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## SCOPE OF WORK: GROENKLOOF CLEANING AND HYGIENE

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### 1. SITE DESCRIPTION

The SABS Head Office is made up of various facilities: Recreation centres, Offices, Laboratories, testing facilities, Training Centre, Conference and Meeting Rooms, Clinic, Libraries, Maintenance Department workshops, Reception areas, Cafeteria, Bathrooms, Security houses and guard rooms, Halls, Kitchens, Tea rooms, Storerooms, Plant Rooms, Fire Escapes, Walk in fridges, Microwaves, Dish washing labs (various) and Passages.

The working hours are from 06h30 till 15h00 Monday to Friday. The estimated size of area to be cleaned is 153000 square meters. All cleaning chemicals, materials to be included and supplied monthly. The service provider will be required to maintain and only refill the SABS owned hygiene equipment with consumables.

AREA
<b>1.1. Main Entrance Reception – Known as the Pavilion</b>
1.1.1. Reception
1.1.2. Waiting area
1.1.3. Bathrooms (gents, ladies, paraplegic, and security)
1.1.4. Kitchen
1.1.5. Storerooms
1.1.6. Balconies
<b>1.2. A Block Reception</b>
1.2.1. Waiting area
1.2.2. Coffee shop (cleaning of chairs included)
1.2.3. Bathrooms
1.2.4. Meeting rooms (glass)
<b>1.3. Standards Sales Department</b>
1.3.1. Reception
1.3.2. Waiting room
1.3.3. Cash office Offices
1.3.4. Library
1.3.5. Printing room
1.3.6. Storerooms
<b>1.4. Canteen and Main Hall</b>
1.4.1. Canteen area floor
1.4.2. Cafeteria main hall floor and chairs
1.4.3. Office
1.4.4. Bathrooms & change rooms (gents and ladies – downstairs)
<b>1.5. A Block – from Ground to 8<sup>th</sup> floor</b>
1.5.1. Offices
1.5.2. Passages
1.5.3. Central Stairwell (from lower ground to 9 <sup>th</sup> floor)
1.5.4. Flat on roof top
1.5.5. Lifts
1.5.6. Conference rooms
1.5.7. Kitchens
1.5.8. Bathrooms (Gents & Ladies on each floor)
1.5.9. Board Rooms
1.5.10. Storerooms
1.5.11. Fire Escapes

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<b>AREA</b>
1.5.12. Staff tea rooms
<b>1.6. C Block – from Lower Ground to 10<sup>th</sup> floor</b>
1.6.1. Offices
1.6.2. Passages
1.6.3. Stairwells
1.6.4. Fire Escapes (West and East side)
1.6.5. Kitchens
1.6.6. Bathrooms (Central and West sides)
1.6.7. Meeting rooms
1.6.8. Laboratories
1.6.9. Storerooms
1.6.10. Chemical stores
1.6.11. Lifts
1.6.12. Refrigerators (Walk In)
1.6.13. Plant rooms
1.6.14. Tea rooms
1.6.15. Clinic and consulting rooms
1.6.16. Change rooms and showers
NOTE: The Lower Ground of the C Block includes, Postal Services, Stores, Storerooms, Refrigerators (sample keeping), Fleet area, Laboratory, plant rooms, workshops, Archive rooms, guard rooms
<b>1.7. Q Block</b>
1.7.1. Offices
1.7.2. Conference Rooms
1.7.3. Laboratories
1.7.4. Lifts
1.7.5. Underground parking
1.7.6. Kitchens
1.7.7. Foyers
1.7.8. Atriums
1.7.9. Plant rooms
1.7.10. Refrigerators and rooms
1.7.11. Showers
1.7.12. Storerooms
1.7.13. Basement
<b>1.8. Recreational Centre (SABS Club)</b>
1.8.1. Bar
1.8.2. Kiosk
1.8.3. Main Hall/s
1.8.4. Kitchens
1.8.5. Bathrooms (with showers and change rooms)
1.8.6. Squash Courts
1.8.7. Verandas/Paved areas
<b>1.9. Garden Nursery</b>
1.9.1. Offices
1.9.2. Bathrooms (indoor and outdoor)
<b>1.10. Security Guard Houses</b>
1.10.1. Pavilion
1.10.2. Staff parking entrance

## SCOPE OF WORK: GROENKLOOF CLEANING AND HYGIENE

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AREA
1.10.3. Next to old DI
1.10.4. Between Q Block and CIDB
1.10.5. CIDB gate
<b>1.11. Blocks E, M, FA, WP, S, PT, L, V, Y, VL, O, N, R, Z, B, T and RT blocks/buildings.</b>
<b>NOTE:</b> All these buildings have the same basic description as that of the C Block except that some areas do not have laboratories.  V Block is a large building that is used as a laboratory or otherwise known as the 'acoustics' laboratory.

