

CLEANING

TRADE SPECIFICATION

GENERAL

- a) **BDW Trading Limited**
Barratt Homes and David Wilson Homes are all trading names of BDW Trading Limited “the Company”.
- b) **Clearing**
The Contractor is responsible for clearing up and safe removing waste materials arising from execution of the Works, as part of this Trade Specification.
- Waste materials must be removed as work progresses, ensuring that all waste materials have been removed following the completion of the works and taken to waste segregation area for sorting by subcontractor.
- Failure to comply with this requirement resulting in the Company’s labour performing this task will result in contra charges.
- c) **Contract Conditions**
The Contractors attention is drawn to the Company’s Conditions of Contract and General Terms.
- d) **Defective Workmanship**
All defects arising from poor workmanship by the Contractor or, by the Contractor not carrying out the Works in accordance with this Trade Specification are to be remedied by the Contractor at no cost to the Company.
- Failure by the Contractor to carry out this contractual obligation, resulting in an alternative Contractor being instructed to carry out such remedial work, will incur the Contractor with the cost thereof.
- e) **Materials**
The Contractor is responsible for unloading, protecting and safe storing of all of their own cleaning materials to avoid damage and surface contamination.
- The Contractor must ensure that all cleaning materials are satisfactory for use and have not been subject to deterioration and conform to the relevant BSS, if applicable or Agrément Certificates, NHBC and Local Authority requirements. Failure resulting from the Contractor using unsuitable cleaning materials will result in the Contractor being liable for any costs in rectifying the same.
- f) **Site Condition**
The Contractor is to examine the drawings, visit the site in order to ascertain position of site office, compound, electricity and water supplies.

Accessibility may vary depending on the location of the plot/area being cleaned; this must be taken into consideration at tender stage as no claims will be entertained for additional costs due to adverse site conditions.

g) **Sub-Contractor**

The Contractor must not further sub-contract any part of the Works to another Contractor without the prior knowledge and written approval of the Company.

It is essential that the Contractor liaises with all other trades associated with the Works to ensure that this has been installed correctly and appropriately prior to work being carried out.

1. QUOTATION

1.1 The Contractor must provide a fully inclusive lump sum (labour and materials) fixed price quotation per House Type for CLEANING works broken down in to the following sections:

(i) **Builders Clean**

The building, its fixtures and fittings and all surfaces is to be free from dirt, extraneous and deleterious materials and in a habitable condition prior to final snagging by the Site Manager.

Cleaning should be started at the top floor and worked down, doors to rooms should be closed after cleaning to prevent dirt/dust from entering clean areas whilst the cleaning continues of all other rooms.

It is the Cleaning Contractor's responsibility to report any scratches and damages to finished surfaces to the Site Manager prior to commencing any cleaning.

The use of abrasive cleaning materials and/or tools should be avoided.

(ii) **Re-Clean**

Following a Builders Clean the Re-Clean is to be completed to remove any dust and debris which has arisen due to additional work and/or snags prior to the unit's occupation.

(iii) **Final Clean**

A final clean is to remove any residual dust and debris immediately prior to occupation (ideally 24 – 48 hours maximum) and is to include for re-polishing surfaces as required leaving the property in an acceptable condition for the purchaser to move in.

(iv) **Stock House Clean**

Where this required to be completed, a Stock House Clean is to remove dust and debris that has accumulated due to a completed unit standing unsold for a period of time. Stock house cleans commence when requested by sales and are to include for cleaning surfaces as noted in the table below.

(v) Show House Cleaning

Cleaning to the Show House and Marketing Suites to be carried-out on a periodic basis, in accordance with the requirements of the Sales Department.

NOTE: Works to the show area/Sales office will form a separate contract and should be invoiced separately. Invoices should be signed by the Company's Sales Representative and/or Site Manager to certify satisfactory completion and forwarded to the Divisional office for the attention of the Surveying Department.

