



## **SCOPE OF WORK**

### **1. INTRODUCTION**

This document outlines the cleaning services required at PetroSA Refinery Site as well as Offsite areas.

### **2. SCOPE OF SERVICES**

The service comprises of the following components:

- 2.1 Routine Cleaning
- 2.2 Supplementary Cleaning
- 2.3 Scheduled Cleaning
- 2.4 Additional Cleaning
- 2.5 Supply of Consumables
- 2.6 Supply specialised department (PetroSA clinic/ Occupational health and wellness department) with cleaning equipment/tools, stand-in human resource when their general worker is on leave (planned/unplanned).
- 2.7 The general worker for the medical section scope of work will be extended to fire department as it falls under one building and all form part of medical emergency. The tools should be supplied for the departments use by their general worker.

Each of the above activities is described below to allow for an understanding of the services to be delivered. It should be noted that the responsible PetroSA Manager continuously inspects the level of work carried out to ensure it meets PetroSA's specification. If a legitimate issue is raised by an individual on site, then the PetroSA Manager will conduct an inspection with corresponding actions document.

#### **2.1 ROUTINE CLEANING**

Routine cleaning is primarily undertaken during normal working hours each weekday. The tasks performed and frequencies at which they are to be delivered are mentioned below.

AREA/ACTIVITY				
TASK DESCRIPTION		TASK FREQUENCY		
		DAILY	WEEKLY	MONTHLY
<b>Internal and External Passageways</b> eg. stairs, foyers, walkways and other high traffic areas				
	Sweep/vacuum with the appropriate equipment for the surface type.	x		
	Remove stains and debris by spot cleaning or using the nominated type of remover/equipment.	x		
	Thoroughly damp mop using liquid cleanser.		x	
<b>Reception and Boardrooms</b>				
	Spot clean and remove litter, surface stains and spillage.	x		
	Sweep/Vacuum with the appropriate equipment for surface type.	x		
	Remove all crockery and pack away after cleaning.	x		
	Dust/polish reception desks and Boardroom tables. Polish leather inserts.	x		
	Spot clean all chairs in Boardrooms		x	
<b>External Areas</b> eg. Outside Bins and areas within 3m of all other entrances, including all smoke huts				
	Clean and remove litter, surface stains and spillage, remove cigarette stumps and sweep.	x		
	Sweep and remove bird droppings/webs on wooden decks, stairs and within 3m around main entrance.	x		
<b>Polished Areas - Vinyl, Resilient and Timber Flooring, etc.</b>				
	Thoroughly sweep these surfaces, including all corner edges and under furniture, using an approved dust-collecting mop.	x		
	Spot mop to remove any stains or spillage.	x		
	Machine scrub internal hard floor surfaces.		x	
<b>Carpets and Weather/Floor Mats</b>				
	Detailed and/or spot vacuum to remove dust and dirt	x		
	Fully vacuum main foyer entries, public areas and other usage areas.	x		
	Remove entry mats to buildings and ensure free of dirt and dust before replacement.	x		
	Thoroughly vacuum all office carpets		x	

