



## Grounds Maintenance Schedule of Duties and Visiting Rota

**Scheme address: Concorde Way**

**Internal cleaning** 1 visit every week throughout the year.

- vacuum carpets, dust ledges, sills, banisters, wipe down paintwork and internal communal glass, litter pick
- clean internal communal glass (every two months)
- sweep bin areas
- sweep outside entrance and area to right.

We are committed to providing a high-quality service. If you wish to bring something to the cleaner's attention (e.g. replace a blown light bulb) please just comment on the notice board.

If you would like to comment on any aspect of the service, good or bad, please contact:

Residential Services Officer: Jenny Biggs  
Residential Services Freephone: 0800 056 5304  
Direct: 020 8294 5208  
Email: [jbiggs@lqgroup.org.uk](mailto:jbiggs@lqgroup.org.uk)

Thank you