Weekly:

- Legionella prevention – Run showers at pavilions weekly and record. Test and record shower temperature
- Fire Extinguisher visual check. Record check – 45b, both pavilions, workshop
- Fire Alarm System – test sounders. Record check – 45b, both pavilions and workshop

(These checks can take up to 4 hours a week including travel time)

Monthly:

- Emergency Lights – flick test. Record Check
- Fire Doors – visual check. Carry out remedial work. Record check.

(These checks take up to 4 hours including travel time – for info there are 21 fire doors at Jubilee Pavilion)

Quarterly:

- Changing Room Showers – dismantle, descale, clean and disinfect shower heads

(This activity takes up to 2 hours including travel time)

Many of these checks have been formalised in the caretaker's role as part of our health and safety initiative. There is a legal obligation on the Parish Council to carry out reasonable and regular health and safety checks and to record these appropriately. It is recognised that cleaning / cleanliness is important particularly in areas used by members of the public but should not be carried out to the detriment of our duty of care to employees and responsibility of users of our buildings.

4. Proposals

- a) Consider employing a part time cleaner and keyholder for 15 hours per week spread across 3 days (to be agreed but preferably Mon, Thurs, Fri, 5 hours) with a schedule of cleaning that allows some flexibility to be able to divert based on 'need'. An example of this might be to ensure the Jubilee Pavilion is cleaned on a Monday following a children's party let over the weekend prior to other lettings (i.e. the regular monthly senior's coffee morning and Council Meetings). This arrangement gives us maximum flexibility to manage our cleaning needs and priorities. It allows the role holder to assist with weekday lets freeing up officers from taking on this role. This role could be attractive to a working parent / carer as well as those requiring part time work to compliment other part time roles worked.
- b) Seek a contract cleaning service that gives flexibility to clean on a needs / priority basis to meet our flexible needs and requirements. Officers are currently seeking quotes and assurances. Note this would not enable a keyholder element.
- c) Increase the hours of our current caretaker to 37 hours per week (1 FTE) and incorporate a full cleaning schedule to the role. (Note: our current caretaker took the job based on the part time basis to suit his work life balance and leisure activities and is unlikely to want to increase his hours).

Officers strongly recommend **option A** because:

- It allows total control and flexibility where officers can prioritise cleaning on a 'needs' basis
- Gives the added benefit of incorporating 'keyholder' responsibility and assistance with lets
- Gives opportunity to use this role holder to cover holidays / absence of the Caretaker to cover weekend lets where possible.

5. Additional charging for cleaning in Hire Agreements

The charging schedule for cleaning is now:

- £10 for parties & resident hires
- £20 for commercial
- £8 per session for regular hires.

Previously we were charging a £20 flat Covid Clean per let.

Jeremy Day
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February 2022

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February 2022