		DAILY	WEEKLY	MONTHLY
<b>Washroom Areas</b>				
	Thoroughly clean floor areas. Remove any debris build-up.	x		
	Mop and clean floors during the day to remove spots	3 x		
	Thoroughly clean pedestal pans, cisterns, door furniture, dispensers, holders, taps and hand basins.	x		
	Clean around wash basins to remove water marks	3 x		
	Dust and wipe all wall tiles, laminated and vinyl surfaces, painted walls and partitions and doors free of surface dust and soil. Remove all debris build-up.		x	
	Clean all mirrors free of markings and surface soil.	2 x		
	Clean, check and fill/replace soap.	3 x		
	Remove and dispose of used hand towelling, paper and cloth (as required).	x		
	Check supply of washroom paper and soap and replace (as required).	3 x		
	Clean sanitary napkin containers as required.	x		
	Clean and Disinfect toilet bowls and seats and descale when necessary.	3 x		
	Contractors Yard ablutions	3 x		
<b>Kitchens and Lunchrooms</b>				
	Wipe tables, seats and exterior of fridges /stoves	x		
	Clean all stainless steel or chromium plated surfaces with a soft cloth and penetrating oil.	x		
	Spot clean wall tiles, laminated surfaces, walls and doors.	x		
	Spot clean ceramic tiles, vinyl, rubber floors.	x		
	Thoroughly clean interior of fridges and defrost freezer compartments.			x
	Washing of dishes	2 x		
<b>All Areas</b>				
	Dust all tables, counter tops, benches and rails.	x		
	Spot clean all painted surfaces, steel furniture, timber and other surfaces eg. furniture, walls, doors and mirrors.	x		
	Clean all drinking fountains and surrounds (externally only) and refill. Check throughout day if water is sufficient.	2 x		
	Remove graffiti from all areas where such cleaning will not damage the surface.		x	
		DAILY	WEEKLY	MONTHLY

	Spot clean glass in doors, building entry points, notice and display cases, bookcases and inquiry windows.	x		
	Wipe down stainless steel sinks and surrounds, in workshops and other areas not separately covered.	x		
	Remove dust from all furniture, shelving, ledges, picture frames, skirting boards, appliances, cupboards and partitions below 2m.		x	
	Remove dust and cobwebs from all other visible surfaces.		x	
	Wash down desks, tables and bench tops to remove soil and stains (excludes lab benches)		x	
	Thoroughly vacuum all carpets/weather mats, rugs and runners.		x	
	Wipe down stainless steel and brass handrails, door pushers, identification panels, etc.		x	
	Wipe down all leather/vinyl seats. Polish on request.		x	
	Remove scuff marks from vinyl, resilient and timber floor surfaces.		x	
	Wipe down shower screens and handrails.	x		
	Thoroughly clean all glasswork and signs located in public areas both internal and external.		x	
	Wipe over all stainless steel furniture and components - i.e. legs, binding strips, etc. in office areas.			x
	Wipe all telephone handsets with an approved telephone disinfectant. Wipe telephone unit with an appropriate cloth.		x	
	Vacuum clean and remove stains from wool covered seats.			x
<b>Waste</b>				
	Empty all internal waste/recyclables and wipe/clean bins. Replace plastic bin liners when torn or in a dirty condition.	2 x		
	Waste/Recyclables shall be removed to the designated areas	2 x		

OFFICE BUILDINGS – 5 DAYS PER WEEK						
BUILDING	CLEANERS					
	Area in m <sup>2</sup> (estimates)					
	VINYL/RUBBER	STONE	LAMINATING	CERAMIC	KITCHEN	CARPETS
Administrative Building	246		36	763.5	8	x
Landfill	106.6					
Gate 9A		10				
Gate 9B	10.7					
U 42/03	32.9					
Unit 01/19	61.1				1	
Unit 02	13.7					
U18	122				1	
School			289	61	1	
Unit 10	161				2	
Unit 48	46.2					x
Unit 49		81			1	
Tuck-shop (Site)	226.8					
Green Building				131.5	1	x
Offsite +Utilities Workshop	282.6	13.8			1	
Syngas W/S	205				1	x
CCR	702.3	28.3			2	
Production Field Offices	1123				2	x
Model Training Office	551	23.2		4.8	1	x
Model Training IT Room	148.3					
Riggers + Garage	136.5	56.6			1	
Electrical w/shop	66.5				1	
Analyser w/s	303.4				1	x
It w/shop	148.3					
Main Warehouse	75.8				2	x
Maintenance Field (Double Storey)	331.7				1	x
Inspection Offices	142.7					x
Valve & Turbine	95.4			22.5	4	x
Valve&Turbine Outside Ablutions	9.7					
Refinery w/shop	146.4				1	x
Safety Base	69.3				1	x
Red Building	191.2				6	x
Cat Prep	311.7				2	
Chem Cat	148.9				1	
Lime plant	20				1	
U73	43.1				1	x
Gate 3	51.7	5				

