



Thetford Town Council is seeking quotes for the cleaning of the gutters and drains of all their properties. The Council would like them cleaned annually after the autumn leaves have fallen in late November.

During the cleaning process we would like the successful company to do a visual inspection of the guttering and drainage systems. We will require a very short written report of any obvious defects found as well as the date the property was attended. Specification for the works to include:-

- Clean all guttering, eaves, and parapets and check all gutters are secure and free from leaks
- Clean all down-pipes and check for leaks
- Clean out all above ground gulleys
- Rod the drains and ensure they are clear • Remove from site any waste
- Check the condition of the manholes
- Advise of any defects or works to consider

The successful company would be required to provide a copy of the public liability insurance, details of two referees and a sample risk assessment. Deadline for quotes is the 21<sup>st</sup> of September.

This contract will be reviewed annually.

**Below is the list of the properties that will require cleaning.**

Venue	Location
1. King's House	King Street, IP24 2AT
2. King's House Pavilion	King Street, IP24 2AT
3. King's House Cottage	King Street, IP24 2AT
4. King's House Annex	King Street, IP24 2AT
5. St Peters Church	White Hart Street IP24 1AA
6. Carnegie Rooms	Cage Lane IP24 2EA
7. British Legion	Market Place IP24 2AA
8. The Guildhall	Market Place IP24 2DS
9. Red Lion	Market Place IP24 2AL
10. Shambles	Market Place IP24 2BA
11. Cage Lane Toilets	Cage Lane IP24 2EA
12. Castle Park Toilets	Castle Street IP24 2DN
13. Cemetery Chapel	32 Williamson Cres, IP24 3BE
14. Cemetery Cottage	32 Williamson Cres, IP24 3BE
15. Cemetery Office Complex	32 Williamson Cres, IP24 3BE

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### Request for quotes for the cleaning of window and external surfaces

Thetford Town Council is seeking quotes for the cleaning of the windows, fascia soffits and plastic cladding on all their properties. The Council would like them cleaned twice a year in March and September. A number of the buildings are historic with fragile glass so will require gentle cleaning. The Carnegie rooms have a number of plastic cladding areas which will require cleaning as part of this contract.

During the cleaning process we would like the successful company to do a visual inspection. We will require a very short written report of any obvious defects found as well as the date the property was attended. Specification for the works to include:-

- Wash clean all glazed window surfaces, soffits and fascia using water and an approved detergent.
- Wipe clean all dust and dirt from the window frames, sashes, etc. using a damp cloth.
- Wash clean all glazing to doors and partitions in which they are sited using water and an approved detergent.
- All surfaces must be left free of all dirt, dust, grease, finger marks, etc.

The successful company would be required to provide a copy of the public liability insurance, details of two referees and a sample risk assessment. Deadline for quotes is the 21<sup>st</sup> of September.

This contract will be reviewed annually.

Below is the list of the properties that will require cleaning.

Venue	Location
1. King's House	King Street, IP24 2AT
2. Carnegie Rooms	Cage Lane IP24 2EA
3. British Legion	Market Place IP24 2AA
4. The Guildhall	Market Place IP24 2DS
5. Cage Lane Toilets	Cage Lane IP24 2EA
6. Castle Park Toilets	Castle Street IP24 2DN
7. Cemetery Chapel	32 Williamson Cres, IP24 3BE
8. Cemetery Office Complex	32 Williamson Cres, IP24 3BE

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