

## SCHEDULE A: ACTIVITIES FOR CLEANING; HYGIENE AND GARDENING SERVICES: MPUMALANGA PROVINCE

### GENERAL CLEANING SERVICES

ACTIVITY		Mpumalanga Provincial Office Marloth Building	Middelburg High Court	Evander Magistrate Court	Kwamhlanga High Court	Badplaas Periodic Court	Marapyane Periodic Court
ALL FLOORS	<ol style="list-style-type: none"> <li>Sweep</li> <li>Damp mop</li> <li>Machine burnish</li> <li>Machine scrub</li> <li>Polish and shine</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily</li> <li>When required</li> <li>When required</li> <li>Weekly</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily</li> <li>When required</li> <li>When required</li> <li>Weekly</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily</li> <li>When required</li> <li>When required</li> <li>Weekly</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily</li> <li>When required</li> <li>When required</li> <li>Weekly</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> </ol>
RUGS AND CARPETING	<ol style="list-style-type: none"> <li>Vacuum clean thoroughly</li> <li>Deep cleaning of carpets</li> </ol>	<ol style="list-style-type: none"> <li>Weekly</li> <li>Annually</li> </ol>	Weekly	Weekly	Weekly	N/A	N/A
DUSTING	<ol style="list-style-type: none"> <li>Dust all surface (low level).</li> <li>Dust all high ledges and fittings.</li> <li>Dust all surfaces (wall, cabinet, etc.)</li> <li>Dust all window ledges.</li> <li>Dust and disinfect office equipment</li> </ol>	All Daily	All Daily	All Daily	All Daily	All Daily	All Daily
POLISHING	Polish with approved furniture polish	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
WASTE DISPOSAL	<ol style="list-style-type: none"> <li>Provide refuse bags for the bins</li> <li>Empty and clean all waste receptacles.</li> <li>Remove all waste to specified areas.</li> <li>Remove all waste papers.</li> </ol>	All Daily	All Daily	All Daily	All Daily	All Daily	All Daily

	5. Wipe clean the waste bins under the workstations 6. Wipe clean the waste bins in kitchens 7. Wipe clean the waste bind in pause areas						
WALLS AND PAINTWORK	Spot clean all low surface.	When required	When required	When required	When required	When required	When required
TOILETS/REST ROOMS:	1. Provide toilet brushes for all toilets 2. Provide Anti-splash urinal screen (slash guards) for male urinals 3. Maintain floors according to type. 4. Deep clean normal usage toilets 5. Damp mop floors with disinfectant. 6. Empty and clean all waste receptacles 7. Empty and clean nappy bins 8. Clean and sanitize all bowls, basins, urinals 9. Clean all mirrors  10. Clean all metal fittings. 11. Spot clean walls, doors, partitions and 12. Lockers where applicable. 13. Replenish consumables i.e. (toilets papers, hand liquid Soap.	All Daily	All Daily	All Daily	All Daily	All Daily	All Daily



BOARDROOMS	1. Maintain and clean floor/carpet 2. Dust all boardroom tables and chairs 3. Collect dirty dishes and wash them in the kitchen	Daily	Daily	Daily	Daily	N/A	N/A
COURTROOMS	1. Courts must be cleaned before 9H00 am and be disinfected after every court sitting 2. Fill water in a glass Jug for the bench	N/A	Daily	Daily	Daily	Daily	Daily
HOLDING CELLS	Cleaned and be disinfected before court starts.	N/A	Daily	Daily	Daily	Daily	Daily
EMERGENCIES	Cleaning during emergencies	When required	When required	When required	When required	When required	When required

#### HYGIENE SERVICES

ACTIVITY		Mpumalanga Provincial Office Marloth Building	Middelburg High Court	Evander Magistrate Court	Kwamhlanga High Court	Badplaas Periodic Court	Marapyane Periodic Court
SHE BINS Reliable, durable sanitary bins which offers high levels of hygiene protection for users. a) Capacity: 15L b) Dimension: H400mm x W510mm x D 160mm c) Infra-red sensor and	Supply, install and service sanitary bins	Bi-Weekly (Marloth Building)	Bi-Weekly	Bi-Weekly	Bi-Weekly	Bi-Weekly	Bi-Weekly

<p>the lid to open quietly</p> <p>d) Integral antibacterial technology to prevent the spread of Bacteria</p> <p>e) Reliable operation, safe and discreet on- site sanitation service</p> <p>f) Fully lined and sealed for increased hygiene</p> <p>g) Fully serviced with waste disposed in an environmenta lly friendly manner</p> <p>h) Weekly service intervals</p> <p>i) Top down disinfection and deodorizing of bin and contents with SHE bin liner</p>							
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Sensor & Battery-Operated Hand Towels and Refills Hand Towel Quality must comply with SANS 1887 Part 2	Supply, install, service and refill	When required	When required	When required	When required	When required	When required
Air Freshener Dispensers (Digital & Battery Operated) and Refills	Supply, install, service and refill	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly

#### GARDENING SERVICES

ACTIVITY	Mpumalanga Provincial Office Marloth Building	Middelburg High Court	Evander Magistrate Court	Kwamhlanga High Court	Badplaas Periodic Court	Marapyane Periodic Court
Cleaning id debris on driveways	Daily	Daily	Daily	Daily	Daily	Daily
Blowing of tree leaves on driveways or pavements	When required	When required	When required	When required	When required	When required
Cutting of grass	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Paving and parking lot Deep cleaning (Scrub and hose down with water)	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Garden watering	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Prune and trim trees or plants.	When required	When required	When required	When required	When required	When required