

	<b>SCOPE OF WORK</b>	<b>Medupi Power Station</b>
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**Title:** Provision of General office cleaning, Park homes and ablution facilities including Mobile, Portable Toilets for 48 Months (4 years) at Medupi Power Station

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## Content

### Page

1. Introduction.....	3
2. Supporting Clauses .....	3
2.1 Scope.....	3
2.1.1 Purpose.....	3
2.1.2 Applicability .....	3
2.1.3 Effective date.....	3
2.2 Normative/Informative References .....	3
2.2.1 Normative.....	3
2.2.2 Informative.....	4
2.3 Definitions .....	4
2.4 Abbreviations .....	4
2.5 Roles and Responsibilities .....	4
2.6 Related/Supporting Documents.....	6
3. Scope of Work.....	6
3.1 Provision of General Offices, Park Homes, Equipment And Mobile Portable Toilets .....	6
3.2 The Provision of Labour, Supervision and Management.....	6
3.3 Provision of Staff Uniform/PPE and other .....	8
3.4 Provision of Transport .....	8
3.5 Standard Service Required and Frequency .....	9
3.6 Supply and Control of Materials, Equipment and Consumables .....	12
3.7 Sanitary, liquid waste, including sewage and industrial effluents Waste Services.....	13
3.8 Pest Control Services.....	13
3.9 Deep Cleaning Services .....	14
3.10 Records.....	14
3.11 SHEQ.....	14
3.12 Manpower Requirements .....	15
3.13 Working at height window cleaning & collection of liquid waste including sewage & industrial waste .....	15
4. Document Content.....	16
4.1 Subheading .....	16
4.2 Subheading .....	16
5. Acceptance.....	17
6. Development Team .....	17
7. Acknowledgements .....	17
Appendix A – Eskom Document Hierarchy.....	18
Appendix B - List of consumables.....	19

### CONTROLLED DISCLOSURE

## 1. Introduction

The need for the general office cleaning services is because of always keeping the offices and Park-homes 'at Medupi power station clean and hygienic. Maintaining cleanliness in offices and ablution facilities is essential for promoting health, safety, productivity, and a positive image for Eskom and to prevent the build-up of debris and food particles that can attract pests' infestations in the workplace. Clean offices will create a positive impression on clients, visitors, and employees. It reflects professionalism and maintain a high standard of cleanliness. Regular cleaning of equipment and facilities will contribute to their longevity by preventing the accumulation of dirt, dust and debris that may cause wear and damage. This is an all-inclusive General Office, park homes and Ablution Facilities including mobile and portable toilets Cleaning Service that will render a service daily to Medupi Power Station in Lephalale. This will include provision of labour, supervision and management, staff uniform/PPE, equipment and its maintenance, transport, and services such as cleaning, sanitary waste management, deep cleansing, pest control, cleaning high rise windows, cleaning and servicing of mobile and portable toilets, supply of consumables, etc. The objective of the cleaning contract is to achieve high quality of standard of cleaning to ensure health and safety of personnel occupying the site office premises. Eskom intends to enter a 4-year (48 months) contract commencing on the said date with a suitable qualified, experienced, and established cleaning supplier with the capacity to deliver general office cleaning services, park homes and ablution facilities for Eskom at Medupi power station.

## 2. Supporting Clauses

### 2.1 Scope

#### 2.1.1 Purpose

The purpose of this document is to provide a scope of work for Provision of General office cleaning, park homes and Ablution Facilities including mobile and portable toilets Cleaning Service at Medupi Power Station Project.

#### 2.1.2 Applicability

This document shall apply to Medupi Power Station.

#### 2.1.3 Effective date

This document will be effective from the latest date of authorisation.

## 2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

### 2.2.1 Normative

[1] ISO 9001 Quality Management Systems

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- [2] ISO 9001 Quality Management Systems.
- [3] OHS ACT Occupational Health and Safety Act, 85 of 1993.
- [4] Medupi Quality Specification -200-1689
- [5] Medupi Power Station Safety, Health, and Environmental Specification (200-207219)

### 2.2.2 Informative

N/A

### 2.3 Definitions

TERM	DEFINITION
Client (Employer)	Eskom Generation Division
Contractor	Service provider contracted to provide a specific service to Eskom, Medupi Power Station.

