

ANNEXURE 2

ESSELENPARK CLEANING SERVICES SPEC

TDR FOR PROVISION OF INTEGRATED FACILITIES
MANAGEMENT AT TRANSNET ESSELENPARK
CAMPUS FOR A PERIOD OF 3 YEARS

1. ACCOMMODATION: AS-AND-WHEN REQUIREMENTS (Room Attendants and Cleaners)

1.1 AREAS

1.1.1 Total number of bedrooms: 430 in 3 areas:

- a. Railwayman's Inn (129 en-suite rooms)
- b. Port Captain's Lodge (47 en-suite rooms and 20 economy rooms)
- c. South Court (234 economy rooms)

1.1.2 Total number of public toilets and ablutions: 43 in 3 areas:

- a. Railwayman's Inn (9 toilets)
- b. Port Captain's Lodge (8 toilets & 2 ablutions)
- c. South Court (24 ablutions)

1.1.3 Total number of offices: 30 in 3 areas:

- a. Railwayman's Inn (3 offices)
- b. Port Captain's Lodge (3 offices)
- c. South Court (24 offices)

1.2 NATURE OF SERVICE

- 1.2.1 Clean and service of guest rooms as per schedule unless required otherwise.
- 1.2.2 Clean and sanitise toilets/bathrooms as per schedule unless required otherwise.
- 1.2.3 Maintain all common areas, cleaned to the required standards.
- 1.2.4 Ensure safe handling of guest belongings.
- 1.2.5 Ensure that health and safety standards are adhered to at all times.
- 1.2.6 Maintain a professional level of Client service at all times.
- 1.2.7 Adhere to special requests on an as & when required basis, e.g. moving of furniture etc.
- 1.2.8 Contractor must provide his own cleaning equipment.
- 1.2.9 Contractor must provide cleaning and sanitising chemicals and materials as per schedule unless required otherwise

1.3 PERSONNEL REQUIREMENTS

1.3.3 Normal working hours are as follows:

- | | | |
|-----------------------------------|---------|----------------|
| a. Monday to Friday, | Shift A | 07:00 to 16:00 |
| | Shift B | 15:00 to 21:00 |
| b. Weekends and Public Holiday's, | Shift A | 08:00 to 13:00 |
| | Shift B | 15:00 to 21:00 |

1.3.4 Additional working hours as and when required

1.3.5 Personnel shall at all times be neatly dressed and in a uniquely identifiable uniform.

- 1.3.6 Contractor to provide Personnel with PPE to be worn in required areas
- 1.3.7 Must have good communication and people skills for regular contact with clients.
- 1.3.8 The envisaged average staff compliment for accommodation areas is as follows:

FACILITY	STAFF	GENDER
Railwayman's Inn		
Rooms (129)	9	F
Public Areas (Day)	3	1F, 2M
Public Areas (Night)	1	M
Assistant Housekeeper	1	M/F
Total:	14	

Port Captain's Lodge		
Rooms (67)	4	F
Public Areas	2	1F, 1M
Assistant Housekeeper	1	M/F
Total:	7	

South Court		
Rooms (227)	11	F
Public Areas (Day)	4	2F, 2M
Public Areas (Night)	2	1F, 1M
Assistant Housekeeper	1	M/F
Total:	18	

Total Average Staff	39
Compliment	

1.4 FREQUENCIES

TASKS	FREQUENCY	TYPE WET/DRY
Sweeping - vinyl / ceramic floors	Daily	Dry
Mopping - vinyl / ceramic floors	Daily	Wet
Vacuuming - carpeted areas	Weekly	Dry
Steam Cleaning - carpeted areas	Quarterly	Wet
Dusting - furniture	Daily	Dry
Dusting - skirting	Daily	Dry
Dusting - Window sills	Daily	Dry
Dusting - pictures	Daily	Dry
Polishing - furniture	Weekly	Wet
Wiping - telephones	Daily	Wet
Wiping - Window sills	Daily	Wet
Wiping - Pictures	Weekly	Wet
Wiping - Doors	Weekly	Wet
Dusting of Fire Ext Covers	Weekly	Dry
Wiping of Fire Ext Covers	Weekly	Wet
High dusting - cabinets	Weekly	Dry
High dusting - offices	Weekly	Dry
High dusting - Passages	Weekly	Dry
High dusting - Light fittings	Weekly	Dry
Emptying - office bins	Daily	Dry
Cleaning - office bins	Weekly	Wet
Cleaning - kitchen	Daily	Wet & Dry
Cleaning - windows	Bi-monthly	Wet
Strip & seal - vinyl / ceramic	Monthly	Wet
Buffing - vinyl / ceramic	3 x Weekly	Wet

