

SCHEDULE B: ACTIVITIES FOR CLEANING; HYGIENE AND GARDENING SERVICES: FREE STATE PROVINCE

PART A: Tshepong Domestic Violence Centre; Bloemspruit Court; BFN One Stop Child Justice Centre; Telkom Building Bloemfontein; Gariepdam Periodical Court; Thabanchu Magistrates Court

GENERAL CLEANING SERVICES

ACTIVITY		Tshepong Domestic Violence Centre	Bloemspruit Court	BFN One Stop Child Justice Centre	Telkom Building Bloemfontein	Gariepdam Periodical Court	Thabanchu Magistrates Court
ALL FLOORS	1. Sweep 2. Damp mop 3. Machine burnish 4. Machine scrub 5. Polish and shine	1. Daily 2. Daily 3. Daily 4. daily 5. Weekly	1. Daily 2. Daily 3. Daily 4. Daily 5. Weekly	1. Daily 2. Daily 3. Daily 4. Daily 5. Weekly	1. Daily 2. Daily 3. Daily 4. Daily 5. Weekly	1.Weekly 2. Weekly 3. When required 4. When required 5. When required	1. Daily 2. Daily 3. Daily 4. Daily 5. Weekly
RUGS AND CARPETING	Vacuum clean thoroughly	Bi-weekly	Bi-weekly	Bi-weekly	Bi-weekly	Weekly	Bi-weekly
DUSTING	1. Dust all surface (low level). 2. Dust all high ledges and fittings. 3. Dust all surfaces (wall, cabinet, etc.) 4. Dust all window ledges. 5. Dust and disinfect office equipment	Daily	Daily	Daily	Daily	Weekly	Daily
POLISHING	Polish with approved furniture polish	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
WASTE DISPOSAL	1. Provide refuse bags for the bins	Daily	Daily	Daily	Daily	Weekly	Daily

	<ul style="list-style-type: none"> 2. Empty and clean all waste receptacles. 3. Remove all waste to specified areas. 4. Remove all waste papers. 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:	<ul style="list-style-type: none"> 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. 	Daily	Daily	Daily	Daily	Weekly	Daily

	11. Spot clean walls, doors, partitions and 12. Lockers where applicable. 13. Replenish consumables i.e. (toilets papers, hand liquid Soap.						
LIFTS AND LIFT FOYERS	1. Completely clean interior of all lifts including indicator boards. 2. Clean lift door tracks.	N/A	N/A	N/A	N/A	N/A	N/A
STAIRCASES	1. Dust and sanitize all handrails and fittings. 2. Clean fire escape (Staircase)	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
GLASS WINDOWS, DOORS/ITEMS AND CLEANING	1. Clean interior and faces of all accessible windows. 2. External Windows in the ground floor 3. Clean glass partition, doors and surfaces 4. Spot clean all metal work surfaces	Daily	Daily	Daily	Daily	Weekly	Daily
BLINDS	1. Dust 2. Wipe Using the blind cleaner	1. Daily 2. Weekly	1. Daily 2. Weekly	Daily Weekly	1. Daily 2. Weekly	1. Daily 2. Weekly	1. Daily 2. Weekly
KITCHENS	1. Maintain and clean floors. 2. Wash all the dishes in the kitchen. 3. Disinfect microwaves, Water coolers, Fridge door	All Daily. Deep cleaning of fridge monthly	All Daily. Deep cleaning of fridge monthly	All Daily. Deep cleaning of fridge monthly	All Day Deep cleaning of fridge monthly	Weekly Deep cleaning of fridge monthly	All Daily. Deep cleaning of fridge monthly

	4. Clean Handles and Kitchen taps 5. Defrost and Deep Clean fridges						
BOARDROOMS	1. Maintain and clean floor/carpet 2. Dust all boardroom tables and chairs 3. Collect dirty dishes and wash them in the kitchen	Weekly and as when required	Weekly and as when required	Weekly and as when required	Weekly and as when required	N/A	Weekly and as when required
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	Daily	Daily	Daily	Weekly	Daily	Daily
HOLDING CELLS	Cleaned and be disinfected before court starts.	Daily	Daily	Daily	Daily	N/A	Daily
EMERGENCIES	Cleaning during emergencies	When required	When required	When required	When required	When required	When required

HYGIENE SERVICES

ACTIVITY		Tshepong Domestic Violence Centre	Bloemspruit Court	BFN One Stop Child Justice Centre	Telkom Building Bloemfontein	Gariepdam Periodical Court	Thabanchu Magistrates Court
SHE BINS Reliable, durable sanitary bins which offers high levels of hygiene protection for users. a) Capacity: 15L b) Dimension: H400mm x	Supply, install and service sanitary bins	Bi-Weekly	Bi-Weekly	N/A	Bi-Weekly	N/A	Bi-Weekly

W510mm x D 160mm c) Infra-red sensor and the lid to open quietly d) Integral antibacterial technology to prevent the spread of Bacteria e) Reliable operation, safe and discreet on- site sanitation service f) Fully lined and sealed for increased hygiene g) Fully serviced with waste disposed in an environmenta lly friendly manner h) Weekly service intervals i) Top down disinfection and deodorizing of bin and contents with SHE bin liner							
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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	Tshepong Domestic Violence Centre	Bloemspruit Court	BFN One Stop Child Justice Centre	Telkom Building Bloemfontein	Gariepdam Periodical Court	Thabanchu Magistrates Court
Cleaning id debris on driveways	Daily	Daily	Daily	Daily	Weekly	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