### 2.4 Abbreviations

Abbreviation	Explanation
CSS	Construction Site Support Department
SHEQ	Safety, Health, Environment and Quality

### 2.5 Roles and Responsibilities

The Contractor will be responsible for:

To provide a full service in terms of management and Administration of overall housekeeping, ablution services including mobile & portable toilets and waste collection and removal service required to maintain the office to high standard. This is an all-inclusive General Office, park homes and Ablution Facilities including mobile and portable Cleaning Service that will render a service daily to Medupi Power Station in Lephalale. To ensuring that effective cleaning services is carried out in all areas by making use of the necessary cleaning equipment and chemicals.

Providing appropriate staff, equipment, and material to perform the service, managing and administering the process and managing staff.

The service Providers shall ensure compliance to all Employer regulations, processes and policies and procedures, including without limitation. Supply to provide employer with a cleaning schedule two weeks after the contract award and updated monthly.

**CONTROLLED DISCLOSURE**

Contractor to provide Supervisor who will **oversees several project sites and their team and daily tasks**. And supervisors carry out their work and inspect the work area after it has been serviced. Manages the work schedule and reallocates work to cover absences. Maintain quality consistent cleaning standard through regular inspection, evaluations, and adjustment to ensure quality service delivery. The supplier shall always comply with a draft contract quality plan and must address the minimum requirements as per ISO 9001:2015 and any other related requirements.

Recruiting, training, and supervising staff to ensure they are competent reliable, motivated, and adhere to professional standard. Implement and enforce health and safety protocol to create a secure working environment for staff and occupants for offices and ablution sites. Provide excellent customer service by fostering positive relationships addressing clients concerns promptly and demonstrating a commitment to client satisfaction. Develop and implement plans for handling emergencies or urgent needs, demonstrating quick and effective response capabilities.

To ensure effective pest control is essential to keep pest out of offices and prevent them from spreading harmful bacteria. Keep external areas tidy and free from weeds. Make sure bins have close-fitting lids and are easy to clean and clean and disinfect regularly. clean and provide ablution services on the mobile and portable toilets around designated areas within the station Make sure chemical used to control pest are stored correctly in the correct way and clearly labelled. Provide deep clean and disinfectant as 'when required. Do litter picking around the station and within all station working areas. Use or implement environmentally friendly cleaning practice, using eco-friendly products and chemicals when applicable, and guideline.

Keep accurate records of service activities, and any necessary documentation for reference and compliance.

Supplier will supply their own consumable to their own staff.

Telecommunications facilities and installation accounts are for the Supplier account.

### **The Employer will be responsibility for:**

Clearly outline the scope of cleaning services required, detailing specific areas, task, and any specific considerations.

Provide necessary access to the site or premises of the staff and ensure appropriate security measures, including key management.

Maintain open communication with the cleaning contractor, addressing concerns, providing feedback, and promptly communicating any changes in the cleaning requirements. Share relevant safety information about the premises, including potential hazards, emergency procedures, and any specific protocol staff should follow.

Ensure that all areas are prepared for cleaning, including moving personal items, securing valuables, addressing any specific considerations.

Agreed upon payment terms and make payment promptly as outlined in the contract.

To provide constructive feedback on the services and cooperate during periodic inspections to assess the quality of work.

Abide by terms and conditions specified on the contract, share relevant emergency contact information and procedures, allowing the contractor to respond appropriately to unforeseen situations.

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Inform the contractor in advance of any changes in operating hours, facility layout, or any factor that might impact the services.

Treat staff with respect and consideration, fostering a positive working relationship.

Ensure availability of utilities, such as water and electricity required for cleaning activities.

### **Process for Monitoring**

The process as set out in this standard shall be subjected to audits as undertaken by the client of Excellence themselves for verification of data and adherence to procedures, and internal audits by processes employed by Eskom, and external audits as required for assurance purposes.

## **2.6 Related/Supporting Documents**

N/A

## **3. Scope of Work**

### **3.1 Provision Of General offices, park homes, Equipment, mobile and portable toilets Services**

#### **To be provided by Employer**

- Office unit.
- Water supply
- Electricity

#### **To be provided by Contractor**

- The contractor will be responsible to provide their employees with range of tools to do the work, e.g., computers, printers, chairs for employees to sit at laydown area, and any additional items The supply must ensure that their employees have everything they need to perform their duties effectively.