1.5 Chemicals and Materials

1.5.1 Preferred Products

These products are preferred because of effectivity and past experience. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

Product: Trade Name	Description
Ammoniated cleaner (Handy Andy)	Will be used for wiping of office desks
Jik	Bleach
Brasso	Brass polish
Target Odourless	Insecticide
Hi-shine	Polymer floor dressing (non slip)
Pine Gel	General Disinfectant

1.5.2 General Products

Product names are for identification purposes only. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

Product:	Description / Specification
Refuse Bags	Black, heavy duty
Toilet Paper	Rolls, 1 ply, <i>not recycled paper</i>
Bin Bags	White, to fit litter bins in rooms
Domestos	Perfumed toilet disinfectant
Respect	All-purpose cleaner
Dishwashing liquid	Anti-bacterial concentrated
Furniture Polish	Aerosol, non oil-based
Air Freshener	Aerosol
Carpet Shampoo	Concentrated
Windowlene	Window cleaner
Methylated Spirits	General degreaser
Silki	Liquid anti-bacterial hand soap
Restrip	Non-ammoniated floor stripper
Waxstrip	Liquid polish stripper
Scouring Sponge	Specifically for cleaning baths and basins
Mutton Cloth	General purposes cleaning/wiping

1.5.3 Basic Equipment

Basic equipment that the contractor might need to effectively provide the required service:

EQUIPMENT DESCRIPTION
"Wet Floor" signs
"Men at Work" signs
General purpose waterproof gloves
Heavy duty elbow-length gloves
Toilet Brushes

Feather Duster, long
Feather Duster, short
Brooms, indoor and outdoor
Mops
Mop caddy/squeezer
Floor polisher/scrubber/stripper machine
Housekeeping trolleys
Compact trolleys with caddy
Buckets
Squeegees
Industrial Vacuum cleaners
Carpet washing machine

2. OFFICES, TRAINING VENUES and COMMON AREAS

2.1 AREAS

Includes all office, workshop and training areas:

- Main Building
- The Quad
- Zeerust Building
- Library & Abet
- PCL lecture rooms
- Procurement Store
- Train Simulator
- West End Building
- The Mall
- Pool area
- Staff ablution block
- Civil Workshop area
- Perway Building
- Old Park Station
- Harbour Tavern
- Houses 1,2,3,29,30,32,33
- Atrium Building
- Security Guard House

2.1.1 Offices

2.1.2 Public areas (passages, stairways, foyers, courtyards, stairs, etc)

2.1.3 Main hall (1,150 m²), Stage (264 m²)

2.1.4 Boardrooms

2.1.5 Classrooms

2.1.6 Dishwashing

2.1.7 Tea/dining areas

2.1.8 Toilet areas

2.1.9 Any additional duties duly requested and authorised.

2.2 NATURE OF SERVICE

The Contractor shall be required to provide the following services:

- 2.2.1 Clean and sanitise toilet areas
- 2.2.2 Clean and maintain refuse areas
- 2.2.3 Clean and maintain public areas