- 1.2 All work is to be carried out in accordance with our instructions and is to be of a standard that is acceptable to purchasers. Your price will include for all labour, materials and equipment necessary to carry out the works in the required manner.
- 1.3 All work is to be carried out during normal site working hours unless otherwise agreed in writing with Site Manager.
- 1.4 Care is to be taken to avoid damage to any finishes. Particular care should be taken to avoid scratches on susceptible finishes such as; windows, mirrors, wall and floor tiling, sanitary ware, acrylic baths, white and polished chrome electrical accessories, polished chrome door handles and door furniture. Stainless steel appliances and sink tops must only be cleaned with warm soapy water or specific stainless steel cleaning solution. Any damage caused by cleaners will be contra-charged accordingly. Any existing damage must be reported to the Site Manager prior to commencing cleaning otherwise the cleaner will be held responsible for any resultant replacement or remedial costs.
- 1.5 It is the Contractor's responsibility to ensure that the cleaning products used for the works are appropriate for the surface being cleaned. All preparatory cleaning agents to be thoroughly investigated before use.
- 1.6 The Health and Safety at Work Act 1974 now clearly places the responsibility of compliance with the Act upon all involved. The Act states that all employees should be familiar with their obligation under the Act, and the regulations applicable to the work on which they are engaged.
- 1.7 Safety notices are to be placed in suitable areas to notify other trades/public of any trip or slip hazards that may be present in the vicinity of the area being cleaned.
- 1.8 Where spare tiles have been left by the Tiling Contractor, these must not be removed from the property but should be placed in a location where the purchaser can find them, should small areas of tiling need to be repaired.

2. EXTERNAL AND INTERNAL SPECIFICATION

2.1 Cleaning is to be carried out to the following areas at the appropriate visit noted.

	Builders Clean	Re-Clean	Stock Clean	Final Clean	Show House
Windows, doors and frames to be cleaned externally and internally.					
<ul style="list-style-type: none"> Remove all protective coverings, tape and manufacturer labels. 	✓				
<ul style="list-style-type: none"> Wash all window frames and cills externally¹ with soapy water removing paint spots. Report any damaged architectural stone to the Site Manager. 	✓		✓	✓	✓
<ul style="list-style-type: none"> Wash all glass¹ with soapy water to remove, sand/dust deposits and carefully wipe dry to avoid scratching. 	✓		✓	✓	✓
<ul style="list-style-type: none"> Remove paint spots, putty and mastic² from glass and frames. 	✓				
<ul style="list-style-type: none"> Wipe clean window frames internally. 	✓		✓	✓	✓
<ul style="list-style-type: none"> All windows and external doors to be opened and vacuumed to remove all debris from the grooves, etc. 	✓			✓	
<ul style="list-style-type: none"> Wipe clean front door, rear doors (including patio/french doors and glazed pods), frames and thresholds. 	✓		✓	✓	✓
<ul style="list-style-type: none"> All window vents to be left open to ensure air circulation. 				✓	
Walls					
<ul style="list-style-type: none"> Spot clean by removing all dirt marks, dust etc. from all walls. 	✓	✓	✓	✓	
<ul style="list-style-type: none"> Remove cobwebs, spot clean where there are any marks on the walls – reporting any marks that are unable to be removed to the Sales Adviser. 					✓

	Builders Clean	Re-Clean	Stock Clean	Final Clean	Show House
Timber					
<ul style="list-style-type: none"> All painted timberwork is to be wiped clean to remove any dirty marks. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Where timber is waxed or polished, it should be cleaned and polished in a manner suitable to finish. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> All architrave's (including tops), skirting, staircases and wardrobes are to be dusted off and polished. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> All windows boards and flat surfaces to be wiped clean. 	✓	✓	✓	✓	✓
Electrical Fittings					
<ul style="list-style-type: none"> Care must be taken when cleaning Electrical Fittings so that water does not enter the fitting and to avoid scratching. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Remove all paint, plaster and other marks; polish clean all switches, light pendants and other electrical fittings / accessories. 	✓	✓		✓	
<ul style="list-style-type: none"> Wipe and polish clean all switches, light pendants and other electrical fittings / accessories. 			✓		✓
<ul style="list-style-type: none"> Wipe clean external light fittings. 	✓		✓	✓	✓
Door Furniture					
<ul style="list-style-type: none"> Remove paint spots, taking care to avoid scratches to polished chrome fittings. 	✓	✓		✓	
<ul style="list-style-type: none"> Wipe clean all door furniture taking care to avoid scratches to polished chrome fittings. 			✓		✓

