

# Housekeeping Service Provision



## Details of the service provision are as follows:

- Housekeeping Services will provide the staff, equipment and materials required to deliver the agreed service level standard.
- At times of staff shortages work will be prioritised according to the areas to be cleaned and in accordance with the listed priorities in the schedule.
- Housekeeping Services will agree with its internal customers, where appropriate, if the cleaning service is not offered daily Monday to Friday e.g. student accommodation is cleaned only once per week on specific days.
- Housekeeping Services are provided on Bank Holidays by exception to meet the business need.
- A reduced service is provided on Saturday's as necessary.

## Other services provided

### Room / Exam Set Up

Please contact Housekeeping Services as soon as possible with your requirements. Stating:



- What your requirements are and how you would like the room to be set up
- What room you will be using
- Dates and Times

Please note. The larger your requirements the more notice we will need

If your requirements are no longer needed **PLEASE TELL US.**

### Confidential waste:

- Place all confidential waste into a black bag (this can be obtained from Housekeeping) and clearly marked confidential.
- Contact Housekeeping for collection.
- Please Note - Confidential waste  
**Must be kept within your office area until Housekeeping has collected.**

### Pest Control

Please contact Housekeeping Services on **Ext 2235**