

**BUILDING : Isondo Park
1000 Bluegum Street
KOEDOESPOORT
PRETORIA**

FLOORS/AREA : Wheelset and Materials offices, ablution facilities, radiographic, kitchen and students training facilities.

GENERAL SPECIFICATION:

CONTACT PERSON ON SITE

Wessel Pretorius
Senior Metallurgist
Koedoespoort
Telephone (012) 842 6233 or Cell 083 452 7357

Any queries concerning work, please contact above person

SCOPE OF WORK

AREAS TO BE CLEANED

(A) 26 Offices consisting of 11 x 36 m² containers

	Modular office buildings
1	3m x 12m Insulated Open Plan
2	3m x 12m Insulated 2-Office
4	3m x 12m Insulated 3-Office
1	3 x 12m Insulated 2-office
2	3 x 12m Insulated 3-office
	Modular toilets facilities
1	6m 6-seater male/female toilet

11 Total

- (B) Archive, Radiographic building, Students training area
(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
- ❖ Dust all high ledges and fittings
- ❖ Dust all horizontal surface(low level)

Daily
Weekly
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. ARCHIVE, RADIOGRAPHIC BUILDING, STUDENTS TRAINING

AREA

- | | |
|--|--------|
| ❖ 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 |

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. | Monthly |

“PREVIEW COPY ONLY”

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 **REQUIREMENTS**

MONTHS SCHEDULE OF QUANTITIES AND PRICES FOR SANITISER AND HYGIENE SERVICES TO TOILET AND SHOWER FACILITIES AT VARIOUS PLACES UNDER THE JURISDICTION OF THE WESSEL PRETORIUS WHEEL SET TECHNOLOGY MANAGEMENT

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.