

**BUILDING : 02AU092P**  
**Warehouse 807**  
**KOEDOESPOORT**  
**PRETORIA**

**FLOORS/AREA : ONLY PORTION OF WAREHOUSE APPROXIMATELY 1185 SQUARE METRES :**  
**Warehouse floor and shelves, offices, ablution facilities.**

**GENERAL SPECIFICATION:**

**CONTACT PERSON ON SITE**

Christie Moolman  
 Warehouse Controller  
 Koedoespoort  
 Telephone (012) 842 5102

**Any queries concerning work, please contact above person**

**SCOPE OF WORK**

**AREAS TO BE CLEANED**

- (A) Koedoespoort - 2 Offices 03AU092P - Total Floor Area: 1185m<sup>2</sup>
- (B) Ablution facilities/ Ladies /Gents
- (C) Windows
- (D) Surrounding area
- (E) PROVIDE 1X6CUBE METER REFUSE BIN

**DUTIES** (all floors/areas where applicable)

**1.1 DUSTING (OFFICES AND PASSAGES)**

- ❖ Clean all telephone and disinfect Daily
- ❖ Dust all high ledges and fittings Weekly
- ❖ Dust all horizontal surface(low level) Daily
- ❖ Dust all vertical surfaces (walls, cabinets, etc. to height of 2 meters) Weekly
- ❖ Dust all windows ledges/calls (low and high)
- ❖ Ceramic floors to be damp mopped Daily

**2. WAREHOUSE**

- ❖ Dust all shelves Monthly
- ❖ Dust all horizontal surface(low level) Weekly
- ❖ Dust all vertical surfaces (walls, cabinets, etc. to height of 2 meters) Daily
- ❖ Dust all windows ledges/calls (low and high) Weekly
- ❖ Ceramic floors to be damp mopped Daily

**3.WASTE DISPOSAL (ALL OFFICES AND TOILET)**

- ❖ Empty and clean all waste baskets and receptacles Daily
- ❖ Remove all waste to bins for removal by Metropolitan Council Daily

**4.WALLS/DOORS AND PAINTWORK/WALL PAPER**

- ❖ Spot clean all low surfaces (finger marks, etc.) Daily
- ❖ Washing of entire walls of Kwikspace units only. Monthly

**5. TOILETS**

❖ Empty and clean all waste receptacles	Daily
❖ Clean and sanitise all W.C. bowls, basins and urinals/-outlets	Daily
❖ Clean all mirrors	Daily
❖ Damp mop floors with disinfectant	Daily
❖ Clean all metal fittings	Daily
❖ Spot clean wall tiles, doors W.C. partitions	Daily
❖ Treat against staining, fungal and bacterial growth	As necessary

**6. WINDOW CLEANING**

❖ Clean interior faces of all windows	Monthly
❖ Clean exterior faces of all windows	Quarterly

**7. MISCELLANEOUS**

❖ Polish desk and office furniture	Weekly
❖ Material –covered furniture to be vacumed	Weekly

**8. EXTERNAL AREA AROUND THE BUILDINGS**

❖ All surface refuse to be removed	Daily
❖ Area to be swept	Daily
❖ Dustbins to be placed in removal area weekly	Weekly

**9. SUPERVISION**

❖ Full time supervision will be provided by Client	Daily
❖ Quality Control will be done by client on site	Weekly

**10. EQUIPMENT/MATERIALS/CONSUMABLES**

To be provided by Contractor and delivered timorously

- ❖ Brooms
- ❖ Mops
- ❖ All cleaning chemicals

All cleaning chemicals and Cleaning Machinery to be supplied by cleaning company

Consumables e.g. cleaning chemicals be an acceptable standard meaning **SABS** Approved or Equivalent

NB: All equipment to be kept in good and safe condition at all times and to comply with all safety regulations including all extension cords etc.

iii) Toilet Area's are not to be used as change rooms. Cleaning of equipment will not be allowed in toilet areas.

iv) Disposal of dirty water to be deposited directly into toilet Pans, Toilet areas to be cleaned after work has been completed or minimum daily.

4. **STAFF REQUIREMENTS/WORKING HOURS**

a) Cleaning to commence from Monday to Friday 7:30 to 16H00 **(times can be altered due to emergency requirements)**

5. **UNIFORM CLOTHING**

- a) The Contractor shall at all times ensure that **all** cleaning staff has been provided with all necessary protective clothing, e.g. Gloves, Shoes etc.
- b) All Cleaning staff to be identifiable with (Visible) identification at all times

6. **TERMS OF CONTRACT**

2 year contract

7. **PAYMENT**

**ACCREDITED BEE SUPPLIERS**

The following payment terms shall apply

(a) All BEE suppliers shall be paid within 7 days from date/receipt of invoice by the accounting office, following acceptance of services by Transnet freight rail, provided normal procurement procedures have been followed. This applies to suppliers with at least 26% BEE ownership, with annual turnover of less than R25m and managed by historical disadvantaged individual.

8. **OTHER TRADE SUPPLIERS**

(a) Traditional suppliers (white owned) and BEE suppliers (falling outside the ambit of the special BEE terms), will be paid 30 days from month –end statement.

(b) Early settlements are discouraged unless very special circumstances prevail.

(c) Early settlements will only be approved by the Chief Procurement officer, or his delegate, based on the settlement discount being more advantageous than the financing cost incurred by Spoornet.

9. **BREACH OF CONTRACT**

The client (Transnet) will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to client's full satisfaction.

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