	Scope of work	Unique Identifier	240-63442938
		Revision	Rev. 0
		Revision Date	May
		Group Commercial Division	

## SCOPE OF WORK

### OFFICES CLEANING SERVICES FOR A PERIOD OF 36 MONTHS


In general, the work covered by the Contract is for Office Cleaning service with a suitably qualified, experienced and established supplier with the capacity to deliver a service on a daily basis to on-site personnel, including the provision of all cleaning equipment and maintaining of equipment for the intended use. The contractor shall ensure that defective equipment will either be replaced or repaired with 24 hour from the time that such equipment is reported by the contractor's staff.

All offices, control room, laboratories, and boardrooms to be vacuumed and swept daily, furniture to be dusted and polished daily, cutleries washed twice daily and dustbins to be emptied twice daily. The office cleaning service will include adhoc cleaning of the Eskom Property flats before and after Eskom employees occupy the flats.

It must be further noted, that Camden Power Station has an estimated 40 offices blocks of which the main office block consist of 4 floors, a training center that consist of 6 class rooms. All office blocks are situated in different areas on site. Each office block consists of offices, open plan work stations, a kitchen area and bathroom facilities. There are an estimated 12 meeting rooms on site that must be cleaned after each meeting. There are an estimated 137 toilets and 47 urinals on site.

The contractors yard (Rotek Maintenance Offices) – Maintenance PTM office, maintenance office, supervisors office, commissioning office, projects managers office, project planner office, projects clerk office, projects technician office, projects engineering office, ladies toilets and gentleman's toilets must be cleaned on a daily basis, weekends only if the standby personnel are on site

Cleaning over weekends and publics holidays will be required at the medical station, outage offices, water plant offices, common plant offices security block, control room and toilet facilities at the 3rd floor. Including when there is an outage shutdown we will require the employees to work extended hours beyond their normal working hours.

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		Group Commercial Division	

Key Personnel:

Site Manager:

- 1 to 2 years or more experience on the office cleaning field
- Computer literacy
- Matric certificate

Supervisor:

- 1 to 2 years or more experience on the office cleaning field
- Supervisory training
- Matric certificate

Safety Officer:

- National Diploma in Occupational Health and Safety (OHS)
- Computer literacy
- SAMTRACK


Cleaners

- Must be able to communicate in English or have understanding of English.
- Staff to pay attention to personal hygiene and take pride in their appearance at all times.
- The Supplier to ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- The Supplier and staff to conduct business in a courteous and professional manner.
- All staff should be trained to use all types of equipment and know all cleaning procedures in the event that staff is absent or has taken on more tasks.

1.4 Staff uniform

The Supplier to provide own PPE equipment.

- Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are always worn.
- Staff to wear clean works uniforms every day.
- Provide all personnel working under this contract with uniforms, which state the name of the Supplier and that can be clearly identified from other Service Providers, Camden Power Station personnel, etc. ESKOM reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.
- Inspection will be conducted as per the PPE procedure (e.g. hand gloves, aprons etc.)
- All Uniforms including protective clothing should be:
  - Clean and freshly laundered.
  - In good condition.
  - Shoes must be clean, polished, in good condition.

	<b>Scope of work</b>	Unique Identifier	240-63442938
		Revision	Rev. 0
		Revision Date	May
		Group Commercial Division	

- Name tag worn at all times on the left breast of uniform
- Two sets uniforms annually

#### 1.5 Transport of staff

- Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any Regulations promulgated in terms of this Act and the standard instructions of the Camden Power Station.
- The Supplier to ensure that no employee will be transported in the back of open vehicles.
- No person may be transported in the back of vehicles closed by means of canopies, unless provided with proper seating and safety belts.

#### 1.6 Accommodation and travelling

- All accommodation and travelling costs will be for the supplier's account.
- The employer does not provide any accommodation or feeding facilities for the contractor the Contractor's employees and / or their families

### 2. Site establishment


This will apply for Camden Power Station site only.

#### 2.1 Change rooms for staff

- The supplier to supply change rooms with lockable lockers for each employee at the contractor yard.
- ESKOM will conduct regular inspections of the facility to ensure adherence to standards prescribed by law.
- All furniture and fittings must be of acceptable industry standards. ESKOM reserves the right to instruct the Supplier to remove any furniture and fittings that is deemed unacceptable.

#### 2.2 Water, electricity, telephone and medical facility

- Power is available from existing boards.
- The Supplier to pay ESKOM for all medicals done by ESKOM Medical personnel, first aid and telecommunication facilities.
- Two mobile phones will be available for the supervisors and only internal lines will be opened for communication.
- The Supplier will supply own consumables (coffee, tea, sugar, milk, stationery, printing and copying paper, etc.)
- The cost of the water and electricity consumptions by the Supplier will be paid by ESKOM.

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		Revision	Rev. 0
		Revision Date	May
		Group Commercial Division	

### 3. Cleaning material required

Eskom will provide all cleaning materials to the supplier as if and when required on a controlled basis. All cleaning material to be stored according to Safety and health regulations.

All cleaning material  
Containers to be clearly marked and stored accordingly.

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**OFFICER BUSINESS ADMINISTRATION  
SUPPORT SERVICES**

22 / 11 / 2023  
Date

**MANAGER SUPPORT SERVICES**

22 / 11 / 2023  
Date