



2x Cleaning staff
Working hours 07h30 to 4pm

Site composition:

1. Reception area
2. Guard house
3. Offices
4. Store rooms
5. Library
6. Stairways
7. Toilets
8. Kitchens
9. Passages
10. Training venues
11. VC Room
12. Boardrooms
13. Canteen
14. Outside bricked pergola thatched roof area leading from Canteen
15. Outdoor paving
16. Outside toilet / Portable toilet

Scope of Work

Description	Building/Specific area	Frequency
Floor Maintenance – Resilient Floors – Vinyl		
Sweep floors	All areas	Daily
Mop floors	All areas	Daily
Buff floors	Office floors/passages	Once per week
Sweep outside buildings up to 5m	All areas	Daily
Other floors e.g. marble, ceramic		
Sweep floors with dust control mops	Specific areas	Daily
Damp mop floors	Specific areas	Daily
Machine scrub	Specific areas	X1 per week
Fitted carpets		
Vacuum thoroughly	All carpeted areas	X2 per week
Carpet Washing		
Washing of carpets		By arrangement
<i>Carpets/rugs are to be free of any dirty marks. Hand spot cleaning is required to remove stains. If it is of the opinion that the carpet requires shampooing, then approval by SABS should be made and a quotation submitted for approval prior to any work being done. Carpet washing is expected to take place once per annum.</i>		
Waste Disposal		
Empty all office bins and remove to waste area	All areas	Daily
Wash/sterilize plastic bins	All areas	Once per month

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Clean and empty outdoor bins within 1m of buildings	All areas	Daily
Dusting		
Dust all horizontal surfaces and cabinets with feather duster	All areas	Daily
Dust all desk tops, chairs, computers, telephones	All areas	Daily
Dust all vertical surfaces (walls)	All areas	Daily
Disinfect all fittings (light switches, door handles, telephone handles, hand rails etc)	All areas	Daily
Walls		
Spot clean all dirt marks off walls up to 2m	Offices	As required
Curtains & Blinds		
Dust and clean blinds	Offices	Weekly
Dry cleaning of curtains	All areas	By arrangement
The cost for dry cleaning of curtains will be arranged via approval by SABS		
Glass and Metal Work		
Wiped	All areas	Daily
Disinfect	All areas	Daily
Foyer, reception area and entrances		
Wash floors		Daily
Vacuum walk-off mats		Daily
Polish wooden furniture (chair legs, arms & tables)		Weekly
Sweep and wash steps		Daily
Clean glass doors		Daily
Sterilize all door handles & railings (inside & outside)		Daily
Wash down steps & pathways up to 2m from building		Weekly
Clean out bins		Daily
Dust control		Daily
Wipe all window sills – indoor & outdoor		Monthly
Wipe windows – indoor & outdoor – up to 2m		Monthly
Toilets and Washrooms		
Empty dustbins		Daily
Clean and sanitize toilet bowls, seats, basins and urinals		Daily
Wash Floors		Daily
Disinfect all wall tiles		Daily
Boardroom / Meeting Rooms		
Dust control		Daily
Polish furniture		Weekly
Vacuum carpets		Weekly
Wipe all furniture (surfaces, legs of chairs and tables etc.)		Daily
Training Venues		
Dust all horizontal surfaces and cabinets		As required
Using appropriate duster keep walls and air conditioners free from gheko and other droppings. Keep ceilings free from cobwebs		As required

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Dust pictures/picture frames and other wall mountings		Weekly
Polish all furniture: tables, armrests and legs. Silver tables in tea break area to be wiped down		As required
Walls and Paintwork: Clean finger marks and dirt from light switches, walls and other items.		Weekly
Window sills and metal area to be dusted weekly		Weekly
Wiped with a damp cloth		Monthly
Blinds :dust with dust control duster		Twice monthly
Curtains in large training room: To be dusted to prevent accumulation of dust. This is be handled by an authorized person to ensure the curtains are in no way adversely affected (repair will be for service providers account)		4 times a year
Windows above door		Monthly
Door frames to be wiped down		Monthly
Skirting to be wiped down		Monthly
Walls and Paintwork: Clean finger marks and dirt from light switches, walls and other items.		Weekly
Entertainment / Braai area		
Cleaning of furniture		Weekly or as and when required
Cleaning of awning		
Sweeping bricked area inside awning area		
Miscellaneous		
File Server Room		Weekly – under STRICT supervision by SABS personnel
Video conferencing room		
Archives. Dust. Wipe down floor and outside area of bulk cabinets with an almost dry cloth. Vacuum. Dust and polish the entire office including gheko droppings.		
Note: On request assistance will be given for the setting up of meeting facilities/conference rooms.		As and when required
Window Washing		
Windows indoor and outdoor		Quarterly
Note: Window washing of high level windows will be conducted once per quarter. A specialized team for this high level window washing is to be used to conduct this work. PPE clothing, safety harnesses and relevant equipment is essential.		
Miscellaneous		
Kitchens – micro-waves & fridges		Once per week
Wipe down security boomer gates and operating equipment		Once per month
Security Guard House		
Wipe furniture and horizontal surfaces with damp cloth		Daily
Empty dust bins		Daily
Sweep paving		Daily
Outside Toilet / Portable		
Sweep & mop		Daily