Transport Yard	155.7				2	x
Stationery Store	160.4				1	x
Civils	155				1	x
Unit 51	165.8	32.1			1	
Training Centre U 51	40			73.4	1	x
Taskforce	207.9				1	x
Gate 2 - Offices & Turnstiles	118.4	128			2	x
Induction - Security	73					x
Big Brother	125.2				2	
Units 35,29	69.6				1	
Unit 24	46.2					
Gate 1	12			26.5	1	
Assets Offices	29.1				2	x
Assets Security Gate	70.1					
Central Ablution	483.8					
Lab	970.5				1 &	x
West Camp	1445.2				1	x
Harbour offices	192.4				1	
Medical & Fire Station	451.5	13.5			2	x
Voorbaai Tank Farm Offices	79				1	x
Voorbaai New Offices	162.6				1	
COE	1342.8				6	x
E+P Offices Voorbaai	507.9				4	x
Laundry	87.9					
Fire Training	92.2	35			1	
Five Star	101				1	
Gate 10	8.2					
Contractor yard ablutions only		3 x Daily				
Security gate 8		Quarterly				
Klipheuwel pump Station (cleaning and refilling of Dispensers)		1 x Monthly				
Sub Stations		On request				

**NOTE:**

- 1 Cleaner at West Camp to assist with preparations for training and meeting e.g. table arrangements, provides water and cleaning services after training sessions, when in use.
- Contractors yard Ablutions 2 Staff (1 Male and 1 Female)
- The cleaning of the Security Gate 8 and Klipheuwel shall be planned to ensure no additional staff is required.
- 2 of the permanent staff shall be trained to clean Sub-Stations when requested.

### **2.1.1 HIGH LEVEL WINDOW CLEANING**

- High level window cleaning shall be performed quarterly.
- The safety specifications should be fully adhered to and will include risk assessment, safe work procedure and observation, full time supervision.
- Permit to work and working at Heights compliance.
- The following buildings have high level windows of which some cannot be cleaned without extension hoses
- This service will require approximately 4 – 5 days for completing.

#### **A. Refinery** (numbers in brackets represent number of windows)

- Exterior (7)– Water fed pole with high pressure spray.
- Interior (4) – Extension pole with cotton sleeve and squeegee with rubber

#### **B. Unit 10**

- Exterior (4) – Water fed pole with high pressure spray

#### **C. Main Warehouse**

- Interior (5) – Extension pole with cotton sleeve and squeegee with rubber

#### **D. Valve & Turbine**

- Exterior (8) – Water fed pole with high pressure spray
- Interior (10) - Extension pole with cotton sleeve and squeegee with rubber

#### **E. Double Storey Building**

- Court yard (15) – 2 piece Sliding ladder + PPE (harness etc.) and Water fed pole with high pressure spray
- Exterior (12) of which 8 roof top - Water fed pole with high pressure spray

#### **F. Cat Prep**

- Exterior (1) – Water fed pole with high pressure spray

#### **G. Syngas**

- Exterior (14) – Water fed pole with high pressure spray

#### **H. COE**

- Exterior (boxed windows) Water fed pole with high pressure spray
- Interior - Extension pole with cotton sleeve and squeegee with rubber

#### **I. E & P**

- Exterior (all on first floor) 56 windows all around – Extension pole with sleeves + water fed pole with pressure spray

#### **J. Electrical Workshop**

- Six (6) – Interior Extension pole with cotton sleeve and squeegee with rubber

## **2.1.2 SUNDRY SERVICES/CLEANING**

Sundry Cleaning Frequency: 08h00 – 16h30 Monday to Friday  
Weekends and Public Holidays: 08h00- 14h00

### **2.1.2.1 LABORATORY**

**TOTAL OPERATORS/CLEANERS REQUIRED = 3**

#### **Specification**

Supply suitably trained persons to clean as per the Laboratory's Service Level Agreement (attached). Persons should have a general knowledge of laboratory activities. Please take note that PetroSA train these staff according to their requirements and the Supplier should ensure that they obtain additional staff through training to ensure continuous cleaning.

