

**BUILDING : School of Rail Training Campus
Koedoespoort Street
KOEDOESPOORT
PRETORIA**

FLOORS/AREA : Offices, foyer, ablution facilities, class rooms, kitchen, tea room and passage.

GENERAL SPECIFICATION:

BUILDING : O2A W 633P IN EXTENT 1208 SQUARE METRES.

CONTACT PERSON ON SITE

Jonas Manyike Transnet Freight Rail PTATraining Centre Manager
Koedoespoort
Telephone (012) 842 5372

Any queries concerning work, please contact above person

SCOPE OF WORK

AREAS TO BE CLEANED

- (A) 5 Offices / carpets
- (B) Archive / carpets
- (C) Tea room / tiles
- (D) Foyer, passage / tiles
- (E) 9 Class rooms / carpets
- (F) 1 Board room / carpets
- (G) Ablution facilities/ Ladies 4 partitions, 1 shower/Gents 4 partitions and urinals and 1 shower / tiles
- (H) Ablution facilities / Ladies 1 / Gents 2 partitions
- (I) Kitchen / tiles
- (J) Windows
- (K) Surrounding area and garden

DUTIES (all floors/areas where applicable)

1.DUSTING (OFFICES AND PASSAGES/FOYER, TEA ROOM)

- | | |
|--|--------|
| ❖ 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) | Weekly |
| ❖ Tiled floors to be damp mopped | Daily |
| ❖ Carpeted floors to be vacuumed | Weekly |

2. ARCHIVE, BOARDROOM AND CLASS ROOMS

- | | |
|--|--------|
| ❖ Dust all high ledges and fittings | |
| ❖ 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) | Daily |
| ❖ Carpeted floor to be vacuumed | Weekly |
| ❖ Dust all windows ledges/calls (low and high) | Daily |

3.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 |

4.WALLS/DOORS AND PAINTWORK

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

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

6.WINDOW CLEANING

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

7.MISCELLANEOUS

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

8.KITCHENS / TEA ROOM

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

9.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 Weekly
- ❖ Dustbins to be placed in removal area weekly. Weekly

10.SUPERVISION

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

11.EQUIPMENT/MATERIALS/CONSUMABLES

To be provided by Contractor and delivered timorously

- ❖ Vacuum cleaners
- ❖ 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.

REQUIREMENTS FOR EACH OF THE ABOVE.

1. HAND-WASH LIQUID SOAP DISPENSERS
2. HAND AIR-DRIERS
3. URINAL PERFUMED CLEANING LIQUID SOAP DISPENSERS
4. WALL MOUNTED AUTOSPARY AIR-FRESHENER

PLEASE NOTE : DEEP CLEANING REQUIRED EVERY MONTH.

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