

STAIR CLEANING AND CLEANING OF COMMUNAL AREAS SCHEDULE

Period of Contract – 1 April 2013 to 31 March 2017

Town	Scheme	Property Description	Specification	Signatures Required
BERWICKSHIRE CONTRACT				
Ayton	Old Town	1 stair Nos: 21, 22A, 22B, 22C, 22D & 22E	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
Coldstream	Hirsel Court	3 stairs Nos: 1-4 5-8 9-12	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Duns	Gourlay's Court	2 stairs Nos: 1-6 7-12	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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Duns	Manse Gardens	3 stairs Nos: 7-10 14-19 22-28	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Duns	McLarens Court	1 stair Nos: 9C, 9D, 9E & 9F	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant.
Gordon	Ford Court	1 stair Nos: 3 & 4	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant.
St Abbs	Creel Court	1 stair Nos: 3-6	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant.

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ETTRICK & LAUDERDALE 1 CONTRACT				
Galashiels	Gala Park Gardens	4 stairs Nos: 1-6 7-18 19-24 25-30	Weekly clean with annual shampoo of carpets. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Galashiels	Gala Park Place	2 stairs Nos: 1-8 9-14	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Galashiels	High Tweed Mill	2 stairs Nos: 1-14 15-21	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Galashiels	Kingsknowes Village	3 stairs Nos: 35,36 & 37a 37b, 38 – 40 42-45	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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Galashiels	Laidlaw Court	<p>5 stairs (54 flats)</p> <p>Stairwell 1 Nos: 1/1,1/3,1/5,1/8,1/11 1/2,1/4,1/7,1/10 1/12,1/9,1/6 & 2</p> <p>Stairwell 4 Nos: 4/1,3,4/2,4/4,4/6, 4/7,4/5,4/3 & 5</p> <p>Stairwell 7 Nos: 7/1,6,7/2,7/4,7/6 7/7,7/5,7/3 & 8</p> <p>Stairwell 10 Nos: 10/1,9,10/2,10/4, 10/6,10/7,10/5,10/3 & 11</p> <p>Stairwell 14 Nos: 14/1,12,14/4,14/6, 14/8,14/10,14/12, 14/14,14/11,14/9, 14/5,14/3,14/2</p>	<p>Fortnightly clean.</p> <p>Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.</p> <p>The bin store areas adjacent to the car park shall be inspected at each visit and any waste/detritus found lying on the floor area shall be lifted and disposed. The floor shall be swept clean and left free of all waste. Waste arising should be placed in the bins on site. Large items should be reported to the Association so that arrangements for disposal can be made.</p>	1 signature from tenant of each stairwell.
Galashiels	Larchbank Street	<p>4 stairs</p> <p>Nos: 23-29 31-37 43-49 55-61</p>	<p>Weekly clean with annual shampoo of carpets.</p> <p>Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.</p>	1 signature from tenant of each stair.

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Galashiels	Tulley Court	3 stairs Nos: 1-9 10-18 19-26	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Galashiels	Tweed Crescent	1 stair Nos: 22-32	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from stair.
Selkirk	East Port	3 stairs Nos: 1-6 7-12 13-18	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Selkirk	Fletcher Court	4 stairs Nos: 1-3 4-9 10-15 17-20	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Selkirk	Souter Court	3 stairs Nos: 1-6 8-12 13-16	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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Tweedbank	Jura Drive	3 stairs Nos: 1-15 odd 19-29 odd 31-47 odd	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Tweedbank	Craw Wood	1 stairs Nos: 4-10	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of stair.
Tweedbank	Killie Court	1 stair Nos: 1-4	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of stair.
Tweedbank	Killie Croft	1 stair Nos: 4-7	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of stair.