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Estimated monthly consumables:

Type	Monthly Quantities
Toilet paper (1 ply)	5 bales (48 rolls per bale)
Furniture polish (large can)	10
Refuse bags (large bags)	60
Refuse bags (medium bags)	60
Germ gel	10L
Floor wash liquid soap	10L
Foam hand wash	10L (supplier to advice)
hand wash soap (powder)	3kg
Floor cleaning liquid	10L
Dishwasher	5L
Dish Cloths (swabs for washing)	12 (once off)
Dish Cloths (towels for drying)	12 (once off)
Toilet Seat Sanitiser refill sachets	50 (supplier to advice quantity)
Wall bin liners	50
Liquid detergent (bleach)	5L

All cleaning equipment and materials to be supplied by the service provider.

Hygiene Equipment:

Description	Quantity
Hand Paper dispensers (5x auto, 4x manual)	9
Hand Paper towel rolls	20
TRH3 holders	15
Waste care wall bins	9
Air fresheners and batteries	9
Sanitisers (urinals) and refills	9
Sani Bins	8
SANI Bin Holders	8
SANI packs	30
Seat wipe dispenser	15
Foam soap dispenser	10

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Area	Description
KITCHENS GROUND FLOOR	2 WITH DOUBLE SINK 1 x SINGLE SINK
KITCHENS : UPSTAIRS	1 WITH DOUBLE SINK 2 WITH SINGLE SINK
TOILETS: GROUND FLOOR OLD ENTRANCE	LADIES: 1 TOILET AND 1 PARAPLEGIC TOILET (2 basins) GENTS: 1 TOILET AND 2 URINALS (1 basin)
Ground floor by reception	LADIES: 1 TOILET (2 basins) GENTS: 2 TOILETS AND 5 URINALS (4 basins) 1 TOILET behind reception (1 basin)
TOILETS UPSTAIRS	LADIES : 2 TOILETS (2 basins) LADIES : 2 TOILETS (2 basins) GENTS : 2 TOILETS AND 1 s/s URINAL (2 basins) GENTS: 2 TOILETS and 1 s/s Urinal (2 basins)
Total : Wash hand basins Total : Sinks Toilets Urinals	18 6 15 2 x stainless steel trough and 7 porcelain

NOTES:

- **DEEP CLEANING REQUIREMENTS**
- A program/schedule will be drawn up by the Service Provider and given to the SABS at the beginning of the start of the contract for deep cleaning.
- In addition, the SABS shall be notified a week in advance of the upcoming service.
- The SABS will inspect and approve after completion of deep cleaning.
- Trained staff is required for deep cleaning.
- Ensure all hygiene equipment is operational e.g. air fresheners, soap dispensers, etc.
- Replenish all bathrooms with hand soap, paper hand towels, toilet rolls, sanitary packets daily/as required.
- The costing for the quarterly deep cleaning sessions shall be included to the fixed monthly costs.
- ALL CONSUMABLES AND CLEANING MATERIALS TO BE SUPPLIED BY THE SERVICE PROVIDER ON A MONTHLY BASIS (outside toilets/portable toilets are included for this contract)
- Fixed cost for cleaning, consumables and hygiene



- An off-site manager is required to monitor the staff and have meetings with the SABS
- Staff members are to be dressed in full uniform (clothes and safety shoes) supplied by the Service provider (2 sets each per year).
- Monthly reports to be submitted to SABS.
- Disposal certificates for hygiene waste to be submitted monthly.
- Proof of public liability insurance to cover for any theft, breakage or vandalism of SABS property that will occur because of negligence on the part of the service provider.

Qualification Criteria

- Service provider with three years' experience in cleaning and hygiene services and provide 5 contactable references in cleaning and hygiene
- Membership with a recognized contract cleaning Association
- Off-site manager's experience (provide CV)
- CV's for cleaning staff