- 2.2.4 Remove office waste material (bins and packaging)
- 2.2.5 High areas dusting
- 2.2.6 Vacuum carpeted areas
- 2.2.7 Floors must be cleaned, polished, etc.
- 2.2.8 Dust and polish office and classroom chairs and desks.
- 2.2.9 Clean (wipe) equipment such as telephones and monitors
- 2.2.10 Dust window sills and ledges
- 2.2.11 Clean main foyer areas (upstairs and downstairs).
- 2.2.12 Clean and maintain stage area and carpeted areas of the mail hall.
- 2.2.13 Daily cleaning of offices and classrooms – day or night scheduling as per agreement.
- 2.2.14 Clean and service marble (terrazzo) walls and pillars.
- 2.2.15 Curtains in Main Hall must be cleaned in accordance with Supplier Cleaning Specification
- 2.2.16 Cleaning of curtains must be executed as is (curtains will need to be cleaned as they are.
- 2.2.17 They are not to be removed from the windows or unhooked A cleaning specialist must be sourced for this purpose).
- 2.2.18 Curtains must be cleaned once every 4 months.
- 2.2.19 The Main Hall carpets must be cleaned in accordance with the Supplier Cleaning specification
- 2.2.20 Deep vacuumed with an Industrial Cleaner before and after every event.
- 2.2.21 On the days when the Main Hall is not in use the carpet must be vacuumed in the morning and in the afternoon to ensure that all loose fibres and threads are continually cleaned
- 2.2.22 Spot cleaning must be conducted after every event to ensure ongoing maintenance of the carpet and that the carpet is always kept free of stains
- 2.2.23 Spot cleaning must be conducted after every event to ensure ongoing maintenance of the carpet and that the carpet is always kept free of stains
- 2.2.24 The carpet must be deep cleaned with a dry method of deep cleaning once every 3 months
- 2.2.25 The chandelier lights, pillar lights and wooden panel lights must be cleaned in accordance with the Supplier Cleaning Specification. These lights are EXTREMELY delicate and can be easily broken. Please note that this is a specialist service and may need to be sourced out if required.
- 2.2.26 Foyer; Furniture Supplier cleaning instructions to be followed at all times. This venue must be cleaned continuously. Sweeping and mopping must take place in the mornings and throughout the day as the need arises
- 2.2.27 Dusting and Polishing in accordance with the Supplier Cleaning specifications must take place daily in the mornings and again in the afternoons.
- 2.2.28 The material on the lounges, arm chairs, scatter cushions including the carpets will require on site dry cleaning once every 6 months and in the case of spills and stains As and When needed arise.

2.3 PERSONNEL

- 2.3.1 Daytime (**office hours 07:00 to 16:00**)
- 2.3.2 Night Shift (**Hours 15:00 to 21:00**)
- 2.3.3 Ad hoc, deep cleaning as per schedule, special requests, etc.
- 2.3.4 Personnel shall at all times be neatly dressed and in a uniquely identifiable uniform.
- 2.3.5 Contractor to provide Personnel with PPE to be worn in required areas
- 2.3.6 Must have good communication and people skills as they will be in regular contact with clients.
- 2.3.7 The envisaged staff compliment for offices and training venues is as follows:

Facility	Staff	Gender
Main Building (Day)	5	3F, 2 M
Main Building (Night)	2	M
The Mall	1	M
Terrain Picker	4	M
ABET, Library	1	F
Old Park Station	2	F
Old Park Station (Signals Workshop)	1	M
West End and Zeerust	1	F
The Quad	1	F
Permanent Way	1	F
Simulator	1	F
The Atrium	1	F
Platform 7 & Area (as-and when required)	1	F
PCL Lecture Rooms L1 to L7	1	F
Houses 1, 2, 3	1	F
Houses 29, 30, 32, 33	1	F
Gents Janitorial	3	M
Ladies Janitorial	3	F
Main Entrance (Security)	1	F
Stoeps	2	M
Supervisor	4	M/F
Total:	37	

2.4 FREQUENCIES

TASKS	FREQUENCY	TYPE WET/DRY
Sweeping - vinyl / ceramic floors	Daily	Dry
Mopping - vinyl / ceramic floors	Daily	Wet
Vacuuming - carpeted areas	Daily	Dry
Steam Cleaning - carpeted areas	4 x Yearly	Wet
Dusting - furniture	Daily	Dry
Dusting - skirting	Daily	Dry
Dusting - Window sills	Daily	Dry
Dusting - pictures	Daily	Dry
Polishing - furniture	Daily	Wet
Wiping - telephones	Daily	Wet
Wiping - Window sills	Daily	Wet
Wiping - Pictures	Weekly	Wet
Wiping - Doors	Weekly	Wet
Dusting of Fire Ext Covers	Weekly	Dry
Wiping of Fire Ext Covers	Weekly	Wet
High dusting - cabinets	Weekly	Dry
High dusting - offices	Weekly	Dry
High dusting - Passages	Weekly	Dry
High dusting - Light fittings	Weekly	Dry
Emptying - office bins	Daily	Dry
Cleaning - office bins	Daily	Wet
Cleaning - kitchen	Daily	Wet & Dry
Cleaning - windows	Bi-Monthly	Wet
Strip & seal - vinyl / ceramic	Monthly	Wet
Buffing - vinyl / ceramic	Monthly	Wet