PPE should be in line with the chemical Lab's requirements:

- Fire Retardant Dust Coats
- Nitril Gloves (Green)
- Safety Goggles & Earplugs
- Safety Masks
- Safety Shoes

All cleaners should get an annual Hepatitis B Injection.

### **2.1.2.2 LAUNDRY SERVICE**

**TOTAL OPERATORS/CLEANERS REQUIRED = 1**

#### **Specification**

Supply suitably trained persons to operate and clean laundry building and equipment. The laundry is equipped with 4 heavy duty washing machines, 4 tumble driers and one normal washing machine.

- Average of 5000 - 6000 overalls washed per month of which approximately 2500 will be washed in the "gunk" washing machine
- Only Bio Solvex to be used for washing of "gunk" overalls 16x25 Litres per month
- Normal Washing: overalls, table cloths, overlays and soccer clothing when required

### **2.1.2.3 TEA ORDERLY SERVICE**

**TOTAL PERSONNEL REQUIRED (3 - part of weekday staff)**

#### **Specification**

Supply special trained persons to provide a tea orderly service for meetings in boardrooms and functions in the auditorium. Catering has been removed but tea orderly to be available for Special occasions and special high-level meetings.

The "Admin" tea ladies will be fully responsible for cleaning of all kitchens. Three ladies, to be trained as tea orderlies for assistance during Board and high-level meetings, should undergo a food handlers' course from time to time. Training should involve tea service as well as basic training in serving and presentation of food. One Senior Tea lady to lead the team and provide supervision.



#### **2.1.2.4 MAIN WAREHOUSE CLEANERS**

**PERSONNEL REQUIRED = 1 MALE**

##### **Specification**

Supply suitably trained personnel for cleaning and general housekeeping in store area. The reporting line will be shared between Supplier and PetroSA.

#### **2.1.2.5 WORKSHOP CLEANERS**

**TOTAL PERSONNEL REQUIRED = 4 MALE**

- Valve & Turbine 3 workshops
- Civil workshop
- Garage
- Electrical Workshop
- Cat Prep Workshop and Sub Station

##### **Specification**

Supply suitably trained personnel for cleaning of workshop areas. If PetroSA personnel require the cleaning of workshop equipment, they shall be fully trained by PetroSA and a separate SLA shall be applicable. The reporting line will be shared between Supplier and PetroSA.

#### **2.1.2.6 SHREDDING AND CAR WASH**

**TOTAL PERSONNEL REQUIRED = 1**

##### **Specification**

Supply one suitably trained person to perform daily shredding as well as sorting of bags according to PetroSA recycling policy.

All bags should be placed in skips on a daily base and area should be kept neat and clean at all times.

Washing of pool vehicles on request.

#### **2.1.2.7 WEEKEND/PUBLIC HOLIDAY CLEANING (11 + 1 supervisor) 08H00 TO 14H00**

(Strip and Seal till 16h00 to allow completion)

Unit 51

Unit 18

Big Brother

Unit 06

Unit 24

Unit 45

Unit 03

Unit 01/19

Unit 10

Unit 35  
Transport Yard  
Lab  
Security Gates 1, 2 and 3  
Central Ablution  
CCR  
Tank farm Voorbaai Offices/E&P Tea Room  
Valve & Turbine outside Ablutions