## 2. STAFFING REQUIREMENTS

- 2.1. Suppliers to quote on the following permanent staff on site:
- 2.2. 1x Site Manager
- 2.3. 2x Supervisors
- 2.4. 46x Cleaning staff
  
- 2.5. SABS requires a combination of male and female cleaners/hygienists for which the supplier is to suggest the males and females split, e.g. 12 males/34 females.
- 2.6. Staffing – Rotation of cleaners will be permitted however to first be discussed with SABS.

## 3. SPECIAL WORK:

- 3.1. Strip and Seal is required monthly on the lower ground passage – approximately 130m<sup>2</sup>.
- 3.2. Carpet washing is on a quotation basis, suppliers to include the rate per square metre when they are submitting their response. The same will apply to upholstery and washing of chairs.
- 3.3. The Front Reception, Pavilion and Standards Sales Department require all windows to be clean at all times. This is to be done weekly by the permanent staff allocated to these areas (using a step ladder to reach).
- 3.4. High level window washing and ledges, higher than 3 meters, a quote will be requested. The service provider to task separate and fully trained high level window cleaning team adhering to all safety protocols.
- 3.5. A walk-off mat washing service is required bi-weekly (14-day cycle) and is to be included when costing.
- 3.6. Hygiene Deep Cleaning is compulsory on a quarterly basis and shall be conducted by an additional team of hygienists and a deep cleaning certificate made available to SABS for each visit and should be included when costing).
- 3.7. SABS holds monthly OHS meetings and the service provider is to be represented by a dedicated H&S Representative. Additional to the H&S Representative, it is compulsory that you nominate and train a First Aider and a Fire Fighter from your staff on site. A fully stocked First Aid box is compulsory to be on site at all times.

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- 3.8. The Service Provider shall provide a work schedule and allocation of staff to the SABS for all required areas once the contract has been awarded.
- 3.9. The Clinic requires special cleaning and sterilizing chemicals for the daily cleaning. The Clinic is to be treated as a hospital with associated cleanliness and hygiene standards, hence specific cleaning chemicals are to be used relevant to sterilizing of the area. The clinic consists of individual units, toilets, hand basins, wash basins, rails, etc. requiring sterilization each day. A request for quotation for specific chemicals will be made by the Clinic as and when required.
- 3.10. The Service Provider will be called upon to assist with the clean-up of flooded floors, therefore a wet and dry machine is required to be on site at all times.
- 3.11. Q Block underground parking and main reception requires to be auto scrubbed on a weekly basis.
- 3.12. The Service provider will be called upon to assist with washing of fleet vehicles and moving of furniture. The service provider to provide a steam cleaner and vacuum cleaner. Chemicals to be provided by the service provider. The SABS will provide trolleys for moving of furniture.
- 3.13. The Supplier to maintain all SABS owned hygiene equipment installed on site (kitchens, eating areas and bathrooms)

### 4. MONTHLY CONSUMABLES TO BE SUPPLIED

Item
<b>Quantities &amp; Description of Consumables per Month</b>
<b>100x</b> bales - 1-Ply 500 sheet toilet paper roll (48 rolls per bale) (good quality)
<b>90x</b> litres - Liquid Top-Up Soap
<b>100x</b> bales - 200mm x 100m Hand Towel Paper (6 per bale)
<b>200x</b> - 650mm x 550mm waste bin liners
<b>200x</b> - 15.21cm x 9.32cm x 23.8cm Bio Purinel Cartridge Refill
<b>30x</b> - SHE bags (100 in a packet)
<b>350x</b> - 13.5cm(D) x 10,5cm (W) x 21,4cm (H) 700ml Alcohol Sanitiser Refill Sachets
<b>200x</b> - 250ml 3000-burst Air Freshener Refill
<b>750x</b> - AA Industrial batteries
<b>10x litres</b> Car wash liquid
<b>10x litres</b> Car polish
<b>25 litres</b> Car tyre and bumper shine
<b>10 litres</b> Bleach
<b>5 litres</b> Handy Andy
<b>5 litres</b> Dishwashing Soap
<b>5 litres</b> Pine Gel

