

	MATLA POWER STATION SCOPE OF WORK	Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		


PLANT AREA: Matla Power Station			
TITLE: Matla Power Station Office Cleaning and related services in Kriel for a period of 5 Years			
REF:QA/QC 002	Reference Rev No:1	MULTIDISCIPLINARY: No	Plant Level: All
COMPILED BY	Name: NA Gumbi End User	Signature: 	Date: 04/08/2023
APPROVED	Name: Elias Katasa Group Manager	Signature: 	Date: 08/08/2023
REVIEWED	Name: Dora Mkhonto Quality Department	Signature: 	Date: 2023/08/07
REVIEWED	Name: Refilwe Mokobodi Environmental Department	Signature: 	Date: 2023-08-07.
ACCEPTED	Name: Outage Manager/Maintenance manager	Signature:	Date:
ACCEPTED	Name: AIA	Signature:	Date:

NB: Do not tamper with the template.

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GENERAL


- Data books, reviews, reports and diagrams/drawings shall be submitted to Engineering after the completion of the work Engineering to forward the data books to Quality Department (Document Control)
- All QCP's to be submitted to Engineering and Quality for approval prior to outage/project or maintenance work commencement

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1 1	Safety	<ul style="list-style-type: none"> • All work is to be done in accordance with Matla plant procedures and safety regulations (GGR 0992) • Matla power station induction must be done before any work commences • Permit to work must be in place before any work commences • Worker's register must be completed and daily risk assessment conducted before any work commences 	Eskom to witness	Contractor
1 2	Environmental Management	<ul style="list-style-type: none"> • All activities listed in the National Environmental Act 107 of 1998, EIA Regulations as amended, must have environmental AUTHORISATION before commencement of work • The contractor shall comply with all applicable legal and other requirements • The polluter pays principle will be applied • The contractor manager shall ensure compliance with Eskom Matla Environmental procedures to ensure the prevention of pollution (refer OMOP 4090 and 4402) 	Eskom to witness	Contractor

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	SCOPE OF WORK QUALITY MANAGEMENT	Document Identifier	14593	Rev	5
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		<ul style="list-style-type: none"> The last payment will be processed based on the status of the last housekeeping check sheet (Annexure C OMOP 4402) of designated area EMS file based on ISO14001 will be required 		
13	Quality Management	<ul style="list-style-type: none"> The contractor/executioner of work will be responsible for drawing up all QCP documentation and this must be approved by engineering and authorised by the Quality Department before commencing with the work Contractors/executioner to adhere to QM 58 and OMOP4497 requirements Number of NCR issued can affect your next tendering process The QCP shall be signed progressively by the Engineer/Supervisor, Eskom QC Inspector, Contractor QC Inspector and/or AIA No procuring of outage items without the approval of scopes by quality All outage scopes creep and scopes addition should be approved by quality No contractor should be in the possession of scopes for execution without the scopes approved by quality The contractor is subjected to quality auditing at any point in time during execution of scope 	Hold point	Contractor
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	Inputs from other departments			
15	Commissioning reference			


	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
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	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
	See atta attached SOW for Office Cleaning and Related Services			

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BILL OF MATERIAL

	Full description Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity

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SCOPE COMPILATION REFERENCES

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SOURCE & Ref No.	Yes	No	N/A	Comments
Previous outage service reports				
Return to service data packages				
Maintenance Strategy with Rev number				
SAP defects (attach list as appendix)				
GHRMS (STEP) reports (Generation Heat Rate Management System)				
Online Condition Monitoring				
Pre-outage performance test results				
Post outage performance test results				
GPSS/ Plant Performance data on UCLF incurred				
OMS / IIRMS recommendations (Audits Reports)				
Risk controls (IRM system)				
Previous audits and reviews (e g ERAP)				
Engineering Change Requests (Projects)				
LOPP strategy reports				
URS				
Philosophy (Outage)				