**Two (2) Supervisors on duty at all times**  
**One (1) Site Manager on duty at all times**

**Cleaning must be done according to weekday schedules.**

#### **2.1.2.8 STAFF LAYOUT:**

Supervisors	2
Site Manager	1
Snr Tea Lady	1
<u>Cleaning staff at various areas:</u>	
Main Admin Building	3
E&P	1
Tankfarm	1
Harbour	1
<b>Medical station</b> / Site school	1 (trained and equipped for area)
Unit 51 /training base/contractors yard	1
Civils / Transport Yard	1
Double Storey & Main warehouse	2
Electrical, Analysers & IT Workshops	1
Turbine Kitchen & Offices	1
Turbine Workshop's, valve & Machine shop,	
Inspection	1
Unit 18, garage riggers workshop, Unit 02	1
Production workshops	2
MTR	1
CCR	1 (trained for area)
Units 35, 24, 45 & "Big brother"	1
Units 01/19, 03, Gates 9 bravo & Landfill	1
Catprep	1
Safety Base, Refinery & Unit 10	1
Red Building	1
Chemcat, Lime plant, Unit 73, weighbridge,	
Gates 2 and 3, Alphas and assets	1
Syngas & Greenbuilding	1
Electrical & Civil workshops	1
Laboratory	3 (trained and equipped or area)
COE	2
Disinfection/Decontamination	1 (weekly or as and when required)
<b>Total:</b>	<b>37 Employees</b>

## 2.2 SUPPLEMENTARY CLEANING

Supplementary cleaning occurs primarily during normal working hours. The tasks performed correspond to the operational needs of the Refinery. High use amenities are checked and cleaned, special events are supported, emergency cleaning requests are actioned, and other special requests managed.

## 2.3 SCHEDULED CLEANING

Scheduled cleaning is performed building by building throughout the year as well as outside standard office hours. The tasks are undertaken monthly, quarterly or biannually and include:

- Strip and seal of floors
- Deep cleaning/de-Scaling of all toilets/urinals
- Removing dust and webs from all exposed areas e.g. piping ducts, upper section of walls.
- Dust and clean all light fittings, exposed service pipes and ducts along walls, bevelled ceiling edges.
- Thoroughly clean/wash all accessible windows
- High level window wash
- Wipe and clean all internal ventilation vents or supply/return air grilles (including door grilles).
- Clean thoroughly all venetian and vertical blinds.
- Vacuum thoroughly all open bookshelves.
- Thoroughly clean all internal carpets using appropriate cleaning method.
- Scrub clean internal concrete, ceramic, terrazzo, quarry tiles. Wipe down all other wall tiles.
- Brush walls and ceilings free of surface dirt.

### 2.3.1 SCHEDULED STRIP & SEAL

BUILDING	FREQUENCY/YEAR
	STRIP & SEAL
ADMIN	2
LANDFILL	2
GATE 9 A&B	1
U42/03	1
U01/19	1
U02	1
U18	1
U10	1
U48	1
U49	1
SITE TUCKSHOP	4

OFF&UTIL W/SHOP	1
SYNGAS W/SHOP	1
CCR	2
PROD FIELD	1
MODEL TRAINING	1
MODEL TRAINING IT	1
RIGGERS&GARAGE	1
ELECT W/SHOP	1
ANALYSER W/SHOP	1
IT W/SHOP	1
MAIN W/HOUSE	2
MAINT FIELD (Double Story)	1
VALVE&TURBINE	1
VALVE&TURBINE ABLUTIONS	1
SAFETY BASE	1
REFINERY W/SHOP	1
RED BUILDING	1
CAT PREP	1
CHEM CAT	1
LIME PLANT	1
U73	1
GATE 3	1
TRANSPORT YARD	1
CIVILS	1
U51	1
U51 TRAINING	1
TASKFORCE	1
BIG BROTHER	1
U35,29	1
U24	1
ASSETS	1
GATE 2 (SECURITY)	1
GATE 1	1
CENTRAL ABLUTION	1
WEST CAMP	1
LAB	2
HARBOUR	1
MEDICAL	Monthly or on request
FIRE	2
VOORBAAI TANKFARM	1
COE	1
E&P	1
LAUNDRY	1
FIRE TRAINING	1
Gate 8	On Request/Quarterly
Sub Stations	On Request/Quarterly