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ETTRICK & LAUDERDALE 2 CONTRACT				
Melrose	Eildon Crescent	3 stairs Nos: 1-13 odd 2-12 even 15-31 odd	Weekly clean with annual shampoo of carpets. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Newtown St Boswells	Old Station Court	1 stair Nos: 8-12	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
St Boswells	Jenny Moore's Court	2 stairs Nos: 2 – 9	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Earlston	Church Court	2 stairs Nos: 2-5 6-9	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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Earlston	Jubilee Square	First floor only Nos: 6 & 8	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant

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ROXBURGHSHIRE 1				
Hawick	Backdamgate	1 stair Nos: 3A-3E	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
Hawick	Borthwick Court	2 stairs Nos: 2-3 4-7	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Hawick	Drumlanrig Court	4 stairs Nos: 1B & 2B 3B,3C,4B,4C 5B,6B,8B,8C 9A,9B,9C,10B	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Hawick	Elm Court	5 stairs Nos: 1 & 2 3-6 8-19 20-25 26-27	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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Hawick	Lovel Court	2 stairs Nos: 1A-1F 2A-2C	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Hawick	McLagan Drive	3 stairs Nos: 70A-72B 74A, 74B, 76B 124A, 124B, 126A &126B	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Hawick	The Cornmill	2 stairs Nos; 2-8 9-11	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Hawick	The Village	2 stairs Nos: 2B & 2C 3A & 3B	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Hawick	Wellington Court	2 stairs Nos: 30-38 39-50	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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ROXBURGHSHIRE 2 CONTRACT				
Jedburgh	Balfour Court	1 stair Nos: 4-8	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
Kelso	Brisbane Place	1 stair Nos: 2,4,5 & 6	Weekly clean with annual shampoo of carpets. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
Kelso	Edenside Court	3 stairs Nos: 13-16 17-20 21-24	Weekly clean with annual shampoo of carpets. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Kelso	Eschie Court	4 stairs Nos: 1-6 8-12 14-18 20-23	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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Kelso	Hendersons Court	1 stair Nos: 1-4 &15-18	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
Kelso	Pipewell Place	1 stair Nos: 2-5	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
Kelso	Rennie Court	8 stairs Nos: 1-9, 11-13 14-19, 20-25 26-31, 43-46 47-54, 55-60	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Morebattle	Old School Gardens	1 stair Nos: 5-8	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
Town Yetholm	Deanfield Place	4 stairs Nos: 1A-1B 3A-3B 16A-16B 18A-18B	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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TWEEDDALE CONTRACT				
Innerleithen	Aitken Bank	3 stairs Nos: 1-4 5-8 9-12	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Innerleithen	Bridgend	2 stairs Nos: 1-7 8-11	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Innerleithen	Craig Terrace	1 stair Nos: 10-16	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of stair.
Peebles	Crookston Court	1 stair Nos: 2, 3, 6 & 7	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of stair.
Peebles	Dovecot Road	2 stairs (12 flats) Nos: 24-29 Nos: 30-35	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.

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Peebles	George Street	2 stairs (10 flats) Nos: 39-49 (odd) Nos: 51-57 (odd)	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.
Peebles	Kingsland Square	10 stairs Nos: 1/2 & 2/2 4 & 6 11 & 13 15 & 17 19 & 21 23 & 25 27 & 29 30-33 47 & 49 51 & 53	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of 5 stairs.
Peebles	Provost Walker Court	9 stairs Nos: 1-6 7-9 10-13 14-17 18-26 – 5 stairs	Fortnightly clean. Vacuum clean stair and landing carpets, cleaning off any marks as required. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair 5 stairs.
Peebles	St Michael's Bank	6 stairs Nos: 1-6 7-12 13-18 19-23 24-29 30-36	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of 3 stairs.

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West Linton	Jean Fleming House	1 stair Nos: 1-6	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant
West Linton	St Andrews Close	2 stairs Nos: 2-16 18-32	Fortnightly clean. Brush clean and mop internal stairs and communal passageways on each landing. Clean to include the removal of dirt and grime from handrails and window ledges. Remove any cobwebs from corners, ceilings and windows.	1 signature from tenant of each stair.