



SUBCONTRACTORS MANAGEMENT POLICY

(Revised 20/10/2023)

Aim and Scope of Policy

The Clean Space outsources work to subcontractors only when absolutely essential to deliver specialist services for our clients which require specialist expertise, equipment and or experience we as an organisation are not qualified to complete. This is to ensure work is only carried out by personnel with the correct skills, competency and equipment. These services include but is not limited to:

- Carpet and Upholstery Cleaning
- Hard-floor Cleaning
- Window Cleaning
- Deep Cleaning
- Laundry Services
- Washroom Services

To ensure we use the very best providers available to us and to ensure our high levels of quality are not reduced in any way, we follow a set procedure for both engagement and management for any subcontractors we use.

The management of subcontractors is always done so by a Company Director and upon engagement of a new subcontractor the company will always deliver a risk assessment to enable us to plan for all eventualities.

Pre-qualification Assessments and Due Diligence

Subcontractors will supply The Clean Space with all relevant information to protect our service offerings. This will ensure all subcontractors are legally, financially and fit for purpose to deliver the roles required of them. Prior to a contract being signed, we will ask for references to assess the quality of the subcontractor's work. All references must be for jobs completed in the past 12 months.

This is done via the company Subcontractor Pre-qualification Questionnaire (PQQ). The company holds a completed PQQ on file for all subcontractors as well as certificates for their Liability Insurance.

A Company Director will review the reference and contact the referee if required.

Measuring and Managing Subcontractor Performance

Following the completion of subcontracted work, the subcontractor will receive a report signed by a Clean Space representative to ensure the work has been completed to a high standard. This will be done via the company Contractor Performance Form.

Performance will be monitored on an ongoing basis. Written and verbal feedback on performance will also be provided to the subcontractor.

A bi-annual review of subcontractors is carried out by the Operations Director to ensure they are still necessary and quality criteria has been met on all work carried out.

Health & Safety

Subcontractors are required to provide information on how they will ensure to meet our standard health and safety policies during the duration working with us. This is provided during the completion of the PQQ and assessed during the completion of the Contractor Performance Form.

All facilities and resources used must be fit for purpose and comply with all current Health and Safety legislation.

Safeguarding

Subcontractors will be required to have in place safeguarding arrangements, which are consistent with the standards advised by The Clean Space.

Contract Termination

Should a subcontractor fail to deliver the high standards expected by The Clean Space, the contract will be terminated with immediate effect and The Clean Space will pass the delivery of the contract to a new approved subcontractor vetted by the Operations Director.

Version Control

Issue	Page(s)	Issue Date	Additions/Alterations	Initials
1.0	All	20/10/2020	First Authorised Use	MP, SF
1.1	All	20/10/2021	Reviewed, no amendments	SF
1.2	All	20/10/2022	Reviewed, no amendments	SF
1.3	All	20/10/2023	Reviewed, no amendments	SF