	Business Management System Shared Services/Services Dep. ERI Deep Cleaning Scope of Work	Document Identifier	240-295T	Rev	0
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DEEP CLEANING

1. Introduction

- Eskom Rotek Industries is situated in Rosherville. All ablutions are scattered throughout the property. All areas of service are stipulated on the matrix by means of an area description, stand number and building number. A stand location and building description per stand is also attached with the matrix.
- All Safety, Health, Environmentally and Quality requirements should be met by compiling a SHEQ file before work may commence.


2. Scope of work/specification

- All areas stipulated on Matrix's must be deep cleaned except areas currently under construction that includes the following in the ablutions:
 - Toilets
 - Basins
 - Urinals
 - Showers
- High traffic areas should be cleaned on a weekly basis as specified on the Matrix
- The Canteen high traffic ablutions only if Canteen is operational.
- Environmentally friendly chemicals should be used.
- Chemicals may be stored on site only in designated area.
- All areas on Matrix's under construction will be dealt with on a as and when basis.
- Should any building within the contract period be sold, the service on matrix will be updated and/or removed from service schedule.
- Record keeping of areas serviced is essential as per the following Matrix's to compile the monthly Invoice:
 - High Traffic Deep Cleaning Matrix Men
 - High Traffic Deep Cleaning Matrix Ladies
 - Men monthly ablution Matrix
 - Ladies monthly ablution Matrix
 - Canteen Matrix
 - Medical Centre Matrix
- Service Reports to be compiled for each facet of work (Matrix's) specified and signed off by ERI. Representative.
- Service provider to provide a service schedule to accommodate all services.

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- The Canteen** (1855 Squares) can only be done after hours and only the ERI representative can make arrangements with the Canteen manager as and when the Canteen is operational. The canteen to be deep cleaned in full e.g. (Walls, floors, ablutions, all equipment and windows) The Canteen staff ablutions situated at rear of service desk to be Deep cleaned with Monthly service. Ablutions at front of service desk to be Deep cleaned every week. Any Method used should ensure compliance with foodstuff, cosmetics and disinfectants act. No54 of 1972. All areas to be Deep cleaned as per Matrix attached. **NB.** Canteen site inspection essential.
 - Walls to be wiped cleaned and disinfected by means of using a environmental friendly cloth.
 - Walls to be wiped from Skirting to Cornice.
 - All furniture to be wiped cleaned and disinfected by means of using a environmental friendly cloth.
 - Floors to be scrubbed by using chemicals and scrubbing equipment and also ensuring the
 - Doors, handles and door frames to be wiped.
 - All glass doors, windows and screens to be wiped as per Window cleaning Matrix.
 - Basins, Toilets, Urinals and showers to be Deep cleaned.
 - All tiles in Canteen to be wiped and/or scrubbed.
 - Kitchen tops and cupboards to be wiped.
 - All Canopy's to be cleaned.
 - drainage system to be washed out.
- The Medical centre** (387 Squares) can only be done after hours and only the ERI representative can make arrangements with the Manager and service provider when requested by medical centre Manager. The whole idea is to disinfect the medical centre every second week on the inside and to clean it in full e.g. (Walls, floors, ablutions, all equipment and windows). After washing it down, fogging must be done in all areas. Medical centre Deep cleaning Matrix attached. **NB.** Medical Centre site inspection essential.
 - Walls to be wiped cleaned and disinfected by means of using a environmental friendly cloth.
 - Walls to be wiped from Skirting to Cornice.
 - All furniture to be wiped cleaned and disinfected by means of using a environmental friendly cloth.
 - Floors to be scrubbed by using chemicals and scrubbing equipment and also ensuring the
 - Doors, handles and door frames to be wiped.
 - All glass doors, windows and screens to be wiped as per Window cleaning Matrix.
 - Basins, Toilets, Urinals and showers to be Deep cleaned.
 - All building windows must be cleaned inside.
 - Kitchen tops and cupboards to be wiped.
 - All tiles in Medical centre to be wiped and/or scrubbed.
 - Hearing Bays to be fully wiped off inside and outside.

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3. Functional Specifications

- To assist the cleaning process.
- Deep cleaning process aim is to minimize overall bacteria and the risk of cross contamination until the next service is due. Service provider to provide proof of training as the Regulations for Hazardous Chemicals Agents, 2021.
- Service provider to provide proof of previous contracts
- Proof to be provided that services rendered, are registered at cleaning association.
- Method statements to be provided to Deep Clean all facets of work.
 - Toilets
 - Basins
 - Urinals
 - Showers
 - Canteen
 - Medical Centre
- Proof that internal and/or external training is in place to provide this specific service as per the method statements. Service provider to provide proof of training as the Regulations for Hazardous Chemicals Agents, 2021.

4. Performance Specification

- Areas should be deep cleaned as to remove all build-up of scale, dirt and faecal deposits
- The cleaned area should not have bad odour or foul smell.
- Chemicals used must not impact on the health and safety of ERI employees, where risk exist appropriate measures shall be put in place.


5. Technical Specifications

- Deep cleaning process - Enviro-friendly chemicals shall be used to clean all surfaces.
- Hazardous Chemical Agents to comply with the Regulations for Hazardous Chemical Agents 2021 and Occupational Health and Safety Act, 1993.
- Foodstuffs, Cosmetics and Disinfectants Act, 1972 and Regulations Governing General Hygiene Requirements for Food Premises, The transport and General Related Matters, 2018.
- Hazardous Substances Act no. 15 of 1973.
- All chemicals shall be approved by SABS and indicated as such on the label or package.
- National specifications for Disinfectants and Detergents – Disinfectants, 2008.
- All chemicals shall be accompanied by Safety Data Sheets.
- SDS's to be provided that only environmentally friendly chemicals will be used to deliver these services.

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6. Enviromental Requirements

- Waste water used to deep clean may only be discarded into the sewer system. (Toilets, basins, showers and gulleys)
- Proof of disposal certificates and
- Proof of Registration of facility where waste is being disposed
- Proof of Registration of transport removing waste. (GWIS)

7. Occupational Hygiene

- All hazardous chemical handling shall comply with Regulations for Hazardous chemical Agents
- PPE ,dust mask / Respiratory protective (half face respirator each fitted with A2P2 cartridge filter for protection against HCA, Solvents), PVC gloves / nitrile gloves devices shall be as the Occupational Health and Safety Act.

8. Annexure : A

- Pricing Schedule

9. Annexure :B

- Men monthly ablution Matrix
- Ladies monthly ablution Matrix
- High Traffic Deep Cleaning Matrix
- Canteen Matrix
- Medical Centre Matrix

Name: *MARIO*
 Signature: *[Signature]*
 Date: *08/11/2022*

Name: *Anthony J.*
 Signature: *[Signature]*
 Date: *8/11/2022*

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