## SCOPE OF WORK: GROENKLOOF CLEANING AND HYGIENE

### 5. WORK SPECIFICATIONS

#### 5.1. FLOOR MAINTENANCE

DESCRIPTION	BUILDING/SPECIFIC REQUIREMENTS	FREQUENCY
<b>5.1.1. GENERAL FLOOR MAINTENANCE</b>		
Sweep floors with dust control mops	All Buildings	Weekly
Mop floors		Daily
Buff floors (storerooms, chemical stores, filing rooms etc.)		Monthly
Machine scrub		As required
<b>5.1.2. SPECIAL FLOORS</b>		
“Chapel” laboratory	Mop wash. Machine scrub when required	As and when required
Rotating machine laboratory and EPT laboratory (Building O) –	Mop wash and machine scrub	Weekly
Fleet Management	Mop wash and machine scrub	Weekly
Acoustics laboratory	Mop wash	Weekly
	Auto scrub	Quarterly
Transportation laboratories (brake test, VCL & RT labs)	Mop wash	Daily
	Auto scrub	Weekly
All other general laboratories Note: Chemical stores, Sample preparation rooms, etc. linked to laboratories	Mop wash floors	Weekly
Wash walls, floors, and drains		Quarterly
Condom laboratory (exception to the rule)	Strip floor only - <b>NO SEALING</b>	Quarterly
Fire Prevention laboratory floor	Sweep and mop wash	X2 Weekly
Walk-in Fridge floors for laboratories	Stainless steel floors (all walk-in fridges)	Once per year
<b>5.1.3. STRIP AND SEAL</b>	Lower ground passage (approx. 125sq/m)	Monthly
<b>5.1.4. APPLY POLISH</b>	Lower ground passage (approx. 125sq/m)	3x per week (Mon/Wed/Fr)

#### 5.2. CARPET AND WALK OFF MAT CLEANING

DESCRIPTION	BUILDING/SPECIFIC REQUIREMENTS	FREQUENCY
<b>Fitted carpet cleaning</b>	Vacuum thoroughly – all carpeted offices and do spot washing	Weekly

**SCOPE OF WORK: GROENKLOOF CLEANING AND HYGIENE**

Carpet washing	As and when required	On quotation - fixed rate per sq/m –
<b>Walk-off Mat Service – 14-day wash cycle (GREY COLOUR with black borderline – BERBER POINT)</b>		
Rental & service – 2.2 X 1.5m walk off mat	Chemical Building Reception	14-day cycle
Rental & service - 2.0 X 1.5m walk off mat	Main Reception entrance	14-day cycle
Rental & service - 1.5 X 1.5m walk off mat	Outside Main reception entrance	14-day cycle
Rental & service – 1.5 X 1.5m walk off mat	E to the Q Block entrance	14-day cycle
Rental & service – 1.5 X 1.4m walk off mat	Pavilion Main Entrance – East Side	14-day cycle
Service only – SABS Logo mat (SABS Owned)	Training Centre x2	14-day cycle
Service only - SABS Logo mat (SABS owned)	Standards	14-day cycle

**5.3. WASTE DISPOSAL**

DESCRIPTION	BUILDING/SPECIFIC REQUIREMENTS	FREQUENCY
Empty all office bins and remove to waste area	All areas	Daily
Empty outdoor bins within 2m of buildings to waste area	All areas	Daily

**5.4. DUSTING AND DISINFECTING**

DESCRIPTION	BUILDING/SPECIFIC REQUIREMENTS	FREQUENCY
Dust all horizontal surfaces and cabinets	All areas	Weekly
Dust all desk tops, chairs, computers, telephones	All areas	Weekly
Dust all high & low horizontal surfaces	All areas	Weekly
Disinfect all fittings (light switches, door handles, telephone handles, etc.)	All areas	Weekly

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### 5.5. WALLS AND BLINDS

DESCRIPTION	BUILDING/SPECIFIC REQUIREMENTS	FREQUENCY
Spot clean all dirt marks off walls up to 4m	Offices	As required
Dust and wipe blinds	Offices	Weekly

