



## Cleaning and Maintenance Regimes

This maintenance schedule for Redcliff Quarter, Bristol is to be followed from PC date 02.12.2024 year on year to ensure all plant and equipment is kept within warranty.

Please keep a log of these inspections so that records can be checked should an issue arise.

Code; ✓ Blue – Recommended ✓ Red – To Maintain Warranty

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
MFC furniture		x								<p><b>MFC</b> products should be wiped with a damp cloth and a mild soap or detergent and buffed dry with a clean cloth. A care should be taken when placing hot drinks. Any spillage onto surfaces should be wiped dry as soon as possible to avoid water damage.</p> <p>Stubborn marks and dirt should not be cleaned with abrasive powders or scouring pads. In extreme circumstances a mild alcohol product should be used, followed by a damp cloth soaked in water to remove any alcohol residue.</p> <p>Spray the inside of the cabinet in an inconspicuous location with a non-abrasive household cleaner to test its safety on the finish. Avoid spraying the cleaner on the contents of the cupboard. Empty the cupboard if you will be cleaning the inside surface</p> <p>If there is damage to any surface, report it to estate management. Avoid spillages to exposed area as it will blow.</p> <p>Any spillages are to be wiped dry immediately.</p> <p>Any regular cleaning is to be done with a minimum amount of water.</p>

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Mattress			x							Turn a mattress on a regular basis to avoid compression and dips and ensure weight is evenly distributed through its lifetime. Any spillage should be dealt with as soon as possible by dabbing a paper towel into the stain. Do not scrub or wipe the spillage as it will cause the stain to set.
Pinboard			x							<p>To remove stains use PH-neutral cleaning agent, wipe it with damp cloth and dab too dry with paper towel or dry cloth. First mop up any excess liquid with absorbent tissue (preferably white) or clean cloth and scoop up dry solids with a spoon. Most stains can be treated with one or two cleaning liquids - dry cleaning fluid or upholstery shampoo. Always work inwards from the edge of the stain to prevent spreading. Use small amounts of cleaning fluid at a time, and blot between applications. Continue until the stain has disappeared. Never use soap, ammonia, bleach or other cleaners intended for use on hard surfaces. Do not over wet the fabric.</p> <p>Tea, coffee, milk, fruit juice, curry, red wine, vinegar, lemon juice and beetroot can all be removed using a damp cloth, warm water and a mild detergent.</p>
Faux Leather seating		x								Any spillage should be dealt with as soon as possible as it may cause discolouring. Do not scrub the spillage as it may damage material. If torn, do not use glue or other adhesives to fix the tear, contact upholstery specialist.
Polyprop seating				x						<u>Polypropylene</u> seating should be wiped with damp, non abrasive cloth soaked in a mild soap or detergent and either left to dry or wiped dry with a clean cloth afterwards.

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Worktop	x									<p>Clean your worktop with a moist cloth: use washing-up liquid to get rid of grease and organic solvents such as methylated spirits or alcohol for stubborn dirt. Brushes with hard bristles (but not wire brushes) can also be used. The use of abrasive cleaners and pads, corrosive or aggressive cleaning agents should be avoided as they will have a detrimental effect on the worktop surface.</p> <p>Do not cut or chop directly on the worktop surface – always use a chopping board or worktop saver.</p> <p>Always place hot pans, ovenware and irons on a trivet or protective pad to protect the surface from the intense heat which can cause damage to the worktop if placed directly on the surface.</p> <p>Worktop needs to be cleaned on a regular basis (not less than once a week and every time liquid gets onto the surface).</p> <p>The worktop cannot be cleaned with a lot of water/washing liquid, only minimal amount is permissible. Should a substantial amount of water/liquid be spilled onto the surface it need to be cleaned and dried immediately.</p>
Mirror		x								<p>Do not use abrasive cloths, scourers or powder cleaning agents. Keep the mirror dry.</p> <p>When cleaning the mirror do not apply the cleaner directly onto the mirror to avoid the chemicals running through the seams and edges – damaging the mirror backing.</p> <p>To remove dust use lint free cloth.</p>

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Sink & Tap	x									<p>Always wipe sing and tap with soapy water and cloth/sponge to remove everyday stains. For stains integrated in the sink bowl soak overnight in diluted bleach solution. Rinse the sink with water afterwards. Never use pure bleach as it may cause damage, if bleach should come into contact with sink or tap, rinse thoroughly with warm soapy water.</p> <p>To avoid built up of limescale deposits regularly use specialist limescale removal products.</p> <p>Do not use abrasive cloths, scourers or powder cleaning agents.</p> <p>Do not chop directly on the surface of the sink. Avoid dropping sharp objects into the sink.</p> <p>Sink needs to be cleaned as often as required ensuring that water does not stay around the edges (on the outside), if the water/liquid spills, it needs to be cleaned immediately ensuring that no liquid stays on the edge.</p>
Appliances		x								<p>All appliances need to be cleaned as often as required to prevent the built up of grease, limescale, dirt and food. Cleaning and maintenance as per manufacturer's recommendations.</p>