

WINDOW CLEANING SCHEDULE

Period of Contract – 1 April 2013 – 31 March 2017

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
BERWICKSHIRE CONTRACT			
Old Town, Ayton	6 flats Nos: 21,22A,22B, 22C,22D,22E	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Croft Court, Chirnside	12 flats Nos: 1 – 12	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants
Douglas Court, Coldstream	6 flats Nos: 9 – 14	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Hirsel Court, Coldstream	12 flats Nos: 1 – 4 5 – 8 9 - 12	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants, 1 from each block.
Gourlays Court, Duns	12 flats Nos: 1 – 6 7 - 12	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants, 1 from each block
McLarens Court, Duns	6 flats Nos: 9A, 9B, 9C, 9D, 9E & 9F	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Manse Gardens, Duns	17 flats & Cottages 11 & 29 Nos: 7 – 11 14 – 19 22 – 29	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants, 1 from each block

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Station Avenue, Duns	6 bungalows Nos: 29, 29A, 30, 30A, 31 & 32	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from staff member
Ford Court, Gordon	6 flats Nos: 1 – 6	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Creel Court, St Abbs	4 flats Nos: 3 - 6	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
ETTRICK & LAUDERDALE CONTRACT			
Church Court, Earlston	Communal areas only Nos: 2 - 9 6 - 9	Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants, 1 from each block
Rhymer's Court, Earlston	16 flats Nos: 1 – 16	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants
Gala Park Gardens, Galashiels	30 flats Nos: 1 – 6 7 – 18 19 – 24 25 - 30	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants, 1 from each block
Gala Park Place, Galashiels	Communal areas only Nos: 1 – 8 9 - 14	Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants, 1 from each block

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
High Tweed Mill, Galashiels	20 flats Nos: 1 – 14 15 - 21	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants, 2 from each block
Killie Court, Tweedbank	Communal areas only 4 flats Nos: 1-4	Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Killie Croft, Tweedbank	Communal areas only 4 flats Nos: 4-7	Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Larchbank Street, Galashiels	20 flats Nos: 23, 25, 27, 29 31, 33, 35, 37 49, 55, 57, 59, 61	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants, 1 from each block

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
<p>Laidlaw Court, Galashiels</p>	<p>Common windows and glass.</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, 14/11,14/9,14/7,14/5,14/3,14/2</p>	<p>Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Clean also to include external common bulkhead light fittings.</p> <p>Contractor to leave printed cards provided by the Association at each address giving notification of visits.</p>	

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Oakwood Park, Galashiels	19 flats & communal area Nos: 1 – 19	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings. Canopy over walk way to be cleaned once a year.	1 signature from staff member and 2 signatures from tenants
Oakview Day Centre, Galashiels	Day Centre	All windows and glass including the entrance lobby to be cleaned internally and externally four times each year. Clean also to include external common bulkhead light fittings.	1 signature from staff member
Sanderson Court, Galashiels	12 flats Nos: 1 – 12	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants
Tulley Court, Galashiels	26 flats Nos: 1 – 9 10 – 18 19 - 26	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants, 1 from each block

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Tweed Crescent, Galashiels	6 flats Nos: 22 – 32 (even numbers. only)	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Eildon Crescent, Melrose	22 flats Nos: 1 – 13 (All numbers) 15 – 31 (odd numbers only)	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants, 2 from each block
Millar House 45 High Cross Avenue, Melrose	6 rooms in main house, communal areas and 9 cottages. Nos: 1 – 6 (in main house) 7 – 15 (cottages)	All Main House windows to be cleaned externally and internally four times each year. Clean to include the removal of dirt and grime from window frames. All windows of cottages to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in kitchen, office, guest room and communal areas including doors to be cleaned internally and externally four times each year. Secondary glazing to be cleaned both sides, once a year. Canopy over walk way to be cleaned once a year. Clean also to include all external common bulkhead light fittings cottages external lights, car park lights and bin store lights. Cottage windows to be cleaned only externally four times a year.	1 signature required from member of staff and 1 signature from tenant in the cottages.

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Scott's Place, Melrose	4 flats Nos: 5 – 8	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Old Station Court, Newtown St Boswells	8 flats Nos: 7 – 14	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
East Port, Selkirk	Communal areas only Nos: 1 – 18	Windows and glass in communal areas, stairways and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants
Fletcher Court, Selkirk	Communal areas only Nos: 1 - 20	Windows and glass in communal areas, stairways and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants
Souter Court, Selkirk	16 flats Nos: 1 – 16	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures, 1 from each block.

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
The Weaving Shed, Selkirk	Office	<p>All windows to the back, side and front of the office to be cleaned monthly on the outside only. Clean to include signage.</p> <p>All windows to the back, side and front of the office to be cleaned on the inside two monthly.</p> <p>Cleaning includes the glass entrance doors.</p>	1 signature from member of staff
Mill Court, Stow	12 flats Nos: 2 – 24 (even numbers only)	<p>Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Clean also to include external common bulkhead light fittings.</p>	2 signatures from tenants
Craw Wood, Tweedbank	6 flats Nos: 2-12 (even numbers only)	<p>Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Clean also to include external common bulkhead light fittings.</p>	1 signatures from tenant
Jura Drive, Tweedbank	21 flats Nos: 1 – 47 (odd numbers only)	<p>Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames.</p> <p>Clean also to include external common bulkhead light fittings.</p>	4 signatures from tenants