### 5.6. LABORATORIES

<b>Laboratories have individual needs. Care is to be taken not to break any samples when cleaning counter tops. SABS staff to remove as much equipment/samples as possible prior to cleaning (pre-planned cleaning)</b>	
DESCRIPTION	FREQUENCY
<b>5.6.1. GENERAL CLEANING – OFFICES, LABORATORIES ETC</b>	
Empty bins and wash them	Daily
Remove waste to waste area	Daily
Wipe down counter tops SABS staff to clear off all counter tops and shelves – pre-planned.	Daily
Polish counter tops SABS staff to clear off all counter tops and shelves – pre-planned.	Monthly
Wipe windowpanes and air vents	Weekly
Wash windows up to 2m	Monthly
Sweep floors	Daily
Mop damp floors	Weekly
<b>5.6.2. CONDOM LABORATORY:</b>	
No floor cleaning to be done with machines due to strict surface requirements for this laboratory.	
Scrub floor ( <u>NO SEALING</u> )	Quarterly
Testing cabinets – clean & wipe	Bi-monthly
Pin hole plastic holders – clean & wipe (water clean)	Bi-monthly
Sweep floor	X2 per day
Remove waste	X2 per day

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### 5.7. LIGHT FITTINGS: OFFICES, LABORATORIES, PASSAGES, ETC.

DESCRIPTION	FREQUENCY
All light fittings will be dust free – safe use of a step ladder is to be ensured at all times	As required with prior arrangements for laboratories

### 5.8. EXTRACTION FANS, CANOPY COVERS AND FUME HOODS IN LABORATORIES

DESCRIPTION	FREQUENCY
To be dusted and wiped	Quarterly

### 5.9. GENERAL CLEANING – FOYER, RECEPTION AREA AND ENTRANCES TO ALL BUILDINGS

DESCRIPTION	FREQUENCY
Wash floors and vacuum walk-off mats	Daily
Vacuum walk-off mats	Daily
Clean steps	Daily
Clean glass doors	Daily
Sterilize all door handles & railings (indoor & outdoor)	Daily
Wash down steps up to 2m from building	Daily
Clean out bins	Daily
Dust control	Daily
Wipe all windowsills – indoor & outdoor	Daily
Wipe windows up to 2m – indoor & outdoor	Daily
Note: Two cleaners to be allocated permanently to the front Reception area for continuous cleaning.	

### 5.10. TOILETS AND WASHROOMS

DESCRIPTION	FREQUENCY
Empty wall bins and replace bin liners	Daily
Clean and sanitize toilet bowls, seats, basins, and urinals	Daily
Wash Floors	Daily

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Disinfect all wall tiles	Daily
Ensure all hygiene equipment is operational e.g. air fresheners, soap dispensers, etc. Replenish all bathrooms with hand soap, paper hand towels, toilet rolls, sanitary packets	Daily
Disposal of SHE bin must be done on a weekly basis ( <i>NOTE: Certificate of proof for all SHE bins disposal is to be copied to SABS - monthly</i> )	Weekly
Each bathroom to be equipped with at least one toilet brush and to be sterilized in bleach or similar chemical twice per month over a weekend.	Twice per month

### 5.11. DEEP CLEAN OF TOILETS AND SHOWERS

DESCRIPTION	FREQUENCY
Deep cleaning will take place each quarter. The team will consist of specialized staff which shall be trained to conduct such work. (Certificates of training should be made available to the SABS). Drainpipes, urinals and tiling, wash basins overflow, toilet bowls, etc. will be scrubbed and disinfected. All encrustation in between the tiles in urinals will be scraped away. Chemicals to remove deposits inside soiled pipes are required as well as clean taps, plugs, outlets, grids, and adjacent areas.	Quarterly  X4 per annum – dates will be set by SABS and the Service provider upon award

### QUARTERLY DEEP CLEANING INFORMATION

Description	Quantities
Toilets	324
Urinals	193
Basins	333
Kitchen sinks	85
Showers	26

### 5.12. CLINIC

DESCRIPTION	FREQUENCY
The clinic is to be cleaned and sterilized.  The clinic Sister will monitor cleaning on a regular basis.	Daily

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### 5.13. BOARDROOM / MEETING ROOMS – TO BE CLEANED BEFORE 08H00

DESCRIPTION	FREQUENCY
Dust control	Daily
Polish furniture	X2 per week
Vacuum carpets	X2 per week/as required
Wipe all furniture (surfaces, legs of chairs and tables etc.)	Daily

### 5.14. WASHING OF CARS AND MOVING OF ITEMS

WASHING OF CARS AND MOVING OF FURNITURE	FREQUENCY
Ensure all Fleet vehicles are washed at least weekly. Or when the need arises. There are 10 fleet vehicles at SABS Groenkloof.	WEEKLY
Move furniture and other items	As and when required

