**Civic Centre Enhanced Cleaning Regime**

To ensure the safety of all staff returning back to work at the Civic Centre and preventing the spread of Covid-19, we are implementing additional cleaning measures around the building.

The additional tasks will consist of sanitising by wiping down touchpoints. These touchpoints will include the following:

* Lift buttons and lift interior - Hand Rails
* Door handles - Waste Bins
* Push plates - Hand gel dispensers
* Access readers - Photocopiers
* Doors locks - Water machines, Fridges, water taps
* Cabinet tops, handles and locks - Confidential Waste bins

**New Routine**

x2 cleaners will commence the additional clean every morning at 9am – 12.30pm and walk the following route. The 2 cleaners will then restart the route at 1.30pm – 5pm.

Staff Entrance

Cleaners will start at the staff entrance

Lift Lobby

Once the staff entrance is complete they will move onto the Lift lobby on the ground floor. This will include the lift interiors.

14th Floor

The cleaner will then go up to the 14th floor and complete each floor making their way down the building. This will include wiping down all hand rails on the staircase, lift lobbies and lift interiors.

The cleaner will complete each individual floor all the way down to the 1st floor.

1st Floor

**Enhanced Daily and Evening Cleaning Regime**

On a daily basis the cleaners will use a hospital grade disinfectant to carry out the following tasks:

**Tasks which are carried out by the Evening Team: (between 17:30 to 20:30)**

* Sanitise desks by damp wiping using disinfectant and a wet cloth
* Sanitise by damp wiping where applicable “Raspberry Pi`s & Landline telephones. This includes all push buttons.
* Sanitise desk chair arms & touch points by damp wiping
* Sanitise Window sills, by damp wiping
* Sanitise door touchpoints by damp wiping
* Sanitise Waste bins tops by damp wiping
* Remove waste
* Vacuum carpeted areas

To ensure that evening cleaning tasks are carried out efficiently, staff are required to follow a strict “clear desk” policy. This consists of staff ensuring that their desks and cabinet tops are clear of any items so that the cleaners are able to disinfect these areas efficiently. Any items which are left will be removed and crated in order to facilitate cleaning.

**Tasks which are carried out by the Day Janitorial Team: (between 09:00 to 13:00)**

**Toilets:** All toilets from14th to Ground Floor

* Sanitise all surfaces, sinks, taps & slash backs by damp wiping
* Sanitise all WC seats & lids by damp wiping
* Sanitise all door touch points including door locks, push plates & Handles by damp wiping
* Clean WC Pan & Urinals
* Sanitise hand towel dispensers & Hand dryers by damp wiping
* Sanitise wall area below hand dryer (if in use) by damp wiping
* Replenish consumable items
* All toilets have sanitising time sheets which will be updated twice a day by the cleaners

**Kitchens:** All kitchens from 14th floor to Ground floor

* Sanitise all surfaces, sinks, taps & slash backs by damp wiping
* Sanitise all tables & Chairs by damp wiping
* Sanitise all cupboard door touch points
* Sanitise Microwave in & out by damp wiping
* Sanitise blue towel dispensers by damp wiping
* Sanitise waste bin lids by damp wiping
* Sanitise water dispenser by damp wiping
* Replenish consumable items
* All kitchens have sanitising time sheets which will be updated twice a day by the cleaners

Cleaners are also available to assist in other tasks as required. For any assistance or queries with regards to cleaning please email [FM.HelpDesk@merton.gov.uk](https://lbmerton.sharepoint.com/sites/I_T/FM/Contracts%20Building%20Fabric/FM.HelpDesk%40merton.gov.uk)

**Showers:** All showers in the Civic Centre

On a daily basis the cleaners will use a hospital grade disinfectant to carry out the following tasks:

* Damp wipe using a sanitiser, all sanitary surfaces & hand contact surfaces
* Wash / scrub using sanitiser shower tray, shower partitions & shower fixtures & fittings
* Damp wipe shower curtains
* Damp wipe using a sanitiser all changing room sanitary surfaces & hand contact surfaces
* Damp mop using a sanitiser floors, cubical floors & all fixtures & fittings

**Times of service:**

Mascot / Car Park – 06:30 **Full clean** & 11:00 – 13:00 **Service check clean**

First Floor Wing – 07:00 **Full clean** & 11:30 – 13:30 **Service check clean**

2nd, 5th & 8th Floor – 16:30 – 18:30 **Full clean.**  Service check clean will be done when Civic toilets are serviced during the day.

New shower curtains have also been purchased for all showers. Any personal items which are left inside the showers or changing areas will be removed and crated in order to facilitate cleaning.