Air ventilation Filters	Quarterly
Blinds, lights, walls, etc.	Quarterly
Deep Cleaning/De Scaling of Toilets/Urinals	Quarterly

## 2.4 ADDITIONAL CLEANING

Additional cleaning covers those tasks that are not included in Routine, Scheduled or Supplementary Cleaning. This work is commonly requested, and once charges have been supplied and accepted work can proceed. Examples of the following type of tasks delivered as Additional Cleaning include:

- Carpet cleaning
- Special event cleaning
- Upholstery cleaning
- Additional Consumables as required, e.g. turnarounds and shutdowns per quotation and PetroSA internal order.
- Decontamination/Disinfection of all buildings as and when required

All additional Services will be rendered by the Supplier upon receipt of an internal Order from PetroSA. Each Order will identify a specific assignment to be performed by the Supplier. All work shall be performed in accordance with the approved PetroSA procedures, standards and specifications and it will be the responsibility of the Supplier to fully acquaint itself with the contents thereof prior to commencement.

The Supplier will be required to provide a quotation inclusive of labour, materials and equipment needed for a specific service to be performed in terms of the Order and shall only be allowed to commence after approval thereof by PetroSA.

All work performed in excess of the approved Order or work not performed in accordance with PetroSA' procedures, standards and specifications will be for the Supplier's account.

Note:

PetroSA requires proof of all consumables delivered before payment is made.

## **2.5 SUPPLY OF CONSUMABLES**

The following should be supplied on a monthly basis:

- 100 X Jumbo Rolls
- 100 X 48's (pack) 1ply toilet papers
- 1 X 20 litres Antibacterial soap
- 30 X 5 Litre buckets of Gritt soap

The following should be supplied when requested:

- Jumbo Stands
- 50 X Urinal mats

## **3. SPECIAL NOTES**

- 3.1 Provision shall be made for replacement of staff off sick or on leave.
- 3.2 Cleaners in the Lab, Laundry, Workshops as well as Main Warehouse shall be dedicated, and additional staff shall be trained in these areas to ensure continuous service to cater for absenteeism.
- 3.3 All cleaning staff to be trained on a regular basis in personal hygiene, safety, use of equipment as well as general cleaning.
- 3.4 2 x Supervisors shall be well trained and experienced in cleaning, hygiene and safety as well as labour related issues.
- 3.5 Tea orderlies (when needed) shall wear corporate uniforms and head cover at all times.
- 3.6 All cleaning staff to be able to provide a tea service for high level and/or board meetings in their respective areas when requested as well as the washing of PetroSA cups, plates and crockery.
- 3.7 All chemicals as well as data sheets shall be approved before using on site.
- 3.8 Rotation of staff shall be considered on a 1 x yearly base where deemed fit or as and when required
- 3.9 Strip & Seal to be quoted as per attached schedule and per metre.
- 3.10 Washing of chairs, 2 seat couches and upholstered partitions to be quoted per item.
- 3.11 Washing of carpets to be quoted per m<sup>2</sup>
- 3.12 Cleaning of all carpets shall be done over weekends
- 3.13 The following areas are off site : COE, E&P, TANKFARM VOORBAY and HARBOUR
- 3.14 Ad hoc requests will include ablutions/offices used during turnarounds as well as the park homes at West Camp.
- 3.15 Where office desks and tables are covered with work they are not to be touched. Cleaners are not allowed to move any work on desks
- 3.16 The Supplier shall be responsible to ensure all equipment is filled and all damages or faults should be reported to the responsible PetroSA person
- 3.17 1x Site Manager always required on site.
- 3.18 IMPORTANT: Each building shall have a cleaning schedule which will be clearly and visible displayed.

