**Chart

Description automatically generated with low confidence**

**SERVICES INFORMATION**

**Please find below details of our services.**

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| **BULK UPLIFT** | | |
| **Task** | **Details** | **Frequency** |
| Remove bulk rubbish items – not household refuse which should be put into your wheelie bin | Items should be stored at the rear of the close and reported to the Association on the bulk uplift line 0141 583 4102 or email us at [admin@paisleyha.org.uk](mailto:admin@paisleyha.org.uk)  *Please consider recycling in first instance* | Items will be removed within 2 weeks of being reported to the Association.  Residents in Orchy Crescent & Mannering Rd (Nos. 17 – 41) do not need to report bulk items as these will be removed weekly by our Estates Team. |

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| **CLOSE CLEANING - TENEMENTS** | |
| **Task** | **Frequency** |
| Lift all door mats prior to undertaking works and replace on completion of works | Weekly |
| Sweep Stairs & Landing to front and rear exits | Weekly |
| Damp mop stairs & landings with water and disinfectant | Weekly |
| Spot clean vision panels on front and rear close doors | Weekly |
| Spot clean bannisters | Weekly |
| Removal of cobwebs from within close | Monthly |
| Clean landing windows | Quarterly |

**Additional works Gordon Street only**

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| Clean front and rear doors and vision panels and or glass | Monthly |
| Sweep paths to the street and bin area | Monthly |
| Clean Landing Windows  Clean all close windows inside and out to include frames | Monthly  Quarterly |
| Sweep out bin areas and report any bulk to Paisley Housing Association | Quarterly |
| Wash outside of close doors and any light casings within reach | Quarterly |
| Spot clean tiled walls  Clean all tiled walls | Weekly  Quarterly |
| Clean all bannisters | Monthly |
| Spot clean graffiti  Report areas of graffiti to Paisley Housing Association that are too large or unable to be removed by usual methods | Weekly  Weekly |
| Deodorise with air freshener (Gordon Street only) | Weekly |

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| **GARDEN MAINTENANCE – TENEMENTS & INDIVIDUAL GARDENS** | |
| **Task** | **Frequency** |
| Grass Cutting – Weather dependant | 16 visits per year (grass cutting season) |
| Weed control-removing weed and moss growth from shrub and hard areas | 1 visit per year |
| Hedge cutting of both sides and top | 3 visits per year |
| Litter collection- from grass, shrub and hard areas | 26 visits per year |