

# KINGSWEAR PARISH COUNCIL

## Facilities Management Plan – Lower Ferry Public Toilets

The purpose of this plan is to provide suitable facilities to the public and ensure that the Lower Ferry Public Conveniences provided are clean, safe and fully operational throughout the agreed opening times.

### Location and main service users of the public conveniences

The Lower Ferry public conveniences are location in station square and are the responsibility of Kingswear Parish Council. The toilets are open 24hrs per day from Easter until the end of October. During the winter months, the Unisex toilets will be closed; the disabled toilet will be open 8.00am to 6.00pm.

### Cleaning Specification

The toilets are cleaned by FCC Environment, 364 days per year (except Christmas day).

### Daily tasks (upon each programmed visit)

#### **First Clean**

- (a) Empty waste bins, where provided remove all refuse from the site and dispose of at proper disposal site.
- (b) Clean all hand basins, taps, mirrors, sanitary fittings, door handles and tiles. Clean Wallgate units, hand dryers and top up soap dispensers.
- (c) Clean and sanitise all showers, urinals, sparge pipes, lavatory pans, toilet seats.
- (d) Clean and sanitise as necessary all baby changing areas where present, toilet areas of walls, doors, ceilings or other finishes and remove graffiti if possible to remove with graffiti wipes.
- (e) Thoroughly sweep all floors, placing all arisings into refuse sacks which shall be disposed of in a clean and hygienic manner as agreed with the Supervising Officer. Clean floors thoroughly, including floor edges and corners.
- (f) Soap, paper towels and toilet paper are to be supplied and replenished by the Contractor as necessary at each toilet.
- (g) Clear accumulated rubbish from external paths and areas immediately adjoining.
- (h) Check building for damage or structural defects including water services (to prevent wastage). Effect minor repairs and immediately report to Supervising Officer any defect of a more substantial nature. Reporting of defects shall take place on the day of discovery.
- (i) Removal of litter and detritus
- (j) Wash all ledges, sills, door fittings.
- (k) Remove cobwebs at all levels.

#### **Subsequent cleans**

- (l) If required empty waste bins, where provided remove all refuse from the site and dispose of at proper disposal site.

- (m) Clean and sanitise all showers, urinals, lavatory pans, toilets seats.
- (n) Soap, paper towels and toilet paper to be replenished as necessary at each toilet.
- (o) If required clean floors of any litter.
- (p) Report any damage or defects to Supervising Officer.

### **Results of daily cleaning**

- (a) Floor to be left clean, dry and free from Litter, dust, dirt, stains and soilage.
- (b) All lavatories and urinals should be free from all dust, dirt, stains, smearing and soilage.
- (c) There should be sufficient soap, paper towels and toilet paper.
- (d) All fixtures and fittings should be free from all dust, dirt, stains, smearing and soilage.
- (e) All surfaces left safe and free from all dust, dirt, stains, soilage and drip marks.

### **Weekly tasks**

- (a) Clean, inside and outside, all windows and frames, light fittings, door frames and handles, partitions, shelves, waste bins and signs.
- (b) Polish stainless-steel fittings etc.
- (c) Eliminate all blacking/ engrained dirt.
- (d) Clean utility areas, including walls, floors, ceilings, shelving and concealed plumbing, including cisterns. Ensure all areas, including cisterns, are free from Litter.
- (e) Clear gutters as necessary of all leaves and other debris.

### **Deep cleaning**

Every Month between March and October for all toilets. For those toilets which are open all year round, deep cleaning should continue from November to February every second Month. Those toilets which are closed for the winter period should be deep cleaned prior to being re-opened in spring.

- (a) Lavatory bowls – de-scale, clean and remove all deposits from internal and external parts of the fitment, to include flushing rim, seat, hinges, S and P traps and clean exterior of flushing tank.
- (b) Urinals – de-scale, clean and remove all deposits from the whole of the face, to include outlet traps, immediate pipe work, domical grating, sparge pipes and exterior of flushing tank.
- (c) Wallgate units, wash basins and sinks – de-scale, clean and remove all deposits from the entire areas, to include the underneath. Remove sludge and deposits from waste outlet, trap, pillar cocks and waste pipe.
- (d) Miscellaneous units – gullies, open channels, baths, drinking fountains, soap dispensers, troughs etc. to be treated in the same manner as other units, to result in complete restoration. Any defects are to be reported to the Supervising Officer.
- (e) All signs, both internal and external, to be cleaned.

- (f) All leaves to be removed from roof and, where they exist, skylights to be cleaned; moss and leaves to be removed from roof.

## **Maintenance**

During programmed visits, the Contractor shall ensure that the visiting operative carries out any work necessary to maintain the toilets in a clean and well-maintained condition, in accordance with this specification, and ensure adequate supply of toiletries. Items to be replaced as and when required are:

- (a) Toilet seats.
- (b) Locking mechanisms.
- (c) Flushing mechanisms.
- (d) Toilet roll holders.
- (e) Soap dispensers.
- (f) Check all signs, both internal and external, and report any damaged or missing signs to the Supervising Officer.

## **Disposal of Sanitary Waste**

Sanitary and nappy disposal units are provided in the unisex and disabled toilets by Peake (GB) Ltd. The bins will be emptied weekly June to September and twice per month October to May.

## **Legionella Testing**

An annual risk assessment will be carried out by a Legionella control specialist in order to ensure Kingswear Parish Council are meeting their statutory obligations in respect of legionella.

## **Asbestos**

An asbestos survey was carried out by Fineline Environmental Ltd on behalf of South Hams District Council in January 19. Asbestos was presumed to be present in the Ladies toilet (Risk – Very low). Their Recommendation was to note the presence of asbestos in the management plan – All future maintenance or removal work to be carried out in accordance with HSE guidelines and by appropriately trained personnel.

## **Fixed Wiring Testing**

Testing of all fixed wiring will be carried out in accordance with the NICEIC Standard by an approved contractor.

## Annual Programme of Works

<b>Frequency:</b>	<b>Activity:</b>
Daily	<ul style="list-style-type: none"> <li>- Daily Cleaning of the public conveniences.</li> <li>- Provide a reactive service to any unforeseen cleaning/maintenance issues that may arise.</li> </ul>
Weekly	<ul style="list-style-type: none"> <li>- Weekly flushing taps etc (Legionella - Pending advice from risk assessment)</li> <li>- Inspection of the baby changing tables to ensure that all units and fixtures are safe and secure</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>- Deep clean of the public conveniences</li> </ul>
Quarterly	<ul style="list-style-type: none"> <li>- Water and Electric meter readings taken / submitted for the public conveniences</li> </ul>
Annual	<ul style="list-style-type: none"> <li>- Legionella risk assessment</li> <li>- Electrical inspection</li> <li>- Yearly maintenance inspection</li> </ul>

## Internal fixtures within the Lower Ferry public conveniences

<b>Toilet Type</b>	<b>Hand Dryer</b>	<b>Wash Hand Basin</b>	<b>Toilet Roll Holder</b>	<b>Soap Dispenser</b>	<b>Baby Changing</b>
<b>Disabled</b>	Yes	Yes	Yes	Yes	Yes
<b>Unisex 1</b>	Yes	Yes	Yes	Yes	No
<b>Unisex 2</b>	Yes	Yes	Yes	Yes	Yes