2.5 Chemicals and Materials

2.5.1 Preferred Products

These products are preferred because of affectivity and past experience. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

Product: Trade Name	Description
Handy Andy	Ammoniated cleaner
Jik	Bleach
Brasso	Brass polish
Target Odourless	Insecticide
Hi-shine	Polymer floor dressing (non slip)
Pine Gel	General Disinfectant

2.5.2 General Products

Product names are for identification purposes only. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

Product:	Description / Specification
Refuse Bags	Black, heavy duty
Toilet Paper	Rolls, 1 ply, <i>not recycled paper</i>
Bin Bags	White, to fit litter bins in rooms
Domestos	Perfumed toilet disinfectant
Respect	All purpose cleaner
Dishwashing liquid	Anti-bacterial concentrated
Furniture Polish	Aerosol, non oil based
Air Freshener	Aerosol
Carpet Shampoo	Concentrated
Windowlene	Window cleaner
Methylated Spirits	General degreaser
Silki	Liquid anti-bacterial hand soap
Restrip	Non-ammoniated floor stripper
Waxstrip	Liquid polish stripper
Scouring Sponge	Specifically for cleaning baths and basins
Mutton Cloth	General Purpose for cleaning

2.5.3 Basic Equipment

Basic equipment that the contractor might need to effectively provide the required service:

EQUIPMENT DESCRIPTION
"Wet Floor" signs
"Men at Work" signs
General purpose waterproof gloves

Heavy duty elbow-length gloves
Toilet Brushes
Feather Duster, long
Feather Duster, short
Brooms, indoor and outdoor plastic or aluminium handles
Mops with plastic or aluminium handles
Mop caddy/squeezer
Industrial grade vacuum cleaners*
Floor polisher/scrubber/stripper machine
Housekeeping trolleys
Compact trolleys with caddy
Buckets
Squeegees
Carpet washing machine

3. RESTAURANTS, KITCHEN, CONFERENCE AND EVENTS VENUES AS-AND-WHEN BASIS

3.1 AREAS

- 3.1.1 Sleepers Restaurant
- 3.1.2 Main Restaurant
- 3.1.3 Coach & Rail Restaurant
- 3.1.4 The Junction Restaurant
- 3.1.5 The Junction Conference & Events Venues
- 3.1.6 Railwayman's Inn and Port Captains Lodge Conference & Events Venue

3.2 RESTAURANTS NATURE OF CLEANING

- a) General daily cleaning of restaurant front of house, restaurant kitchen, public area, toilets and back of house including store rooms, loading bay and garbage room.
- b) Daily cleaning and sanitizing of kitchen working surfaces and fridges
- c) Daily cleaning and sanitizing of ladies and gents toilets in the venue
- d) Daily cleaning and polishing of restaurant furniture
- e) Floors to be cleaned and polished daily
- f) Kitchen floors and equipment deep cleaning to be conducted every 3 months
- g) Restaurant floors and furniture deep cleaning every 3 months
- h) Extractor fans deep cleaning every 3 months
- i) Fat trap to be clean weekly
- j) Service provider to provide spectank and chemicals including the monthly service thereof
- k) Removal of waste from the kitchen continually
- l) Clean and dust wall pictures and high areas of the venue

- m) Clean all windows every second week
- n) Dust window seals and ledges
- o) Extractor fans deep cleaning every 3 months
- p) Contractor must provide his own cleaning equipment.
- q) Contractor must provide cleaning and sanitising chemicals and materials as per schedule unless required otherwise
- r) Carpeted areas must be vacuumed daily and deep cleaned every 3 months
- s) Curtains must be dry cleaned every 4 months

3.2.1 MAIN KITCHEN DEEP CLEAN WILL COVER THE FOLLOWING

- Deep clean floor area +/- 17m x 25m x 6m (walls, floors & ceilings)
- 9 x preparation tables.
- 2 x tilting pans.
- 1 x double deep sink.
- 1 x large industrial mixer.
- 2 x large industrial oven.
- 1 x flat top fryer.
- 1 x 6 burner stoves.
- 1 x double deep fryers.
- 1 x potato peeler.
- To clean all windows (interior only).
- To clean light covers (not responsible for broken globes) and all beams.
- To deep clean floor area +/- 4m x 3m x 2m and ceiling, walls, shelving in cold room.
- To clean 2 x food warmers.
- 1 x ice machine
- 2 x mixer
- 1 x shelving trolley
- 1 x industrial can opener
- 3 x 2 ½ door counter fridges
- 1 x 3 ½ door counter fridge
- 5 x wash basins & associated piping (exterior only)
- 2 x deep fryers
- 2 x chip warmers
- 1 x industrial toaster
- 1 x 5 burner griller
- 2 x food dispenser sink (grinder) where accessible due to safety reasons.
- 3 x 4 level shelves
- 1 x staircase up to office

