

# Appendix A

## Off Island Public Toilets for 2026-2028

To cover period 31/03/2026 - 30/10/2028

### Cleaning Schedule

Caretaking of Public Convenience which includes daily cleaning, stocking & monitoring, along with advising Premises Department of any issues associated with Public Toilets & site these are located on, ensuring waste collected as necessary, Water Flushing & Tap Temperatures

**1<sup>st</sup> March to 31<sup>st</sup> October two hours per day cleaning (Peak Season)**

**Note additional attendance will be required on 'Annual Fete'/Event days to ensure cleanliness & stocked**

**1<sup>st</sup> November to 28<sup>th</sup> (29<sup>th</sup>) February one hour per day cleaning (Out of Season)**

**The toilets are open all year round.**

#### Cleaning Scope:

- All sanitary ware: toilets, urinals and sinks
- Floors swept & mopped daily, walls, hard surfaces including doors & door frames to be cleaned daily where required
- Consumables to be restocked as required
- Windows, windowsills
- \*Waste to be removed daily into external waste store/Lockable Bins & put out weekly when waste collection planned in allocated Commercial sacks issued
- Weekly Water Flushing (out of Season only when not used for some time)
- Monthly Tap Temperatures to be taken & readings emailed to Premises

#### **All Toilet facilities Daily and as required – ensuring overall area is clean**

Clean thoroughly all accessible surfaces, walls, around light switches, sinks & wipe posters

Clean thoroughly soap dispensers and air dryers

Clean mirrors to a shine

Clean to a shine taps, sinks, plugs, dispensers, splashbacks

Clean all pipework and trunking

Clean toilet cubicle doors & walls

Clean toilet roll dispensers

Clean toilet handles, cisterns, seats, pedestal & pipework

Clean & disinfect toilet bowl & under rim, using brush and directional bleach

Clean & disinfect urinals, surrounds, pipes, clear plugs & change Waterless Filters when necessary (these will have to be ordered by Premises so please advise when coming to end of life to enable ordering

Thoroughly clean floor, taking particular care in corners & edges

Replenish consumables: Soap & Toilet Rolls as required  
Clean windows & sills (internal & external) when necessary  
Remove dust from extractor fan vents, interior lights & cobwebs as high as possible when necessary  
Remove & replace sanitary bin liners, clean sanitary bins (store this waste in external storage/lockable bins until waste collect day\*)

**Entranceway & Access to Toilets**

Sweep & mop External Area of Toilet Block (if applicable)

**Clean any light switches & lighting as applicable (internal & exterior)**

**Cleaning Store** (where applicable).

Clean & mop

Clean & store safely away from Public & locked all cleaning equipment & products

Clean & rinse sink (if applicable)

Check stock levels & expiry dates ensure advise p[remises if anything required

Leave cleaning cupboard tidy & locked

**Training can be provided if required for the below**

**Hot & Cold Water Flushing Weekly (Out of Season November-February)**

Legionella prevention: Run taps for 2 minutes

(Hot & Cold: identify the furthest tap(s) from the source, only that/those would need to be flushed, particularly if the run from the feed pipe to the heater units is very short. Ideally, the person doing the flushing would have a suitable length of hose that fits over the spray head on the point of use water heater, to reduce the spray/aerosol effect during flushing – advised by Barrie Trevena Environmental Health)

**Hot & Cold Tap Temperatures Monthly**

Take tap water temperatures, hot and cold and advise Premises ([premises@scilly.co.uk](mailto:premises@scilly.co.uk))

Digital Thermometer to be used

**Note any issues with Septic Tank, faulty/broken items, access to toilets (overgrown foliage) ensure communicate this via email to [premises@scilly.gov.uk](mailto:premises@scilly.gov.uk) to ensure issues actioned**