SCHEDULE B: ACTIVITIES FOR CLEANING; HYGIENE AND GARDENING SERVICES: FREE STATE PROVINCE							
PART B: Verkkerdevlei Periodical Court; Soutpan Periodic Court; Rosendal Periodical Court; Phuthaditjhaba Magistrates Court; Welkom Magistrates Court							
GENERAL CLEANING SERVICES							
ACTIVITY		Verkkerdevlei Periodical Court	Soutpan Periodic Court	Rosendal Periodical Court	Phuthaditjhaba Magistrates Court	Phuthaditjhaba One Stop Child Justice Centre	Welkom Magistrates Court
ALL FLOORS	<ol style="list-style-type: none"> Sweep Damp mop Machine burnish Machine scrub Polish and shine 	<ol style="list-style-type: none"> Weekly Weekly When required When required When required 	<ol style="list-style-type: none"> Weekly Weekly When required When required When required 	<ol style="list-style-type: none"> Weekly Weekly When required When required When required 	<ol style="list-style-type: none"> Daily Daily Daily Daily Weekly 	<ol style="list-style-type: none"> Daily Daily Daily Daily Weekly 	<ol style="list-style-type: none"> Daily Daily Daily Daily Weekly
RUGS AND CARPETING	Vacuum clean thoroughly	Weekly	Weekly	Weekly	Bi-weekly	Bi-weekly	Bi-weekly
DUSTING	<ol style="list-style-type: none"> Dust all surface (low level). Dust all high ledges and fittings. Dust all surfaces (wall, cabinet, etc.) Dust all window ledges. Dust and disinfect office equipment 	Weekly	Weekly	Weekly	Daily	Daily	Daily
POLISHING	Polish with approved furniture polish	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
WASTE DISPOSAL	<ol style="list-style-type: none"> Provide refuse bags for the bins Empty and clean all waste receptacles. Remove all waste to specified areas. 	Weekly	Weekly	Weekly	Daily	Daily	Daily

	4. Remove all waste papers. 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.	Weekly	Weekly	Weekly	Daily	Daily	Daily

LIFTS AND LIFT FOYERS	<ol style="list-style-type: none"> 1. Completely clean interior of all lifts including indicator boards. 2. Clean lift door tracks. 	N/A	N/A	N/A	N/A	N/A	Daily
STAIRCASES	<ol style="list-style-type: none"> 1. Dust and sanitize all handrails and fittings. 2. Clean Staircase 	Weekly (Daily)	Weekly	Weekly	Weekly	Weekly	Weekly
GLASS WINDOWS, DOORS/ITEMS AND CLEANING	<ol style="list-style-type: none"> 1. Clean interior and faces of all accessible windows. 2. External Windows in the ground floor 3. Clean glass partition, doors and surfaces 4. Spot clean all metal work surfaces 	Weekly	Weekly	Weekly	Daily	Daily	Daily
BLINDS	<ol style="list-style-type: none"> 1. Dust 2. Wipe Using the blind cleaner 	<ol style="list-style-type: none"> 1. Daily 2. Weekly 	<ol style="list-style-type: none"> 1. Daily 2. Weekly 	<ol style="list-style-type: none"> 1. Daily 2. Weekly 	<ol style="list-style-type: none"> 1. Daily 2. Weekly 	<ol style="list-style-type: none"> 1. Daily 2. Weekly 	<ol style="list-style-type: none"> 1. Daily 2. Weekly
KITCHENS	<ol style="list-style-type: none"> 1. Maintain and clean floors. 2. Wash all the dishes in the kitchen. 3. Disinfect microwaves, Water coolers, Fridge door 4. Clean Handles and Kitchen taps 5. Defrost and Deep Clean fridges 	Weekly Deep cleaning of fridge monthly	Weekly Deep cleaning of fridge monthly	Weekly Deep cleaning of fridge monthly	All Daily. Deep cleaning of fridge monthly	All Daily. Deep cleaning of fridge monthly	All Daily. Deep cleaning of fridge monthly

BOARDROOMS	<ol style="list-style-type: none"> 1. Maintain and clean floor/carpet 2. Dust all boardroom tables and chairs 3. Collect dirty dishes and wash them in the kitchen 	N/A	N/A	N/A	Weekly and as when required	Weekly and as when required	Weekly and as when required
COURTROOMS	<ol style="list-style-type: none"> 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 	Weekly	Weekly	Weekly	Daily	Daily	Daily
HOLDING CELLS	Cleaned and be disinfected before court starts.	N/A	N/A	N/A	Daily	Daily	Daily
EMERGENCIES	Cleaning during emergencies	When required	When required	When required	When required	When required	When required

HYGIENE SERVICES

ACTIVITY		Verkkerdevlei Periodical Court	Soutpan Periodic Court	Rosendal Periodical Court	Phuthaditjhaba Magistrates Court	Phuthaditjhaba One Stop Child Justice Centre	Welkom Magistrates Court – Cleaning Services
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	Supply, install and service sanitary bins	N/A	N/A	N/A	Bi-Weekly	Bi-Weekly	Bi-Weekly

c) Infra-red sensor and the lid to open quietly d) Integral antibacterial technology to prevent the spread of Bacteria e) Reliable operation, safe and discreet on-site sanitation service f) Fully lined and sealed for increased hygiene g) Fully serviced with waste disposed in an environmentally friendly manner h) Weekly service intervals i) Top down disinfection and deodorizing of bin and contents with SHE bin liner							
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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