#### **4. SUPPLY BY THE SUPPLIER**

The Supplier shall establish itself at PetroSA and supply adequate resources, which shall include, but not limited to the below, to enable it to perform the services, unless PetroSA elects to supply any of it to the Supplier as a free issue item.

##### **4.1. Labour**

The Supplier shall supply all labour, supervision, management and other overhead personnel required to perform the service. The Supplier shall give preference to suitable labour from the Mossel Bay area.

All personnel shall be suitably qualified and have the necessary experience required to perform the service. PetroSA shall have the right to evaluate, test and interview all personnel designated to perform the service, prior to the commencement of the service. PetroSA reserves the right to object to any personnel, who in terms of this agreement is deemed to be incompetent, negligent, guilty of misconduct or otherwise unsuitable. The Supplier shall immediately remove such personnel from the premises and provide a satisfactory replacement if required, at its own cost. All personnel including casual labour must, as a minimum, be able to read and understand safety signs.

##### **4.2 Equipment**

The Supplier shall provide all the necessary tools of trade and equipment required for the performance of the service. The Supplier shall be responsible for determining its requirements and quantities.

All necessary general maintenance, cleaning and repairing of equipment shall be performed by the Supplier to the National Occupational Safety Association (NOSA) standards. (See proposed list of minimum equipment requirements below)

##### **PROPOSED SCHEDULE OF MINIMUM EQUIPMENT REQUIRED**

<b>DESCRIPTION</b>	<b>NUMBER</b>
Buffing Machines	15
Vacuum Cleaners	15
Carpet Machines	1
Industrial Vacuum Cleaner (wet & dry)	1
LDV'S with canopies	2

##### **4.3 Materials**

The Supplier shall, unless specifically excluded, supply all materials and consumables required for the performance of the service and carry sufficient stock so as not to delay the completion of the service. All materials supplied by PetroSA shall remain the property of PetroSA and any surplus material shall be returned to PetroSA upon completion of the service.

The Supplier shall also be responsible for any loss of material due to negligence, misconduct or bad workmanship. PetroSA shall approve all material prior to it being used. All materials shall have data sheets. The Supplier shall be responsible for determining its requirements and quantities.

Only plastic labelled containers shall be used. Content shall be clearly noted on the label.

Consumables will include dishwashing liquid; bleach and cleaning cloths for all kitchens as well as Black and Colour Coded Recycling Bags

Black Bags (Domestic) - 3500pm

Blue Bags (Paper) - 2500

Yellow, Grey, Green (Recycling) - 1000pm

If more bags are required PetroSA will issue an internal order number.

PetroSA requires the proof of all consumables delivered even if it is part of the contract. PetroSA reserves the right to supply materials required.

## **5. SUPPLY BY PetroSA**

PetroSA will provide the following utilities and facilities free of charge to the Supplier, unless specifically excluded elsewhere:

- Supplier's lay down area (yard). The Supplier may erect suitable office, workshop and store facilities, which must be in compliance with the PetroSA safety policy. PetroSA reserves the right to execute safety inspections at random on the premises, buildings and equipment on site.
- Ablution and shower facilities (Consumables for the supplier's cost)
- Water and electricity at various points on site
- Water and electricity in Suppliers lay down area

PetroSA will provide the following utilities and facilities to the Supplier for which the Supplier shall be charged:

- Telephone and fax lines (R1000 deposit required)

## **6. TRAINING**

On the job training shall be provided in accordance with a work schedule that shall be compiled by the Supplier.

The Supplier shall train all cleaners in the correct use and dilution of cleaning chemicals. Supervisors shall undergo regular training in cleaning and labour related issues.

## **7. GENERAL**

Supervision and Industrial Relations shall be managed by the Supplier

- The Supplier shall liaise with PetroSA on a regular basis to ensure that the required level of service is maintained at any time.



- No deviation from the deliverables as specified in the Agreement shall be allowed unless agreed and approved by the necessary departments at PetroSA.