- **Cleaning equipment**

For example: cleaning material and equipment, Industrial Blower, Mop Trolleys; Mop Trolley Rinse, Fabric coated furniture cleaning machine, carpet cleaner, Industrial Floor Scrubber/Polisher, Window cleaning kit squeegee/ washer sleeve and etc will be provided by the supply.

### **3.2 The Provision of Labour, Supervision and Management**

- Supply provision of all necessary general labour, supervision, and management to do all the works. To oversee several project sites and delegating tasks. ensure staff carry out their work or task. To inspect the work area after been cleaned or serviced. Manage and allocate work schedule and reallocate work to cover absences.
- All staff will be available on fulltime basis only for purpose of this contract works.

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- The Contractor is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- The Contractor will be required to submit a weekly roster for weekend or public holiday including Outages work to the Service Manager for approval.
- Shift hours will be the same as Medupi Site hours, for any change prior approval must be obtained from the Service Manager.
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

**NOTE:****MINIMUM REQUIREMENTS (STAFFING)**

<b>MINIMUM REQUIREMENTS</b>	<b>EXPERIENCE</b>
Site Manager X1	Grade 12 National Diploma 3 years' experience on work similar to the scope of work.
Supervisor x 6	Grade 12 Supervisory competency Certificate + 3 Years' experience in a similar role Skills
Drivers (2)	Grade 12 Drivers licence code C1 + PDP 3 years' experience as Driver
Cleaners X 75 (General Office cleaning)	3 years' experience on work similar to the scope of work.
Cleaners x15 (mobile and portable toilets)	Grade 12 + 3 years' experience on work similar to the scope of work
Safety Officer (2)	Grade 12, National diploma Environmental Health, Safety Management

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<b>Plumbers x2</b>	<b>Grade 12 + N3 Technical</b> 3 years' experience as a plumber
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### 3.3 Provision of Staff Uniform/PPE and other

The Contractor shall:

- Supply staff protective wear uniforms/gear as per safety requirements procedures i.e. headgear, goggles, reflective vest safety boots and gloves, dust mask, ear protection (appropriate to their tasks and functions) whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.
- Provide locker units for all staff to place their belongings.
- Provide fridge, kettle, microwave oven, coffee, tea, milk and sugar for their staff.
- Ensure staff is provided with chairs at the laydown area or any other agreed rooms so they can rest there during break. Staff should not be sitting in offices and boardrooms, units making noise without permission.

### 3.4 Provision of Transport

- Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle Safety Specifications (32-345) (estimated radius of 65 km) Transport to and from home in the vicinity of Lephalale town. Contractor will facilitate the transportation of employees from their homes to the workplace at the beginning of their shifts and back home at the end of their workday. Providing such transportation service is often done to enhances employee convenience, address logistical challenges, and promote reliable and punctual workforce. This includes Town, Onverwatch, Mamojela Park, Alto State Marapong and estimated radius as indicated in the scope of work.
- The transport is required for:
  - Staff traveling for Home-Work-Home (5x Twenty-two-seater / minibus will be required for transportation of staff)
  - Movement of cleaning equipment and staff around site will be required from time to time to reach resources which are kept at the far end of the storeroom. And staff will be required to perform their tasks within a specified areas or facility. It will involves organising the logistics and coordination necessary for efficient and effective operation services
  - Two (2) 14 seaters taxis (quantum's) to be on site for staff movement.  
The contractor will be required for transporting employees on site with a dedicated taxi, allocated solely for on-site task, implies providing specialized transportation for workers to and from designated work location. This arrangement ensures that taxi service is exclusively used for commuting related to on-site duties, streamlining logistics and enhancing efficiency in employee transportation within the work environment.

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- X2 honey sucker/septic tank cleaner truck for transporting liquid waste, including sewage and industrial effluents
- X1 LDV long base Bakkie for transportation of material and sewage chemicals
- 10 Ton Truck will be used for transportation /movements of mobile toilets

### 3.5 Standard Service Required and Frequency

The contractor will be responsible for the planning of the work schedule activities, supply, and delivery to site of all equipment, materials and services needed to execute the works.

The following table outlines the minimum requirements in terms of the service and the frequency and can be adapted to accommodate changes in circumstances.