	Builders Clean	Re-Clean	Stock Clean	Final Clean	Show House
Staircases					
<ul style="list-style-type: none"> Remove any mud/plaster from stair treads, sweep thoroughly and remove all collected debris. 	✓				
<ul style="list-style-type: none"> Fully clean between all balustrades and spindles. 	✓	✓	✓	✓	✓
Kitchen/Utility Area					
<ul style="list-style-type: none"> Remove all protective coverings and tape. 	✓				
<ul style="list-style-type: none"> Remove all paint spots. 	✓	✓		✓	
<ul style="list-style-type: none"> Clean all worktops, sink tops and taps with warm soapy water, dry and polish. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Remove dirt from tops of wall units and cupboards. 	✓			✓	✓
<ul style="list-style-type: none"> Sweep/dust out all cupboards and wipe clean with a damp cloth. 	✓			✓	✓
<ul style="list-style-type: none"> Open all drawers and wipe clean with a damp cloth. 	✓			✓	✓
<ul style="list-style-type: none"> Clean all fitted and (where applicable) all free-standing appliances with warm soapy water. 	✓			✓	✓
<ul style="list-style-type: none"> Remove all manufacturer's instruction booklets from appliances and place in a kitchen drawer. 				✓	
<ul style="list-style-type: none"> Remove clean and re-fit shelves in appliances, polish stainless steel surfaces. 				✓	✓
<ul style="list-style-type: none"> Boiler cases are to be cleaned externally, removing dust from all crevices leaving in a polished state. 	✓			✓	✓
<ul style="list-style-type: none"> All stainless steel/chrome kitchen fittings/utensils are to be cleaned and left smear free. 					✓

	Builders Clean	Re-Clean	Stock Clean	Final Clean	Show House
Bathrooms/En-Suites/WC Cloakrooms					
<ul style="list-style-type: none"> Wash and polish all taps and fittings and leave clean and ready for use. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Care should be taken in removing all protective coverings, tape, manufacturer's labels, and builder's marks from sanitaryware and shower screens to avoid scratching. No abrasive cleaning products are to be used on acrylic surfaces. 	✓				
<ul style="list-style-type: none"> Sanitaryware to be wiped clean to remove any marks and/or water residue and left in a clean hygienic condition. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Remove all plaster, paint spots, excessive grout² from ceramic tiling, clean and polish. 	✓				
<ul style="list-style-type: none"> Polish all shower screens and wall tiles removing any paint spots and excessive grout² from ceramic surfaces. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Polish mirrors and leave in a smear free condition. 					✓
<ul style="list-style-type: none"> Wipe clean and re-place any accessories/ornaments. 					✓
<ul style="list-style-type: none"> Supply and attach a toilet hygiene strip around toilet seat indicating that the toilet has been hygienically cleaned. 				✓	✓

	Builders Clean	Re-Clean	Stock Clean	Final Clean	Show House
Lounge / dining room					
<ul style="list-style-type: none"> • Fire surrounds (where installed) to be cleaned and polished. 	✓			✓	✓
<ul style="list-style-type: none"> • All soft furniture to be vacuum cleaned and hard surfaces to be polished. 					✓
<ul style="list-style-type: none"> • All ornaments to be wiped clean and re-placed in the same position. 					✓
Bedrooms					
<ul style="list-style-type: none"> • Wardrobes to be wiped clean, mirrored doors and panels to be left smear free. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> • All soft furniture to be vacuum cleaned and hard surfaces to be polished. 					✓
<ul style="list-style-type: none"> • All curtains and beds are to be straightened. 					✓
<ul style="list-style-type: none"> • All ornaments to be wiped clean (as necessary) and re-placed in the same position. 					✓
Floor Areas					
<ul style="list-style-type: none"> • Remove protective floor covering and tape where necessary. 	✓				
<ul style="list-style-type: none"> • All flooring areas (concrete, screed finished and timber flooring) are to be scraped of all mud, plaster, cement, etc. removing all collected debris. 	✓				
<ul style="list-style-type: none"> • All flooring areas are to be swept or vacuum cleaned removing all collected debris and left in a clean condition. 	✓	✓		✓	

