

# PROSPECT STAIR STANDARD

Prospect tenants and staff have worked together to agree a Stair Standard we can all expect in our common stairs.

Our aim is to work with you to keep your stair clean and safe.

These standards will help us all ensure that the Prospect stairs remain clean and safe. Thank you for your assistance in sticking to them.

## WE EXPECT OUR TENANTS TO:

- ✓ Keep the stairs and landings clear of any items - In the event of a fire, the stair is the escape route for everyone living there.
- ✓ Only store items in drying areas which are permitted.
- ✓ Report repair issues in the stair to Prospect.
- ✓ Replace any lights over your front door and report any other lighting issues to Prospect.
- ✓ Keep the communal gardens clean for everyone's use – please pick up after your dog.
- ✓ Arrange for an uplift if you have furniture or bulky items to get rid of. You can phone **City of Edinburgh Council** on **0131 608 1100**.
- ✓ Use the right bin for the right rubbish!

## EVERY WEEK YOU CAN EXPECT

### PROSPECT TO:

- ✓ Lift all door mats and place to the side
- ✓ Brush stairs and landings.
- ✓ Dust windowsills and if required wipe with damp cloth.
- ✓ Remove cobwebs where possible.
- ✓ Wipe down hand rail with damp cloth.
- ✓ Mop stairs and landings with clean hot water and detergent
- ✓ Brush front & back entrance mats where present
- ✓ Sweep front entrance to common stair.
- ✓ Note any repairs required, hazards and items left in the stair.
- ✓ Remove items which are a fire risk and recharge the cost of this.

## EVERY YEAR WE WILL

### CARRY OUT A DEEP CLEAN IN

### ADDITION TO THE WEEKLY CLEAN

- ✓ Wash internal and external stair windows.
- ✓ Wash walls with clean hot water and detergent then dry mop.
- ✓ Wash front and rear entrance doors.
- ✓ Disinfectant walls & floor of bin store.



FIRE RISK ASSESSMENTS



WEEKLY CLEAN



DEEP CLEAN