<b>Offices, Boardrooms, classrooms, control rooms, laboratories, kitchen, and dining areas</b>	
<b>Activity</b>	<b>Frequency</b>
Sweep Mop Wipe equipment and furniture Wipe doors, door frames, door handles and windowsills. Clean and disinfect surface areas (tabletops) Remove soiled dishes and wash for boardrooms. Wash dishes and cloths Empty, wash and disinfect waste bins	<b>Daily and in-between use</b>

<b>Storerooms and Workshops</b>	
<b>Activity</b>	<b>Frequency</b>
Sweep Mop Wipe equipment and furniture Wipe doors, door frames, door handles and windowsills Empty, wash and disinfect waste bins Wipe all items in storage and shelves	<b>As and when required but the offices must be cleaned daily.</b>

<b>Foyers/Veranda</b>	
<b>Activity</b>	<b>Frequency</b>
Sweep Mop Clean door mats Wipe equipment and furniture	<b>Daily and in-between use.</b>

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Wipe doors, door frames, windowsills and disinfect door handles and handrails Empty, wash and disinfect waste bins. Sweep and mop entrance stairs Vacuum and dust carpets/mats Empty ash trays Dust light fixtures and shades	
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<b>Sports Centre/ Gym</b>	
<b>Activity</b>	<b>Frequency</b>
Sweep Mop Vacuum carpets Wipe and disinfectant equipment and furniture Wipe doors, door frames, door handles and windowsills Empty, wash and disinfect waste bins Wipe all items in storage and shelves pick up and safely keep any small parts from gym equipment's	<b>Daily and in-between use</b>

<b>Ablution Facilities including mobile and portable toilets</b>	
<b>Activity</b>	<b>Frequency</b>
Sweep Mop Clean and disinfect toilet and urinal Clean and disinfect hand wash basin Empty waste bin Wash and disinfect waste bin Wipe equipment and furniture Wipe doors, door frames, door handles, windowsills, and mirrors Replenish toilet paper and hand towels Refill hand soap, seat sanitizer, air fresheners, urinary blocks Clean and disinfect showers Disinfect toilet brushes Replace toilet brushes on agreement with the Employer transportation of liquid waste, including sewage and industrial effluents fix all leaks on mobile portable toilets pipes exchanging septic tanks Daily inspection and perform any other plumbing service required on portable and mobile toilets Replace all defected flushing mechanism, cisterns, seat covers	<b>Daily and in-between use</b>  <b>Note:</b> <i>Ablutions are checked frequently, at least once every two hours and any deviations addressed. A checklist is kept and signed at each facility by a cleaner and supervisor.</i>  <b>Male &amp; Female ablutions</b>  <b>Daily and between use</b>

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<p>Daily service of 75 non flush mobile toilets                  220, 000L septic tanks drainage daily service                  Daily Service of 10 VIP Twin Mobile Toilets with solar lights                  deep clean mobile portable toilets</p> <p><b>Female ablutions including mobile portable toilets</b>                  In addition to the above:                  Empty sanitary (SHE) bins                  Wash and disinfect sanitary bins                  Provide necessary environmental compliance records such as landfill site permits, registration and transportation certificates, waste disposal records as instructed by the Environmental Manager</p>	
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<b>Spring Cleaning and Deep cleansing</b>	
<b>Activity</b>	<b>Frequency</b>
<p>Wash walls                      Wash/wipe ceilings                      Wash chairs                      Wash carpets                      Strip and polish                      Wash windows and external windowsills</p> <p><b>Toilet deep cleaning services includes:</b>                      Urinals                      Shower drains                      Toilet bowls                      Toilet rims, seats, and covers.</p> <p><b>Kitchen deep cleaning services includes:</b>                      Kitchen drains                      Kitchen sinks and worktops                      Drawers and cupboards                      Areas behind appliances such as fridges and stoves                      The inside of stoves, fridges, microwaves, and another kitchen appliance</p>	<p><b>twice every six months and as and when required</b></p> <p><b>Monthly and as and when required.</b></p>

<b>General Maintenance</b>	
<b>Activity</b>	<b>Frequency</b>

**CONTROLLED DISCLOSURE**

Ensure that milk, coffee, tea, and sugar are replenished available. Water bottles, coffee machines are always filled up and clean. Fridges, water coolers are always kept clean. Office paving is kept clean all the time Daily removing of used wheelie bins bags and replacement. Carry and store station grocery Assist during station functions Perform any other extra mural activities	<b>Daily</b>
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<b>Pest Control</b>	<b>Frequency</b>
<b>Activity</b>	
Service of Rodent x1000 Bait Stations	<b>Monthly</b>
Carcass / Rodent removal	<b>Daily &amp; as when required</b>
inside spray and fumigation. (Cockroach, Ants, Termites)	<b>Daily &amp; as when required</b>
insecticide sprayer services	<b>Quarterly</b>
Window cleaning/dusting/spider web - inside Admin building	<b>Quarterly</b>

The cleaning frequency must be adjusted during times of high traffic, outages, visits, or exceptional use to maintain a high level of service and customer satisfaction. The Contractor must establish the location of those areas and make provision for frequent and additional service to ensure an always neat, tidy, and hygienic facility.

