



The Queen's Hall
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Cuckfield
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Community Buildings Committee

Meeting 23 September 2020

Agenda Item CB018: Denma Cleaning Cost for Additional Cleaning

1. Introduction

Quotes were requested and supplied by Denma, our regular cleaning company in May 2020 for additional cleaning at QH and CVH throughout the week during Covid-19.

2. Costs

The following quotations have been received:

Queens Hall

With the return of both staff and hirers to the Queen's Hall from Monday to Friday during the day the following additional cleaning will be required as follows in addition to regular Sunday clean:

Tuesday morning

Wednesday morning

Thursday morning

Friday morning

Saturday morning

All areas to be cleaned and disinfected, including floors, all door frames and handles including cupboards, light switches and any work surfaces likely to be touched in the normal course of a day:

Parish Office

Corridor from front door through to Main Hall Foyer

Main Hall Foyer

Kitchen

Corridor leading from Main Hall Foyer to back door

Ladies & Gents Toilets

Disabled toilet

Stairs and landings

Council Chamber

To carry out the above would take 90 minutes each day.

£14.89 per hour = £111.65 per week

Pre-COVID Sunday clean = £61.20 per week

4 week monthly clean would increase from £244.80 to **£691.40** ex VAT

Cuckfield Village Hall

When hirers return to hall from 08:00 to 18:30 daily, Monday to Thursday and 13:00 on Friday.

Extra cleans required each morning in addition to regular Sunday clean:

Tuesday morning
Wednesday morning
Thursday morning
Friday morning
Saturday morning

All areas of the hall to be cleaned and disinfected, including floors, all door frames and handles including cupboards, light switches and any work surfaces likely to be touched in the normal course of a day

To carry out the above would need 60 minutes per day:

£14.89 per hour = £74.45 per week
Existing Sunday clean = £58.48 per week

Four week monthly clean would increase from £233.92 to £531.72 ex VAT

4 Budget

	Budget	YTD Actual	Forecast	Balance
QH	£5,500	£1,127	£5,100	-£727
CVH	£4,000	£1,083	£4,000	-£1,083

5 Remarks

- The following applies to both QH & CVH. The cleaning company state they will follow government Guidelines and supply their cleaners with disposable gloves that are to be constantly changed when moving to & from different areas. Face coverings will also be supplied to the cleaner to ensure no contamination of the site from the cleaner.
- The cleaning company will supply all Cleaning, Disinfecting and Sanitising Chemicals
- The regular weekly cleans take place at both halls after 17.00 every Sunday.
- There are already Regular Hirers booked in to return to QH both during the day and evening from Monday 7th September 2020.
- JF is in discussion with Regular Hirers wishing to book the South Hall only at CVH in the evenings.
- Cuckfield Preschool are in the hall during the day from 08.00 to 16.00 and The Nest Childcare Afterschool Club start on Monday 7th September in agreement, and overlapping, with Cuckfield Preschool Playgroup from 14.30 to 18.30

Name: Jane Forester
Title: Administrator
Date: 28 August 2020