	Builders Clean	Re-Clean	Stock Clean	Final Clean	Show House
Floor Areas continued...					
<ul style="list-style-type: none"> Vinyl, Quarry, Ceramic or other similar tiled and laminated floor areas should be swept clean and mopped using a minimum amount of water and detergent, dried and polished, ensuring no smearing of dust and dirt occurs. 	✓	✓		✓	✓
<ul style="list-style-type: none"> Carpets to plots (where applicable) and communal areas should be thoroughly vacuumed cleaned, small (hand-sized) carpet off-cuts to be removed³, any stains or non-removable marks should be reported to the Sales Adviser immediately. 		✓	✓	✓	✓
<ul style="list-style-type: none"> Protective paper⁴ to be placed as a walkway through the hall, lounge and downstairs rooms, in readiness for furniture removal operatives to walk through plot without damaging/dirtying floor coverings. 				✓	
Garages					
<ul style="list-style-type: none"> Sweep out garage area. 	✓			✓	✓
<ul style="list-style-type: none"> Electrical fittings and boilers to be cleaned as previously described. 	✓			✓	✓
<ul style="list-style-type: none"> Garage and personnel doors to be wiped down leaving free from dust, dirt and cobwebs. 	✓			✓	✓

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Externally					
<ul style="list-style-type: none"> Wipe clean PVCu facia and soffit¹ with warm soapy water. 	✓				
<ul style="list-style-type: none"> All paths to be thoroughly wet and brushed to remove mud/site dust. 	✓				
<ul style="list-style-type: none"> All paths to be swept clean to remove site dust. 			✓	✓	✓
<ul style="list-style-type: none"> Drive (following final surface treatment) to be swept clean to remove site dust. 				✓	
<ul style="list-style-type: none"> External balustrades, meter boxes, low lever roof finishes and rainwater pipes to be cleaned and wiped down. 	✓			✓	✓
<ul style="list-style-type: none"> All gullies to be cleared of leaves and loose debris. 	✓			✓	✓
Generally					
<ul style="list-style-type: none"> Remove all noticeable rubbish³ to designated rubbish collection point on-site. 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Supply and leave 3 number solid free-standing or plug in type air fresheners, "Haze 2 in 1" or similar, suitably positioned, in, hall, kitchen and landing to produce suitable fragrance throughout house. 				✓	
<ul style="list-style-type: none"> Marketing Suite: All carpets and furniture to be vacuum cleaned. Ornaments and all surfaces wiped and left in a dust-free condition. 					✓

2.2 The requirements annotated in the above table are to be agreed with the Surveyor and Site Manager at the pre-order meeting as follows:

¹ Cleaning of high level windows, facia and soffit may be required to be completed using long-reach cleaning equipment; this is to be included in the quotation or adjusted accordingly if not being completed.



² Where excessive amounts of putty or mastic have been left by other trades, these must be notified to the Site Manager prior to removal so that the quality of the workmanship can be addressed with the contractor.

³ Where larger sizes of waste materials, off-cuts or packaging have been left by other trades, these must be notified to the Site Manager and Surveyor prior to removal so that any additional costs for the removal of such items can be agreed and contra-charged accordingly.

⁴ Where this is provided by the site or, to be completed by the Site Labourer where alternative arrangements have been made.

3. HEALTH & SAFETY

- 3.1 Where works are required to be completed off a ladder three points of contact must be maintained with the ladder at all times.
- 3.2 All necessary PPE based on your assessment of risk or where required by statutory provision or site rules to be supplied by contractor.



CLEANING

TRADE SPECIFICATION AGREEMENT

This Specification Agreement relates specifically to the Company's development at

I confirm that I have read and understood the foregoing Specification and that my prices include for all items contained therein and will "Remain Fixed" for a period of:..... as outlined in the Enquiry letter.

SIGNED:

FOR AND ON BEHALF OF:
.....

DATE:

N.B. The contractor is to sign this Agreement and return it with his Quotation. Any prices received without this Agreement will be excluded from consideration.

- Revised: Rev A – 6 September 2003
- Rev B – 1 December 2003
- Rev C – 3 January 2008
- Rev D – 30 September 2008
- Rev E – 1 August 2010
- Rev F – 28 February 2011
- Rev G – 1 February 2013
- Rev H – 1 November 2013
- Rev I – 1 October 2015
- Rev J – 1 July 2017
- Rev K – 1 July 2018