## BUILDING : Supply Chain Services Scrap Bank Koedoespoort

FLOORS/AREA : Offices (02ZG040P) 117m<sup>2</sup>, Mess and ablution facilities (02AW278P) 250m<sup>2</sup>,

## **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

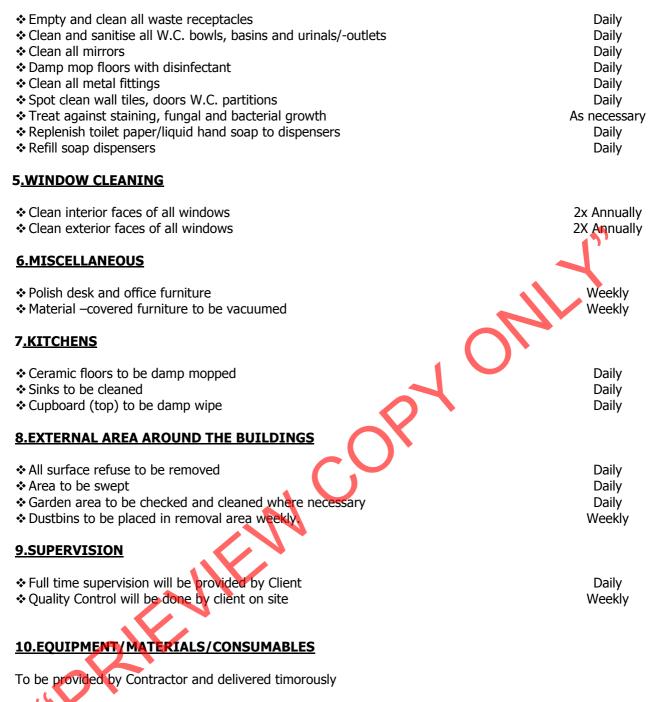
AREAS TO BE CLEANED		
<ul> <li>(A) 1 Offices</li> <li>(B) Mess and Ablution</li> <li>(C) Ablution facilities Ladies /G</li> <li>(D) Kitchen</li> <li>(E) Windows</li> <li>(F) Surrounding area and gard</li> </ul>		4 ONL
Building		<u>e metres</u>
Offices Mess and ablution facilities	02ZG040P 117m2 02AW278P 250m	
DUTIES (all floors/areas where applicable)		
1.2 DUSTING (OFFICES AND PASSAGES)		
<ul> <li>Clean all telephone and disinfer</li> <li>Dust all high ledges and fittings</li> <li>Dust all horizontal surface(low</li> <li>Dust all vertical surfaces (walls</li> <li>Dust all windows ledges/calls (low</li> <li>Ceramic floors to be damp more</li> </ul>	s level) , cabinets, etc. to height of 2 mete low and high)	Daily Weekly Weekly Weekly Weekly Daily
2.WASTE DISPOSAL (ALL OFF	ICES, KITCHENS AND TOILET	)
		L
Empty and clean all waste bask		Daily
Remove all waste to bins for re	moval by Metropolitan Council	Daily

# **3.WALLS/DOORS AND PAINTWORK/WALL PAPER**

✤ Spot clean all low surfaces (finger marks, etc.)

Daily

## 4<u>TOILETS</u>



✤ 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.

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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.

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b) All Cleaning staff to be identifiable with (Visible) identification at all times

#### 15. TERMS OF CONTRACT

2 year contract

### 16 **<u>PAYMENT</u>**

#### **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.