The London Carpet Clinic

COMMON PARTS SPECIFICATION FOR MANAGED BLOCKS

What a common parts contract covers

One page for your file or your leaseholders. Frequency per area is set at the survey and written into the specification. No prices on this sheet.

Area	Tasks per visit	Periodic tasks
Entrance and lobby	Doors, glass, mats, floors, post area and noticeboards.	Carpet or hard-floor machine clean. Internal glass.
Stairs and landings	Swept or vacuumed, handrails wiped, skirtings dusted.	High-level dusting. Light fittings.
Lifts	Floor, doors, buttons and mirrors cleaned.	Tracks and ceilings on the agreed cycle.
Corridors	Floors cleaned, touch points wiped, cobwebs removed.	Carpet traffic lanes with the programme.
Bin stores	Swept, spillages cleared, bins rotated to the collection point.	Bin store wash-down.
Car park	Litter picked, entrances swept.	Pressure wash on the agreed cycle.
External paths	Litter picked, leaves cleared, entrance steps swept.	Moss and algae treatment where agreed.

How the contract runs

- Frequency per area set at the survey and written into the specification
- Sign-off sheet or QR log on site after every visit
- Named supervisor and a direct line for the managing agent
- Keyholding and out-of-hours access agreed in writing
- 12-month agreements as standard, so no Section 20 consultation is triggered
- RAMS and COSHH supplied for the block
- Price per visit or per month, with any VAT shown separately

Compliance at a glance

Insurance. Public and employers' liability £5m or more. Certificates on request.

Health and safety. Written health and safety policy. RAMS and COSHH per site.

Vetting. Right-to-work and ID checked. DBS-checked team. Enhanced DBS for schools.

Managed blocks. 12-month agreements as standard, so no Section 20 consultation is triggered.

Access. Keyholding, alarm procedures and out-of-hours working.

Office specification, for comparison

Where a block has an office or concierge area, the office specification applies to it. Areas: Reception and entrance · Open-plan offices · Meeting rooms · Kitchens and tea points · Washrooms · Floors and carpets · Waste and recycling.

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BOOK A SURVEY
Free, with no obligation. Out of hours available.

The London Carpet Clinic Ltd is registered in England and Wales, company number 17065138. Registered office: 3rd Floor, 86-90 Paul Street, London, EC2A 4NE.