

**FYLINGDALES PARISH COUNCIL  
BANK TOP TOILETS, ROBIN HOODS BAY  
CLEANING AND MAINTENANCE SPECIFICATION 2025/26**

Tenders are invited for management of cleaning and maintenance of our local public toilet facility from 1 August 2025. The Parish Council would be interested in considering a term of up to 3 years subject to negotiation for this work. You may wish to quote for either cleaning or maintenance or both. Please itemise clearly what is included in your tender.

The toilets are an important amenity in Robin Hoods Bay and are heavily used during peak visiting periods. Please give us your best price for the following:

**CLEANING**

**Frequency**

We suggest you base your quotation on approximately 400 cleans annually. We anticipate:

- 2 cleans daily from 1 March to 31 October
- 2 cleans daily during school holidays that fall outside this main period (i.e. Christmas and new year, February Half-term and occasionally a few days in early November).
- 2 cleans daily during our Victorian weekend (usually early December)

Outside of these dates, cleaning can be reduced and there may be periods when it is appropriate to drop to 1 clean daily or to alternate days or to weekends only.

**Routine Cleaning Regime**

Our current contract has been based on the following minimum requirements. Please clarify where your own preferred cleaning regime might enhance this specification.

Per visit:

- Sweep and mop floors
- Clean all toilet pans and urinals internally and externally
- Descale toilet pans and urinals as necessary
- Clean sinks and taps
- Clean mirrors
- Wipe down surfaces and doors
- Replenish paper products and soap as required
- Clean pipework as required and remove cobwebs
- Empty bins and dispose of rubbish as required
- Other cleaning tasks as necessary and periodically
- Report any defects to management

Periodic deep cleans throughout the year in addition to daily tasks

## **MAINTENANCE**

Provide daily reactive maintenance to issues as they occur to include:

- Replace/repair of all fixtures and fittings (excluding door entry and coin box maintenance)
- Replace/repair plumbing parts and sanitaryware as and when required
- Replace light bulbs and batteries as necessary

Parts should be charged to Fylingdales Parish Council at cost price + VAT

## **OVERALL MANAGEMENT**

The price quoted should also include effective management of the site including

- Deployment of fully trained staff, immediately identifiable to the contractor
- Provision of all consumables and equipment necessary to carry out the service
- Waste removal
- Contact details displayed on the building for members of the public to call 24 hours per day, 7 days per week, 365 days per year
- Ability to respond to issues reported within 24 hours

## **DEFIBRILLATOR**

Weekly: Check status of Defibrillator and send email report to the Parish Clerk/RFO. Training will be provided. This element of the contract should not exceed the sum of £1 per week.

## **DECLARATIONS**

The Contractor must:

- Hold current and appropriate public liability and professional indemnity insurance
- Understand and meet all legislative requirements applicable to the work, in particular all health and safety regulations
- Be prepared to hold keys to ensure access to the buildings as necessary and ensure that buildings are kept secure at all times

**Should you wish to submit a tender for this contract please email [clerk@fylingdalespc.org.uk](mailto:clerk@fylingdalespc.org.uk) or write to Sally Haywood, Parish Clerk/RFO, Eboracum, Whitby Road, Robin Hood's Bay, YO22 4PE.**

**All tenders to be received by 8 July 2025**

**Please note, appropriate insurance cover must be shown to the Parish Council. This will be copied and kept on file together with the signed contract.**