### 3.6 Supply and Control of Materials, Equipment and Consumables

The Contractor shall be responsible for:

- Purchasing, replenishing, safe storage, distributions, and control of consumables, to agreed inventory levels, of consumables and some non-consumables (i.e., equipment's) required by the staff in the provision of the cleaning services. For details, not limited please refer to attached Appendix B; all quantities, quality to be agreed with service manager
- Requesting approval from Service Manager before purchasing of consumables. A copy of stock request must show stock remaining in store versus new stock required.
- Safe storage of all consumables. Should any of its staff members found to be pilfering the cost shall be recoverable from the Contractor and security protocols will be implemented to deal with culprits.

**CONTROLLED DISCLOSURE**

- Maintaining records of receipts and issues which should be reconciled, and report submitted to the Service Manager monthly.
- All consumables and materials bought belongs to Eskom and they must be delivered to Medupi power station support service storage area
- Ensure any non-compliant cleaning equipment is not used by any person whatsoever in the provision of the cleaning services.
- Ensure that its staff is properly trained in the use of cleaning materials and equipment; and
- Ensure that equipment used is safe and does not endanger the operator/s or member of the public in the surrounding areas where the equipment is being used.

### **3.7 Sanitary, liquid waste, including sewage and industrial effluents Waste Services**

- The contractor will be responsible for providing suitable sanitary waste bins at all ladies' toilets appropriate to the workforce size and work duration to conform with the requirements of health and safety Act No 85 of 1993, facilities regulations. Furthermore, the bins are to be emptied at least twice a month, washed, and disinfected regularly.
- Collection, transportation, and disposal must be done in line with the health, safety, and environmental statutory requirements. This activity must be done by a supplier accredited/suitable to do it safely.
- Provide necessary environmental compliance records such as landfill site/ treatment facility permits, registration and transportation certificates, waste disposal records (Waste manifest) as stipulated in Medupi Power station Waste Management work instruction: 240-101861550.
- The contractor should establish a central sanitary waste storage area, where the Medupi power station business partners may drop of their sanitary waste.
- transportation of liquid waste, including sewage and industrial effluents
- Sewage shall be disposed onsite sewage system
- Contractor is mandated to Provide SDS for the chemical used in the mobile toilets

### **3.8 Pest Control Services**

- Supply to provide an effective and continuous programme for pest control, which shall include a regular planned inspection and the surrounding area for evidence infestation. Refer to Attached Appendix A for name of buildings and sizes and if there is other area they will be communicated with contractor. Standard Service Required and Frequency as per clause 3.5
- The pest control will be the responsibility of the contractor.
  - Provide all necessary equipment, chemicals, and supplies to provide all required services.
  - Providing Valid Pest Control Officer Certificate for the applicator in line with Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act 36 of 1947)
  - Providing the Service Manager with safety data sheet for pest chemical to be used for acceptance by HSE Department

**CONTROLLED DISCLOSURE**

- Providing method statement for pest control for acceptance by HSE Department
- Making every endeavour to safeguard health and safety of people and animals in the Property against any perils of using pesticides.
- Provide combat bait station.

### 3.9 Deep Cleaning Services

- Deep cleaning of ablution facilities including mobile portable toilets, basins and kitchens using suitable chemicals will be required.
- Disinfection service will also be required at any given periods, and this involves the application of chemical to destroy most micro-organisms on surfaces.
- Recycling Participation
- Waste emptied from office bins is separated into different waste streams and refuse bags and must be emptied or disposed-off into appropriate wheelie bins. Shredding of office documents to be collected for disposal.

