

BUILDING : **Supply Chain Services**
Scrap Bank
Koedoespoort

FLOORS/AREA : **Offices (02ZG040P) 117m², Mess and ablution facilities (02AW278P) 250m²,**

GENERAL SPECIFICATION:

CONTACT PERSON ON SITE

Edward Smit
 Tel no. (012) 842-5057

Any queries concerning work, please contact above person

SCOPE OF WORK

AREAS TO BE CLEANED

- (A) 1 Offices
- (B) Mess and Ablution
- (C) Ablution facilities Ladies /Gents
- (D) Kitchen
- (E) Windows
- (F) Surrounding area and garden

<u>Building</u>	<u>Asset no's</u>	<u>square metres</u>
Offices	02ZG040P	117m²
Mess and ablution facilities	02AW278P	250m²

DUTIES (all floors/areas where applicable)

1.2 DUSTING (OFFICES AND PASSAGES)

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

2.WASTE DISPOSAL (ALL OFFICES, KITCHENS AND TOILET)

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

3.WALLS/DOORS AND PAINTWORK/WALL PAPER

- ❖ Spot clean all low surfaces (finger marks, etc.) Daily

4.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
❖ Replenish toilet paper/liquid hand soap to dispensers	Daily
❖ Refill soap dispensers	Daily

5.WINDOW CLEANING

❖ Clean interior faces of all windows	2x Annually
❖ Clean exterior faces of all windows	2X Annually

6.MISCELLANEOUS

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

7.KITCHENS

❖ Ceramic floors to be damp mopped	Daily
❖ Sinks to be cleaned	Daily
❖ Cupboard (top) to be damp wipe	Daily

8.EXTERNAL AREA AROUND THE BUILDINGS

❖ All surface refuse to be removed	Daily
❖ Area to be swept	Daily
❖ Garden area to be checked and cleaned where necessary	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.

13. **STAFF REQUIREMENTS/WORKING HOURS**

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

14. **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

15. **TERMS OF CONTRACT**

2 year contract

16. **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.

17. **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.

18. **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.