

**BUILDING : RTDC
1000 Bluegum Street
KOEDOESPOORT
PRETORIA**

FLOORS/AREA : Railway technology Development Centre offices, ablution facilities, kitchen and Dynamic testing facility training facilities.

GENERAL SPECIFICATION:

CONTACT PERSON ON SITE

Joseph Bonga
Senior Engineer
Koedoespoort
Telephone (012) 842 5148 or Cell 083 3894533

Any queries concerning work, please contact above person

SCOPE OF WORK

AREAS TO BE CLEANED

- (A) 39 Offices
- (B) Testing labs
- (C) Ablution facilities/ Ladies /Gents
- (D) Kitchen
- (E) Windows
- (F) Surrounding area and garden

DUTIES (all floors/areas where applicable)

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. Testing Labs, workshops

- ❖ 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
- ❖ Ceramic floors to be damp mopped Weekly
- 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/WALL PAPER

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

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

❖ 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	Daily
❖ 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

- ❖ Polishers
- ❖ 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.

12. Hygiene. To be bought in by Transnet

DEBT #	CUSTOMER	SD/DO C	PRODUCT	QTY	Monthly
83202	SPOORNET - RTDC DIVISION	460044 99	AIR FRESHNER	1	
83202	SPOORNET - RTDC DIVISION	460044 99	SANITARY BIN SERVICE	1	
83202	SPOORNET - RTDC DIVISION	460044 99	SOAP DISPENSER	1	
83202	SPOORNET - RTDC DIVISION	460044 99	PAPER BIN	1	
83202	SPOORNET - RTDC DIVISION	460044 99	PEARL PINK HAND SOAP	1	
83202	SPOORNET - RTDC DIVISION	460044 99	SANITIZER	1	
83202	SPOORNET - RTDC DIVISION	460044 99	PAPER TOWEL DISPENSE	1	

82838	SPOORNET - RTDC DIVISION	460043 07	WATER COOLER PAC 6 1	1	
82838	SPOORNET - RTDC DIVISION	460043 07	SANITARY BIN SERVICE	3	
82838	SPOORNET - RTDC DIVISION	460043 07	SOAP DISPENSER	2	
82838	SPOORNET - RTDC DIVISION	460043 07	PAPER BIN	2	
82838	SPOORNET - RTDC DIVISION	460043 07	SANITIZER	6	
82838	SPOORNET - RTDC DIVISION	460043 07	PAPER TOWEL DISPENSE	2	
82838	SPOORNET - RTDC DIVISION	460043 07	AIR FRESHER	2	
82838	SPOORNET - RTDC DIVISION	460043 07	SEAT WIPE DISPENSER	6	

413 **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.

19 **BUILDINGS OR PART OF BUILDINGS**

Description	Room number	Square meters(m ²)	Floor type
Awil's office	MO-12	13.2	Carpet
Lebo's office	MO-13	11.2	Carpet
Dawns' office	MO-14	20	Carpet
Annah's office	MO-16	15	Carpet
Joseph's office	MO-17	32.8	Carpet
Reception area upstairs	MD-11	10.5	Carpet
Printer room	MK-10	10.5	Vinyl
Boardroom	MC-15	56	Carpet
Passage to board room		25.6	Carpet
Kitchen	MF-3	5.4	Vinyl
Stairs		???	Vinyl
OCMS lab	MD-5	25	Vinyl
Mechanical lab		???	Vinyl
Reception downstairs		???	Vinyl

Workshop

Room number	Square meters (m ²)	Floor type
TT1	12	Vinyl
TT2	12	Vinyl
WO-5	5	Vinyl
MT-1 [1 seat]	8	Vinyl
MT-2 [3 seats, 1 urinary]	10.5	Vinyl
WO-2	10.5	Vinyl
WO-3	10	Vinyl
WO-4	18	Vinyl
MO-9	16	Vinyl
Testing room	8	Vinyl
Test lab	240	Glossy Concrete

Lab

Room number	Square meters (m ²)	Floor type
ET-10 [1 seat, 1 urinary]	6.5	Vinyl
ET-9 [1 seat]	6.5	Vinyl
EO-1	10.2	Vinyl
EM-2	10.2	Vinyl
EW-8	5.9	Vinyl
EO-7	10.2	Vinyl
EO-3	10.2	Vinyl

EO-6	10.2	Vinyl
EO-5	10.2	Vinyl
EO-4	10.2	Vinyl

Metrology

Room number	Square meters (m ²)	Floor type
IO-6	19.2	Carpet
IW-5	15.8	Vinyl
IT-7	15.6	Vinyl
IT-8	15.6	Vinyl
IO-3	16	Vinyl
IT-2	5.3	Vinyl
IO-9	16	Carpet
IO-2	15	Vinyl

Outside toilet and kitchen:

AB-2[1 seat, 1 urinary & 1 shower]	47	Vinyl
AT-1 [2 seats & 4 showers]	47	Vinyl

DTF

Room number	Square meters (m ²)	Floor type
Offices space	105	Vinyl
Toilet X 3		

Total Floor Area:

“PREVIEW COPY ONLY”