### 3.10 Records

This includes but not limited to:

- Roster for routine maintenance
- Cleaning schedule and service records
- List of defects and corrections (defects notification Report)
- Monthly Manpower Stats
- A stock control list of all purchased and stored goods versus usage and area of usage and consumables invoices
- Weekday and weekend attendance register
- Safety and Environmental requirements

### 3.11 SHEQ

- The Contractor must ensure that all his personnel attend a Health and Safety Induction Course prior to starting with their work. The Induction course can, on request, be provided by the Employer and will be valid for the duration of one year.
- The Contractor must ensure that all his employees have a valid X-ray medical for the duration of the contract. X-ray medicals needs to be done yearly.
- Safety Risk Management has the right and authority to visit and inspect the Contractor's workplace or site establishment to ensure that tools, machinery, and equipment comply with the minimum safety requirements.
- Service Manager shall be entitled to instruct the Contractor to stop work, without penalty to the Employer, where the Contractor's personnel fail to confirm to safety standards or contravene health and safety regulations.
- The Contractor shall implement additional health and safety precautions where necessary.
- The Contractor will provide all his personnel with the required personal protective equipment.
- Risk Assessments, Pre-Job Briefs, Post – Job Briefs & Job Observations will be conducted for all jobs.

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- SHEQ requirements
- Provide safety requirements related to activities identified in the scope of work.
- The Contractor complies and procures and ensures the compliance by its employees, agents, and Subcontractors with:
  - The provisions of the Occupational Health and Safety Act 85 of 1993 (as amended) and all regulations in force from time to time in terms of that Act ; and
  - The health and safety plan prepared by the Contractor in accordance with the SHEQ requirements.
  - The Contractor immediately reports any disabling injury as well as any threat to health or safety of which it becomes aware of on the Site to the Contract Manager.
  - The Contractor appoints a person, qualified in accordance with the SHEQ Requirements, as the liaison with the Eskom Safety Officer for all matters related to health and safety, this person shall be contactable 24 hours a day.
  - The Contractor agrees that the Employer is relieved of all of its responsibilities and liabilities in terms of Section 37(1) of OHS Act in respect of any acts or omissions of the Contractor, and the Contractor's employees, agents or Subcontractors, to the extent permitted by the OHS Act.
  - The Contractor ensures that all services or works supplied in terms of the Contract conform to all applicable environmental legislation.
  - Eskom's environmental /SHEQ policy must be adhered to as a minimum.
  - The contractor must always supply and provide with required or necessary PPE to his or her employees for free of charge
    - **The Contractor must comply with the following legal and other requirements throughout the duration of the contract:**
      - Occupational Health and Safety Act 85 of 1993
      - Eskom Life Saving Rules
      - Eskom OHS Specification
      - Eskom SHEQ Induction
      - COIDA
      - Eskom Incident Management Procedure – 32-95
      - Monthly Safety File Evaluation Checklist
      - Waste Management

### 3.12 Manpower Requirements

- Hiring of local labour takes priority.
- Conduct criminal and Medupi site clearance check (before offer of employment)
- Conduct training, testing and verifying key personnel qualifications and competence.
- Medupi Site Specific Agreement (SSA) is not applicable for this contract.

#### **NOTE:**

No deviation from the South African Labour relations Act and any other relevant labour legislation and will be allowed. The supply must comply with all applicable Law governing the industry.

### 3.13 WORKING AT HEIGHT WINDOW CLEANING & COLLECTION OF LIQUID WASTE INCLUDING SEWAGE & INDUSTRIAL WASTE

Working at height is a significant part of work within Eskom. Working at height is high-risk.

**CONTROLLED DISCLOSURE**

activity, and therefore the contractor must ensure all precautions must be taken to prevent incidents while working at height. It is contractors' responsibility and commitment to ensure a safe working environment that is in line with its Safety, Health, Environmental and Quality (SHEQ) Policy, along with other legislative obligations.

