	<p style="text-align: center;">SCOPE OF WORK (SOW)</p>	<p style="text-align: center;">TURBO GEN SERVICES (TGS)</p>
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Title: Provision of Cleaning Services

Unique Identifier: N/A

Alternative Reference No.: N/A

Area of Applicability: Eskom Rotek

Industries (ERI) SOC Ltd.

Document Type: Scope of Work (SOW)

Revision: 0

Total No. of Pages: 6

Next Review Date: N/A

Classification: **Controlled Disclosure**

Compiled by:

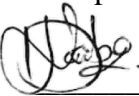


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## **1 Objectives**

The objective of this document is to outline the scope of work for cleaning services that are required to be executed at TGS maintenance sites within Eskom Power Stations. The scope of work will highlight the resource requirements and a sample list of detergents (note that the list is not exhaustive but acts as a guide).

## **2 Scope of Work**

### **2.1 Scope of services**

#### **2.1.1 Floor - Resilient Floors:**

- Sweeps or damp mop: Daily
- Machine burnish: As and when needed
- All floors and surfaces maintained: As and when needed
- Deep cleaning once a week

#### **2.1.2 Stone Floors (Marble, Ceramic Tiles):**

- Sweep: Daily
- Damp: Daily
- Machine Buff: As and when needed
- Machine Scrub: As and when needed

#### **2.1.3 Dusting:**

- Clean and disinfect all telephones: Daily
- Dust all horizontal surfaces (low level and on top): Weekly
- Dust all vertical surfaces (walls, cabinets, tables): Weekly
- Maintain wooden furnisher: Daily

#### **2.1.4 Waste Disposal:**

- Empty and clean all waste receptacles: Daily
- Remove all waste to specified areas: Daily

#### **2.1.5 Open & Close Office Areas:**

- Polish desks and office furniture: Weekly
- Wash vinyl covered furniture: Weekly
- Vacuum cloth covered furnisher: Weekly
- Wall paper finish spot clean: Weekly

- Empty all waste receptacles: Daily
- Vacuum the floor carpets: Weekly
- Disinfect all offices : Bi-weekly

#### **2.1.6 Walls and Paintwork:**

- Spot clean all the walls, doors and light switches: Weekly
- Wipe the stairs and stair ways: Daily

#### **2.1.7 All Toilets (Including Showers):**

- Maintain floor according to type : Daily
- Damp mop floor with disinfectant: Daily
- Empty and clean all waste receptacles: Daily
- Clean and sanitise all bowl, seats, basins, urinals & showers: Daily
- Clean all mirrors: Daily
- Clean all metal fittings: Daily
- Clean walls, doors & lockers where applicable: Daily
- Replace consumables, i.e. toilet paper, soap & paper towels: Daily

#### **2.1.8 Air gun cleaning on various areas (Works only)**

- Use air gun to remove dust on top level areas – Weekly

#### **2.1.9 Kitchens & Sitting Areas:**

- Maintain floor according to type: Daily
- Dust all surfaces: Daily
- Damp wipe furniture: Daily
- Clean kitchen basin and taps: Twice daily
- Empty waste receptacles: Daily
- Damp mop spills: As and when happened
- Clean walls: Daily
- Clean all electrical appliances in the kitchen: Daily

#### **2.1.10 Machines/ Equipment Needed:**

- Buffing Machine
- Mops and squizz
- Brooms
- Further dusters
- Industrial Brooms,
- Heavy duty Industrial cleaning mops
- Dust pan

- Cleaning Buckets
- Dust cloths
- Air gun
- Karcher machine (Any Brand)

**2.1.11 Consumables Needed On Monthly Basis/Used:**

- Floor cleaning soap
- Floor polish 100%
- Stripper
- Refuse bags
- Sunlight Liquid (No specific Brand)
- 50 L Bleach (No specific Brand)
- Basin cleaner
- Handy Andy (Any Brand)
- Hand wash soap
- Domestos (Any brand)
- Toilet seat Sanitizer
- Air fresheners
- Deodorant Cubes
- Double ply Toilet Papers (500 per month per station)
- 20 Hand Tower rolls per station monthly
- Supply of sanitary bins (3 per station)
- 25L Window cleaner per month, per station
- Duster
- AqualemC
- 50L Floor stain removal detergent per station monthly
- 100 Rubber gloves per station monthly

**2.1.12 Areas to Be Cleaned:**

- Maintenance Sites x 14

<b>Description</b>	<b>Size</b>
Clerk office	33.6 M <sup>2</sup>
Supervisor Office	54 M <sup>2</sup>
Technician Office	44 M <sup>2</sup>
Manager Office	36 M <sup>2</sup>
MMS Office	70 M <sup>2</sup>

Main Workshop	438 M <sup>2</sup>
Commissioning workshop	65 M <sup>2</sup>
Tool Store	57 M <sup>2</sup>
Consumable Store	30 M <sup>2</sup>
Male Bathroom	69 M <sup>2</sup>
Female Bathroom	55 M <sup>2</sup>
Engineering Office	89 M <sup>2</sup>
Management Kitchen	45 M <sup>2</sup>
Safety Office	35 M <sup>2</sup>
Employees kitchen	280 M <sup>2</sup>
MMS Kitchen	28 M <sup>2</sup>
Project office	44 M <sup>2</sup>
Planner Office	36 M <sup>2</sup>

- Rosherville Machines in different departments (Balancing, Generator Services, RMF, RMFW1, Workshop all offices, Receive and Dispatch, On-site machining, Bearings Services, Mechanical Services, Non-destructive testing, Quality Control Department).

## **2.2 Resources Scope (Staff)**

- Each TGS Maintenance Site requires **2 Cleaners (14 sites, total of 28 Cleaners)**
- Rosherville Works requires **43 Cleaners and 2 supervisors**
- Matla Works requires **2 Cleaners**
- Projects Support (Rosherville) requires **2 Cleaners**
- **A balance of one male and one female per site**

## **2.3 TGS Sites Coverage**

TGS Maintenance sites covered by the scope are as follows;

Arnot, Camden, Grootvlei, Duvha, Hendrina, Matla, Kriel, Lethabo, Majuba, Kusile, Matimba, Medupi, Koeberg, Kendal & Tutuka.

Rosherville Works Departments is covered as follows:

Balancing, Generator Services, RMF, RMFW1, Workshop all offices, Receive and Dispatch, On-site machining, Bearings Services, Mechanical Services, Non-destructive testing, Quality Control Department

Project Support Offices (Rosherville)

Cleaning – Offices at Old Strategic Stores at Rosherville, Passages, Boardroom, Stairs Cases, Walk Way, Male and Female toilets.

Matla Workshop

Cleaning - Offices, Reception Area, Passages, Boardrooms, Walk Ways, Male and Female ablution facilities.