

## **Invitation to Quote for Services - Wadhurst Parish Council**

Wadhurst Parish Council would like to invite you to submit a quote for the following service provision for the public toilets at the Commemoration Hall, High Street, Wadhurst, TN5 6AP and the Jubilee play area (behind the Commemoration Hall).

### **Public Toilet at the Commemoration Hall**

The toilets are open daily, except for Christmas day. Opening hours are 0700-1900 via timed lock. The service provision would be required daily and as follows:

- Daily cleaning: to include cleaning of the toilets, sinks, surfaces and floors, emptying/removal of waste and replenishing of stock as required.
- Completion of public display of an inspection / cleaning log.
- Weekly deep clean: to include cleaning of the toilets, sinks, sides and floors, emptying/removal of waste and replenish of stock plus cleaning of cubicles, walls and doors etc.
- Ad-hoc cleaning: in event of emergency to be charged at an agreed hourly rate and to be reported to Wadhurst Parish Council Clerk, by email.
- Any observed damage to be reported immediately to the Wadhurst Parish Council Clerk, by email.
- Ensure that the Parish provided safety signs are in place, notifying the Wadhurst Parish Council Clerk of exceptions.
- Request for stock (toilets rolls, cleaning materials, refuse sacks etc.) to be submitted to Wadhurst Parish Council Clerk via email.

### **Jubilee Playground**

- Weekly inspection of the equipment using the checklist provided by the parish council, reporting any issues to the Clerk. The paper record of inspections to be retained and provided to Wadhurst Parish Council at the end of each year.
- Weekly cleaning of the playground.
- Emptying of the waste bin 3 times per week (and removal of waste).

WADHURST PARISH COUNCIL  
The Pavilion, Sparrows Green Recreation Ground, South View Road,  
Wadhurst, TN5 6TW.  
Clerk: Claudine Feltham E: [clerk@wadhurst-pc.gov.uk](mailto:clerk@wadhurst-pc.gov.uk)

- Ad-hoc cleaning in the event of an emergency to be charged at an agreed hourly rate and to be reported to Wadhurst Parish Council Clerk, by email.

**The contractor will also need to provide:**

- £5 million public liability insurance
- General Risk Assessment
- Control of Substances Hazardous to Health (COSHH) Risk Assessments (all cleaning materials would need to be bought to site and not stored on site)

**Submission Instructions**

Please submit your quote to Claudine Feltham (Clerk), Wadhurst Parish Council via email: [clerk@wadhurst-pc.gov.uk](mailto:clerk@wadhurst-pc.gov.uk), by 1<sup>st</sup> September 2025.