

Glanhau Gwersyll Caerdydd Cleaning requirements.

****English below****

Mae ein sefydliad yn chwilio am gwmni glanhau ymroddedig a phroffesiynol i gyflawni ein gofynion glanhau. Fel sefydliad, rydym yn rhoi blaenoriaeth i gynnal a chadw amgylchedd glân. Bydd gan y cwmni llwyddiannus hanes profedig o ddarparu gwasanaethau glanhau o ansawdd uchel, gan ddefnyddio technegau ac offer modern i sicrhau'r canlyniadau gorau posibl. Rydym yn gwerthfawrogi sylw i fanylion, dibynadwyedd, a chadw at brotocolau diogelwch. Os yw'ch cwmni'n meddu ar y rhinweddau hyn, rydym yn eich annog i geisio. Mae hwn yn gyfle gwych i arddangos eich arbenigedd ac o bosibl sicrhau partneriaeth hirdymor gyda'n sefydliad.

Mae Gwersyll Caerdydd yn hostel 4-seren sydd â lle i 153 o bobl. Mae Gwersyll Caerdydd yn croesawu 15,000 o unigolion bob blwyddyn. Mae'r rhan fwyaf o'n cwsmeriaid yn grwpiau ysgol o bob rhan o Gymru, gallwn hefyd letya teuluoedd, grwpiau allanol, grwpiau ieuenctid a gallwn agor yr hostel i'r cyhoedd. Mae gennym 29 ystafell wely, ac mae gan bob un ohonynt gyfleusterau en-suite.

Mae'r Urdd yn agored i ddigwyddiadau corfforaethol. Rydym yn cynnal digwyddiadau ar raddfa fawr ar gyfer hyd at 150 yn y neuadd, a hefyd cyfarfodydd llai yn ein hystafell gyfarfod.

Mae'r ardaloedd cymunedol y neuadd fawr, lolfâ, neuadd fwyta, ac ystafelloedd dosbarth, a thair ardal gegin fach.

Lleolir swyddfeydd yr Urdd yn y Gwersyll, sy'n cynnwys 6 swyddfa fach.

Mae arnom angen:

- 49 awr graidd safonol yr wythnos
- 7 diwrnod yr wythnos (gan gynnwys gwyliau banc). 6am-9am; 10am-2pm.
- Oherwydd natur Gwersyll Caerdydd, creu amserlen benodol ar gyfer lanhau gan gynnwys 570 awr ychwanegol y flwyddyn yn ystod diwrnodau newid drosodd a chyfnodau prysur.
- Cyflenwi a gosod yr holl nwyddau glanhau, offer ac arwyddion dwyieithog.
- Rheoli'r holl ofynion glanhau, perfformiad AD, presenoldeb/absenoldeb, a gwyliau.
- Darparu staffio llawn er mwyn cynnal parhad gwasanaeth.
- Darparu asesiadau COSHH.

Y gwaith

- Glanhau pob man cymunedol
- Glanhau swyddfeydd
- Glanhau toiledau cyhoeddus

- Ail lenwi papur tŷ bach, sebon, tyweli ayyb
- Gwaredu nwyddau glanweithiol i finiau allanol a ddarperir gan yr Urdd.
- Glanhau ystafelloedd gwely ac ensuite
- Gwaredu sbwriel ac ailgylchu i finiau allanol a ddarperir gan yr Urdd.
- Cynnal *deep clean* yn y cyfnodau tawel
- Yn anaml effaith y byddwn yn gofyn am newid dillad gwely.

Staffio

- Rhaid talu'r Gwir Gyflog Byw i bob aelod o staff
- Lefel sylfaenol o Gymraeg
- Gwiriad DBS i'r holl staff.

Bydd y contract yn dechrau ar 23 Medi 2023 ar gontract treigl blwyddyn.

Cynigion i'w hanfon at Ceren Roberts (cerenroberts@urdd.org) cyn hanner dydd 4ydd o Awst yn cynnwys 2 eirida.

Gwersyll Caerdydd Cleaning requirements.

Our organization is seeking a dedicated and professional cleaning company to fulfil our cleaning requirements. As a reputable company, we prioritize the maintenance of a clean and sanitary environment for our premises. The successful bidder will have a proven track record in delivering high-quality cleaning services, utilizing modern techniques and equipment to ensure optimal results. We value attention to detail, reliability, and adherence to safety protocols. If your company possesses these qualities and is committed to providing exceptional cleaning solutions, we encourage you to participate. This is an excellent opportunity to showcase your expertise and potentially secure a long-term partnership with our organization.

Gwersyll Caerdydd

Gwersyll Caerdydd is a 4 - star hostel which can accommodate 153 people. Gwersyll Caerdydd welcomes 15,000 individuals every year. Most of our customers are school groups from across Wales, we also can accommodate families, external groups, youth groups and we can open the hostel for the public. We have 29 bedrooms, which all have en-suite facilities.

The Urdd is open to corporate events. We accommodate large scale events for up to 150 in the hall, to smaller meetings in our board room.

The communal areas a large hall, lounge area, dining hall, and classrooms, and three small kitchen areas.

The Urdd offices are located at the Gwersyll, which comprises of 6 small offices.

We require:

- 49 standard core cleaning a week
- 7 days a week (including bank holidays). 6am-9am; 10am-2pm.
- Due to the nature of Gwersyll Caerdydd, devise and adhere to bespoke cleaning schedule. Additional 570 hours annually of cleaning during change over days and busy periods.
- Supply and deploy all cleaning products, equipment, and bilingual signage.
- Manage all cleaning, HR performance, attendance/absence, and holiday requirements.
- Provide fully included cover, as required to maintain continuity of service.
- Provide COSHH assessments.

Scope of work

- Cleaning of all communal areas
- Cleaning offices
- Cleaning public toilets
- Replenish toilet paper, soap, hand towels etc.
- Disposal of sanitary products to outdoor bins provide by the Urdd.
- Clean bedrooms and ensuite
- Dispose of rubbish and recycling to outdoor bins provide by the Urdd.
- Provide deep cleans during our quieter periods.
- We may infrequently ask to change bedding.

Immaculate throughout with a professional approach and detailed thoroughness apparent in every aspect. Particular attention to detail in respect of soft furnishings, flooring in heavily used areas such as corridors and staircases, kitchen surfaces and fixtures. Gleaming surfaces, no smears, or marks. Well-presented beds and bedding. Rubbish areas kept clean, and rubbish regularly removed. Careful and consistent attention to even relatively minor details resulting in a standard that is effectively without fault.

Staffing

- All staff must be paid the Real Living Wage
- Basic level of Welsh is preferable.
- All staff DBS checked.

Contract will begin on 23rd of September 2023 on a one year rolling contract.

Proposals to be sent to Ceren Roberts (cerenroberts@urdd.org) before the noon 4th of August please include 2 references.

If you wish to see the site or discuss requirements, please contact Ceren Roberts (cerenroberts@urdd.org) to arrange a visit.