**Contractor** is responsible for:

1. The contractor to provide manpower with necessary protective equipment to work at heights and ensuring that all employees who will do the cleaning of Highrise windows have the necessary training and experience in the field especially working at height rope access.
2. Cleaning of exterior and interior windows of the following buildings:
3. Office admin building
4. Workshop and stores
5. The highest windows of the buildings are at a height of 16.55 meter.
6. Frequency for cleaning windows will be on a quarterly basis or as and when required by the client. The frequency can be increased or decreased. This will be managed via a task order.
7. Cherry picker of approximately 20m must also be provided where necessary.
8. Ensuring all safety plans, method statement including Fall Protection Plan are in place and accepted by the Client Safety Department prior starting work.
9. Ensuring windows are free from film, grime, grit, spider webs, spots, stains and residue.
10. Ensure any accumulated dirt, smears, paint specs, or other foreign matter is hand scraped from the windows in a manner that does not damage such windows or surfaces.
11. Ensuring avoidance of use of any supplies, materials, equipment, or methods that could damage window surface, adjacent areas, structures or building in any manner.
12. Inspecting window gaskets, sealants and frame to structure caulk joints as part of the frames, cracks, chips, and or damage as part of the window cleaning process.
13. A report of defects observed on the mobile portable toilets such as (door handles, cistern, flushing mechanism, toilet seats, handrails, any water leaks) and window and supporting structures must be submitted to the Service Manager. A plumber will have to fix all plumbing defects reported and all other defects Contractor will have to appoint service provider to close off all defects raised upon receipts of approval from service manager
14. Collection of liquid waste, including sewage and industrial effluents in the units on all different meter levels daily and during Outages as per the calendar

#### 4. Document Content

N/A

##### 4.1 Subheading

N/A

##### 4.2 Subheading

N/A

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## 5. Acceptance

This document has been seen and accepted by:

Name	Designation
Pontsho Letsholonyane	Contract Management Manager
Justice Futhana	Support Services Manager (Acting)
Sehlare Modiba	Snr Adviser Occupational health and safety
Thabo Khosa	Snr Advisor Inst Environmental

## 6. Development Team

The following people were involved in the development of this document:

- Lesetsa Monyeki
- Pontsho Letsholonyane

## 7. Acknowledgements

**CONTROLLED DISCLOSURE**

## Appendix A – Eskom Document Hierarchy

### A.1 Document Hierarchy

BUILDING	AREA SIZE		
	Description	Unit	Size
	Unit 2 & 1	m <sup>2</sup>	2 058.70
	Passage	m <sup>2</sup>	130.90
	Unit 6 to 3	m <sup>2</sup>	4 117.40
	Fire station	m <sup>2</sup>	1 734.43
	Medical building	m <sup>2</sup>	1 734.43
	Access Control Cabins (gate 1- 5)	m <sup>2</sup>	1 159.08
	Procurement, Stores and Maintenance Building	m <sup>2</sup>	3 304.00
	Main Office Block	m <sup>2</sup>	2 280.20
	Water Treatment Plant	m <sup>2</sup>	1 734.43
	Access Control Building - Nkandla	m <sup>2</sup>	1 934.43
	Main Access Control Gate (Cabins)	m <sup>2</sup>	1 890
	Station Service Building (SSB)	m <sup>2</sup>	1 734.43
	Laboratory	m <sup>2</sup>	1 834.43
	Gx Cabins x 92	m <sup>2</sup>	11592
	If there are any other buildings, it will be communicated with contractor		

### CONTROLLED DISCLOSURE

**APPENDIX B**

List of consumables to be used includes but not limited to:

The frequency, quantities, and quality to be agreed with Service Manager.

ITEM	DESCRIPTION
1	Toilet paper (SABS Approved)
2	Hand paper towel barrel rolls single ply, centre pool, 30gsm
3	BH38 (all purpose)
4	Toilet cleaner
5	Deo balls
6	Disposable gloves
7	Dust masks
8	Respiratory masks
9	Mutton cloth
10	Stalk Broom
11	Floor Mop
12	Feather duster
13	Dust pan
14	Toilet brush
15	Dishwashing liquid
16	Dish cloth
17	Dish towel
18	Refuse bags for office bins (black or clear)
19	Refuse bags for 240lt wheelie bins
20	Liquid hand soap
21	Sanitary bags
22	Toilet seat sanitizing sprays

**CONTROLLED DISCLOSURE**

<b>23</b>	Air fresheners
<b>24</b>	Floor polish
<b>26</b>	Window cleaner
<b>27</b>	Handy Andy
<b>28</b>	Bleach
<b>29</b>	Carpet cleaning spray
<b>30</b>	Office and kitchen waste bins
<b>31</b>	Sanitizer
<b>32</b>	Dye
<b>33</b>	biocide
<b>34</b>	Fragrance
<b>35</b>	Blue splash
<b>36</b>	Water Tank Disinfectant
<b>37</b>	Probiotic flush pack
<b>38</b>	Urinal block products
<b>39</b>	Biological Enzymes for Fresh Air
<b>40</b>	Wash Products, sanitary concentrate
<b>41</b>	Bio Activator

**CONTROLLED DISCLOSURE**