3.2.2 EXTRACTOR FANS & CANOPY DEEP CLEANING SHOULD BE IN LINE WITH POINT NUMBER 12 OF (SANS:-1850:2012) AND IT WILL COVER THE FOLLOWING:

- Clean **4 x** canopies (interior and exterior).
- To clean ducting interior where accessible.
- To clean ducting exterior where accessible.
- To seal all leaks.
- To clean and repair **24 x** filters where necessary
- To clean motors and fan blades.
- To test airflow readings before and after the cleaning to check extraction efficiency.
- To test amperage to ensure motors are running smooth.
- To take photos before and after the cleaning (and made available on request)
- A laminated certificate will be issued on completion of your work

3.2.3 Kitchen Cleaning Chemicals and Materials

3.2.3.1 Preferred Products

These products are preferred because of affectivity and past experience. An equivalent or better product will be accepted, unless it proves to be undesirable, in which case an alternative will be specified/ requested at no extra cost to TFR. All products must be SABS approved

Product: Trade Name	Description	Product Offered
Reoven	Oven Cleaner	
Reveal	Dishwashing liquid(SABS approved)	
Respect	General purpose cleaner	
Resan	Hand Sanitizer	
Revenge	Sanitizer Cleaner	
Reactivator	Enzyme Activator	
Rehand	Antibacterial hand soap	
Reciden D	Detergent/ Disinfectant	

Product Name	Description	Dilution	Areas	Frequency
<u>Reoven</u>	Oven Cleaner	± 200 ml per 1 litre bottle and fill with water	Oven, flat tops and canopies	Daily after service
Reveal	Dishwashing liquid (SABS approved)	10ml per 40 litre sink	At sink cutlery, crockery and pots	As required

Respect	General purpose cleaner	1 x cup per 10 litre bucket	Floors, toilets, and bathrooms	Daily
Resan	Hand Sanitiser	As supplied	Hand sanitizer dispenser	Often during food preparation
Revenge	Sanitiser cleaner	± 100 ml 1 litre spray bottle and top with water	Counters, work surfaces, scales, utensils and fridges	Daily after use
Reactivator	Enzyme Activator	As supplied	Odour control, grease trap and drain activator	Weekly
Reciden D	Detergent/ Disinfectant	1 x Sachet per 5 litre bucket or water	Utensils, drains and refuse bins	Clean as you go

3.3 CONFERENCE AND EVENTS VENUE NATURE OF CLEANING

- a) Clean and sanitise toilet areas daily, every 2 hours
- b) Clean and maintain refuse areas daily, 3 times a day or as needed
- c) Clean and maintain public areas daily, 3 times a day or as needed
- d) Remove office waste material (bins and packaging) daily, 3 times a day or as needed
- e) High areas dusting Weekly
- f) Vacuum carpeted areas daily as needed
- g) Every three months carpets must be deep cleaned using a dry method of cleaning.
- h) Floors must be cleaned daily as needed
- i) Floors must be polish weekly
- j) Dust and polish office and conference chairs and tables daily
- k) Clean (wipe) equipment such as conference notice boards, pictures, wall lights ceiling fans, telephones and monitors daily
- l) Dust window sills and ledges daily
- m) Clean window twice a month
- n) Clean wooden rails daily
- o) Clean the stair leading up to conference rooms upstairs daily and as needed
- p) Daily spot cleaning must be conducted.

3.3.1 General Products

These products are preferred because of affectivity and past experience. An equivalent or better product will be accepted, unless it proves to be undesirable, in which case an alternative will be specified/ requested at no extra cost to Transnet Freight Rail.