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
ROXBURGHIRE CONTRACT			
Elm House Court, Denholm	11 flats Nos: 1 – 11	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants
Backdamgate, Lovel Court & Crown Close, Hawick Backdamgate Lovel Court Crown Close	14 flats and 3 cottages Nos: 3A, 3B, 3C, 3D, 3E 1A, 1B, 1C, 1D 1E, 1F, 2A, 2B, 2C 1,3,5	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant of each scheme.
Borthwick Court, Hawick	7 cottages and 7 flats Nos: 1 – 14	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
The Cornmill, Hawick	Communal areas only 11 flats Nos: 1-11	Windows and glass in communal areas, stairways and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants
Drumlanrig Court, Hawick	23 flats and 1 end-terraced house (No. 11) Nos: 1A, 1B, 2A, 2B, 3A, 3B, 3C, 4A, 4B, 4C, 5A, 5B, 6A, 6B, 7, 8A, 8B, 8C, 9A, 9B, 9C, 10A, 10B & 11	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants
Elm Court, Hawick	29 flats & 1 cottage (no. 7) Nos: 1 – 30	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants
Frank Scott Court, Hawick	19 flats Nos: 1 – 19	Windows to be cleaned externally monthly . Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally monthly . Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from member of staff and 2 from tenants

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
McLagan Drive, Hawick	14 flats Nos: 70A, 70B, 72A, 72B 74A, 74B, 76A, 76B 122A, 122B, 124A, 124B, 126A, 126B	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants, 1 from each block
Teviot Court, Hawick	44 flats Nos: 1 – 44	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from member of staff and 3 from tenants
The Village, Hawick	5 flats Nos: 2A, 2B, 2C, 3A, 3B	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames.	1 signature from tenant
Wellington Court, Hawick	Communal areas only 21 flats Nos: 30-50	Windows and glass in communal areas, stairways and doors to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Balfour Court, Jedburgh	10 flats 1 house (No 9) Nos: 1 - 11	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants
Brisbane Place, Kelso	22 flats Nos: 1, 2, 2A, 2B, 2C, 2D, 2E, 2F, 3, 4, 4A, 5, 5A, 6, 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H	Windows and basement doors to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames and the clean of the door with the number 3 on it. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants
Edenside Court, Kelso	14 houses 12 flats Nos: 1 - 26	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants
Eschie Court, Kelso	24 flats Nos: 1 - 24	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	4 signatures from tenants

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Hendersons Court, Kelso	Communal areas only Nos: 1-4 15-18	Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Pipewell Place, Kelso	5 flats Nos: 1-5	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Rennie Court, Kelso	Communal areas only Nos: 1-31 43-60	Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Old School Gardens, Morebattle	4 flats 4 cottages Nos: 1 - 8	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants (at least one from the flats)
Deanfield Place, Town Yetholm	8 flats 4 cottages Nos: 1A, 1B, 2, 3A, 3B, 4, 15, 16A, 16B, 17, 18A, 18B	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants (at least one from the flats)

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	No. Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
TWEEDDALE CONTRACT			
Aitken Bank, Innerleithen	12 flats Nos: 1 - 12	Windows to be cleaned externally monthly . Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants.
Buchan Place, Innerleithen	8 flats 6 bungalows Nos: 1 – 14	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant of flats and 1 from bungalows
Bridgend, Innerleithen	External only Nos: 1 – 11	Single yearly clean of exterior of roof lights.	1 signature from tenant
Buchan Gardens, Peebles	3 flats Nos: 8, 10 & 12	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Crookston Court, Peebles	8 flats and 7 cottages Nos: 1 - 15	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Interior and exterior of 2 common stair windows at flats. Clean to include the removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant of flats and 1 signature from tenant of cottages
Dovecot Court, Peebles	37 flats All windows and glass	Windows to be cleaned internally and externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and doors to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from a staff member
Dovecot Road, Peebles	5 flats Nos: 1 – 5	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signatures from tenant
Dovecot Road, Peebles	Communal areas only Nos: 24-35	Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants
George Street, Peebles	Communal areas only Nos: 39-57 (odd)	Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signatures from tenants

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
Kingsland Square, Peebles	Communal areas only Nos: 1/1-33 46-53	Twice yearly clean in September and March interior and exterior of <u>communal glass only</u> .	1 signature from tenant of 1/1-33 plus 1 from tenant of 46-53
Old Town/Young Street, Peebles	23 flats 3 houses Nos: 30 92A (even numbers only – see Specification) plus 6 & 8 Young Street	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings. Nos: 30, 32, 34A, 34B, 36, 38, 44, 46A, 48, 48A, 48B, 50, 52, 54, 54A, 74, 80, 80A, 82, 84, 86, 88A,88B, 92 & 92A	2 signatures from tenants, 1 from each of the 2 parts of the scheme
Provost Walker Court, Peebles	26 flats on 3 floors Nos: 1 - 26	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signatures from tenants, 1 from each floor
Riverside House, Old Town, Peebles	33 flats on 3 floors Nos: 1 - 33	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from member of staff and 2 signatures from tenants

PLEASE NOTE THIS DOCUMENT IN DOUBLE SIDED

Location	Properties	Specification (External Clean by Reach & Wash System Only)	Signatures Required
St Michael's Bank, Peebles	36 flats on 3 floors Nos: 1 - 36	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	3 signature from tenants, 1 from each floor
Henry Ballantyne Place, Walkerburn	6 flats Nos: 1 - 6	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
Jean Fleming House, West Linton	6 flats Nos: 1 - 6	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	1 signature from tenant
St Andrew's Close, West Linton	16 flats in 2 blocks and 1 cottage Nos 2 - 32 (even numbers only) 37 (cottage)	Windows to be cleaned externally four times each year. Clean to include the removal of dirt and grime from window frames. Windows and glass in communal areas and door to be cleaned internally and externally four times each year. Clean to include removal of dirt and grime from window frames. Clean also to include external common bulkhead light fittings.	2 signature from tenants and 1 signature from tenant at No 37