### 5.15. MISCELLANEOUS

DESCRIPTION	FREQUENCY
Wipe down Microwaves & fridges inside and outside (approx. 90 fridges & microwaves on-site)	Weekly
Wipe down security boom gates and operating equipment	Weekly
All stairways (fire escapes) – sweep and damp mop floors Clean all bird droppings	Weekly
Kitchens – rinse sinks, mop wash floors and wipe wall tiles	Daily
CLEANING CHEMICALS TO BE INCLUDED AND SUPPLIED ON A MONTHLY BASIS AS A FIXED COST	

## 6. EQUIPMENT – TOOLS TO CONDUCT WORK

6.1. The Service Provider will ensure all equipment is safe and available on site for the performance of all tasks.

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6.2. Asset register must be created and maintained of all assets belonging to the service provider that will be coming onto premises.

6.3. Minimum equipment required as a guideline:

Description	Required Items
Fully equipped stations/trolleys	X1 per cleaner
Buffing machine	X10
(Medium) Auto Scrubbers (the push one)	X3
Vacuum cleaner	X15
Wet and Dry	X1 on site full time
Brooms (hard & soft)	X20 and renewable as required
Mop sticks	X1 per cleaner and renewable as required
Mop heads	X1 per cleaner as required
Cleaning cloths Dusting Toilets Kitchen Varnishing Wiping	X1 per cleaner and renewed every 3 months or as required
Safety gloves	X1 pair per cleaner
Cleaning Gloves	X1 per cleaner per week (additional supply in stock)
Feather duster Short Long	X10 of each to be available to cleaners at any time.
Safety Glasses	X1 per cleaner per annum
Dust masks	Continual supply as required
Hand scoop and brush	X1 per cleaner
Wet floor signage <b>(NB)</b>	X4 per cleaner (minimum) except in the larger passageways where use of up to 10 could be used at one time.
Metal steps to reach height of 4m for window washing	X2 on site at all times
2 step stepladder/low step	X4 to be available on site

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Extension cords (in good working order)	X5 (6m) and X 4 (10m) – clearly marked for ownership.
Uniforms with logos	X2 per cleaner per annum
Safety shoes	X2 per cleaner per annum
Steam cleaner for cleaning of Vehicles	X1 on site full time
Vacuum cleaner for cleaning of vehicles.	X1 on site full time

### 7. ADDITIONAL NOTES

- 7.1. SUPPLIER TO MAINTAIN THE SABS OWNED HYGIENE EQUIPMENT. REPLACEMENTS WILL BE QUOTED SEPARATELY AS AND WHEN REQUIRED
- 7.2. All electrical equipment shall be safe and in good working order. Maintenance schedules to be kept available on site for all electrical equipment. Any broken equipment should be repaired as soon as possible so to allow continuity of work.
- 7.3. Extension cords to be safe for use and in good conditions.
- 7.4. Usage of step ladders shall require ladders to be in a good and safe condition.

### 8. ADDITIONAL REQUIREMENTS

- 8.1. Special arrangements for staff attendance i.e. Provide transport as and when required (separate pricing for this).
- 8.2. All staff to be medically fit. Medical fitness certificates to be provided to prove.
- 8.3. Safety file to be provided monthly with a SHE representative on the monthly HSE meeting.
- 8.4. Quarterly compliance certificate for provident fund scheme, UIF contributions for staff after award.
- 8.5. Valid COIDA letter.

### 9. SITE MANAGEMENT REQUIREMENTS UPON AWARD.

- 9.1. SABS requires the Site Manager and Supervisor to do daily inspections.
- 9.2. Attendance registers for all staff to be in place – daily leave, sick leave, maternal leave etc. Cleaning schedules for cleaners to be implemented by the service provider.
- 9.3. A site file with all relevant information is required as per the relevant SABS Manager's request.
- 9.4. Monthly operational meeting for service delivery is required.
- 9.5. Quarterly Management meetings will be arranged and is required (SLA).

**10. DOCUMENTATION REQUIRED UPON AWARD.**

- 10.1. Specify the documentation required (data sheets, wiring diagrams, operation manuals, etc)

Example:

SDS for all chemicals  
Work Schedules (upon award)  
Risk Assessment and Safety Plan  
UIF compliance  
Provident Fund Compliance  
COIDA