Note: Product names are for identification purposes only. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

Product:	Description / Specification
Refuse Bags	Black, heavy duty
Toilet Paper	Rolls, 1 ply, <i>not recycled paper</i>
Bin Bags	White, to fit litter bins in rooms
Domestos	Perfumed toilet disinfectant
Respect	All-purpose cleaner
Dishwashing liquid	Anti-bacterial concentrated
Furniture Polish	Aerosol, non-oil-based
Air Freshener	Aerosol
Carpet Shampoo	Concentrated
Windowlene	Window cleaner
Methylated Spirits	General degreaser
Silki	Liquid anti-bacterial hand soap
Restrip	Non-ammoniated floor stripper
Waxstrip	Liquid polish stripper
Scouring Sponge	Specifically for cleaning baths and basins
Mutton Cloth	General purposes cleaning/wiping

3.4 PERSONNEL REQUIREMENTS CONFERENCE AND EVENTS

- a) Staff compliment and levels of expertise will change continually according to demand and occupancy.
- b) Normal working hours are as follows:
 - **Monday to Friday SHIFT A 05:00 to 14:00**
 - **Monday to Friday SHIFT B 14:00 to 20:00**
 - **Shift hours may change according to operational requirements**
 - **Weekends, night shifts and public Holidays will be strictly on an (AS-An-When required basis)**
- c) Additional working hours as and when required
- d) Personnel shall at all times be neatly dressed and in a uniquely identifiable uniform prescribed by Real Estate Management.
- e) Contractor to provide Personnel with PPE to be worn in required areas
- f) Must have good communication and people skills as they will be in regular contact with clients
- g) The envisaged average staff compliment for Conference and Events areas is as follows

RAILWAY MANS INN (RMI)

FACILITY	NUMBER OF STAFF	GENDER
Early Shift	1	1M
TOTAL	1	

THE JUNCTION CONFERENCE VENUE

FACILITY	NUMBER OF STAFF	GENDER
Early Shift	1	1F
TOTAL	1	

3.5 PERSONNEL REQUIREMENTS RESTAURANTS

- Staff compliment and levels of expertise will change continually according to demand and occupancy.
- Normal working hours are as follows:

Monday to Friday **SHIFT A 05h00 to 14h00**
SHIFT B 11h00 to 20h00

Public Holidays & Weekends **SHIFT A 06h00 to 14h00**
SHIFT B 12h00 to 19h00

Shift hours may change according to operational requirements

- Additional working hours as and when required
- Personnel shall at all times be neatly dressed and in a uniquely identifiable uniform prescribed by Real Estate Management.
- Contractor to provide Personnel with PPE to be worn in required areas
- Must have good communication and people skills as they will be in regular contact with clients.
- The envisaged average staff compliment for Restaurants areas is as follows:

Note: The estimate M² (Square Meters) in key areas are listed below and the site meeting provides an opportunity for the bidders to validate the information

MAIN RESTAURANT

Description	Estimate Square Metres (m ²) Per Day	Frequency
Dining Area (Front of House)	502.57	4 X Daily
Serving area (Buffet Area)	92.08	3 X Daily

Dining Area Toilets (Ladies)	27.69	4 X Daily
Dining Area Toilets (Gents)	15.76	4 X Daily
Dining Area Toilet passage	2.21	2 X Daily
Kitchen Staff Ablution (Gents)	12.24	6 X Daily
Kitchen Staff Ablution (Ladies)	11.45	6 X Daily
Kitchen Area Ablution passage	3.28	6 X Daily
Kitchen Preparation Area (Hot Meals)	237.04	4 X Daily
Kitchen Preparation Area (Cold Meals)	19.03	4 X Daily
Kitchen Preparation Area (Pastry)	26.59	4 X Daily
Mini Store Room	12.65	2 X Daily
Kitchen office	12.03	2 X Daily
Kitchen Walk In Fridge	17.17	3 X Daily
Kitchen office upstairs	39.2	2 X Daily

Additional Cleaning Requirements Main Restaurant

Description	Number of Staff Required	Frequency
Scullery - Pots and Pans	2	4 X Daily
Scullery - Crockery/cutlery/glasses, etc.	3	3 X Daily
Waste Disposal Area (back of house)	1	3 X Daily

Main Store

Description	Square Meters (m ²)	Frequency
Store passage	38.04	4 x Daily
Store office	16.51	2 x Daily
Dry store	20.39	2 x Daily
Walk In Freezer	7.97	1 x Weekly
Walk In Fridge (Fruit and Vegetables)	17.69	1 x Daily
Walk In Fridge (Beverages)	20.67	1 X Daily
Store room	13.42	1 X Weekly

Sleepers

Description	Square Meters (m ²)	Frequency
-------------	---------------------------------	-----------

Kitchen and restaurant	132.05	4 x Daily
Passage from main kitchen to sleepers	15.51	4 x Daily
Toilets (Ladies)	12.46	4 x Daily
Toilets (Gents)	35.90	4 x Daily
Passage Alongside Toilets	5.33	2 x Daily

The Junction

Description	Square Meters (m ²)	Frequency
Cold Kitchen	48.07	2 x Daily
Southern Restaurant	171.39	2 x Daily
Middle Restaurant	243.34	2 x Daily
Northern Restaurant	156.49	2 x Daily
Ladies Toilet South	61.41	6 x Daily
Gents Toilet North	31.86	6 x Daily
Linen Room	12.3	2 x Daily
Cutlery & Crockery room	15.77	2 x Daily
Dish Washing area	20.97	3 x Daily
Beverage room	12.39	2 x Daily
Room 4	12.68	2 x Daily
Ladies room North	15.69	6 x Daily
Gents Room South	15.78	6 x Daily
Hot Kitchen	59.8	3 x Daily
South upstairs passage next to lift	22.01	2 x Daily
Gents Room Upstairs South	14.04	6 x Daily
Ladies Room Upstairs South	8.66	6 x Daily
South Corridor	63.72	3 x Daily
Tea Room South	9.52	3 x Daily
Passage between 860/723 and boardroom 2/3, 5/6	21.21	1 x Daily
Room 860	119.46	1 x Daily
Room 723	118.86	1 x Daily
Room 8	19.82	1 x Daily
Room 7	19.7	1 x Daily
Room 5/6	28.28	1 x Daily
Room 2/3	27.62	1 x Daily
Room 1	40.65	1 x Daily

Tea Room North	9.52	3 x Daily
Ladies Room Upstairs North	9.01	6 x Daily
Gents room upstairs north	12.58	6 x Daily

SLEEPERS RESTAURANT

FACILITY	NUMBER OF STAFF	GENDER
Restaurant Early Kitchen and Public areas	1	1F
TOTAL	1	

MAIN RESTAURANT

FACILITY	NUMBER OF STAFF	GENDER
Kitchen Early Scullery	3	F
Kitchen Early Pos Wash Area	2	M
Restaurant Early Public Areas	1	F
Kitchen Early Floor Cleaning	1	M
Kitchen Late Scullery and public Areas	3	F
Kitchen Late Pot wash	2	M
Total	12	

ADDITIONAL CLEANING REQUIREMENTS MAIN RESTAURANT

FACILITY	NUMBER OF STAFF	GENDER
Scullery Pots and Pans	2	F
Scullery – Crockery/ cutlery/ glasses, etc.	3	M
Waste Disposal Area (back of house)	1	F
Total	6	

COACH & RAIL KITCHEN

FACILITY	NUMBER OF STAFF	GENDER
Kitchen Early Scullery and public Areas	2	2F, 1 M
Kitchen Late Scullery and Public Areas	3	2F, 1 M
Total	6	

Lifts

Daily cleaning of lifts

Lifts situate as follows:

- 3 x Lifts Main Building
- 1 x Lift The Junction

Cleaning of Lifts

Daily cleaning of lifts to take place. All areas to be cleaned with damp soft cloth and window cleaner. After cleaning these areas it should be shining and clear.

Door handles should be disinfected with a disinfectant solution daily.

Floors to be clean, free of dirt and dust to prevent build up at all time.

Description	Frequency
Mirrors and glass walls	2 x Daily
Floor	2 x Daily
Doors	2 x Daily

Note:

- Estimate number of Working Team leaders/Supervisors is 10 inclusive of night shift.
- Any additional cleaners will be required on an as and when required basis and paid for separately using 'Variable' / 'Pass Through' costs.
- Should there be a need to reduce the number of cleaners due to reduction of work scope or reasons beyond TFR or service provider, a negotiation will take place in line with the rate charged per cleaner or area.
- Price quoted for cleaning will include all labor as per numbers required, chemicals, PPE, tools, equipment and consumables like plastics, etc as part of fixed costs.

Total number of required cleaning staff is 120 inclusive of supervisors and staff dedicated to main kitchens for fat trap, canopy maintenance, etc.