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Condition Monitoring Report				
VA/PHD Viewer trends				
Corrective Actions				
CARAB reports				
Statutory Requirements				
Grid code requirements				
Waivers and Exemptions				
Calibration requirements				
Previous Outage SOW variations				
Post Mortems Actions from previous outages				
Pre-Outage plant walks				
Risk based inspection (RBI) report				
Simulation, TOIs, OON, SI				

COMMENTS

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	WATKINS SCOPE OF WORK	Document Identifier	14593	Rev	5
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ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
1	SOW
2	
3	
4	
5	
6	
7	
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ESKOM HOLDINGS SOC LTD

Provision of Office Cleaning, Furniture Removal, Laundry and Hygiene Services which includes daily fumigation, deep cleaning of Offices after Covid Cases and supply of Cleaning Consumables to Eskom Matla Power Station various Offices & buildings on as and when required basis for the period of 5 years to maintain well-kept clean Office space and premises for a healthier environment for the employees.

DETAILS FOR CLEANING SERVICES**General Scope of Work for Cleaning Service:****Office cleaning entails:**

- Sweeping, mopping, wiping, dusting, polishing, disinfecting, fumigating, washing, de-staining, descaling and brushing of buildings, including all walls, windows, floors, ceilings, blinds/curtains, furniture, equipment and all utensils Deep clean cushioned chairs at least once every 6 months or more frequently as required, cleaning of all exits/entrances doors and the surrounding cement slab or paving's and Provision of cleaning consumables as per price list

Note:

- ***The Service Provider is to ensure that All labour rates quoted and paid to their employees are in line with Cleaning Sector Determination as published by the department of Labour. Rates below minimum labour rates will automatically disqualify the service provider or lead to termination of the contract.***
- ***Non-abrasive equipment and chemicals are to be used at all the times and reasonable care is to be taken to ensure that the Employer's property does not get damaged during the execution of duties, normal wear and tear excluded. Any cost of repairing or replacement of the Employers' property resulting from non-adherence to the above shall be borne by the Contractor.***
- Services are rendered as detailed in the frequency table unless otherwise approved by the Employer
- The service provider shall submit a detailed method statement for the provision of the service before commencement of any work
- The service provider must have sufficient equipment that is required to render a service in line with the methodology and Employer requirements All necessary equipment to be available at contract conception
- All the chemicals delivered to Matla Power Station shall be accompanied by the Material Safety Data Sheet (MSDS)

Responsibilities of the Cleaning Service Provider:

- Service provider will be responsible for the Planning, Designing of the Cleaning Activities, supply and delivery to Site of Cleaning Equipment, Consumables and Services needed during the Cleaning Services period
- If required, the Contractor shall Supply Appropriate Storage Facilities

- All Equipment used for Cleaning Purposes shall be maintained in Good Order and Conform to statutory Requirements
- Any Equipment supplied by the contractor will be Marked, Labelled, Numbered and Recorded in the service provider's Asset Register
- Cleaning Staff shall always be presentable and conduct themselves in accordance with Matla Power Station acceptable practises
- Service provider must provide their employees with appropriate PPE and Uniform as recommended and approved by employer representative. Failure to adhere to PPE and Uniform requirements would result in employee removal from site, penalty or contract termination
- Service provider acknowledges that he has insurance cover in terms of the Compensation for Occupational Injuries and Diseases Act, 1993, and undertakes to supply Eskom Holdings Limited with proof of such insurance cover
- Service provider will also ensure that all their workers are registered for UIF and provident fund and that these accounts are kept up to date and will be made available to the employer representative and any other authorities on request
- Furniture removal service will include moving of office furniture between offices or other buildings, as well as assembling and dismantling of office furniture as required
- Service provider will be responsible for venue preparation for Events by deep cleaning, packing of chairs and tables, laying of tables, chair covering table setup and any deco arrangement as required by Employer
- Service Provider shall be responsible to provide laundry services through a reputable service provider for tablecloths, chair covers, curtains, carpets, couches, Arc flash suits and other items as detailed in the laundry service price list
- Service provider shall be responsible to provide facilities deep cleaning services at least once quarterly or as required by employer which will include high rise window, wall and ceiling/roof cleaning of buildings
- It is compulsory for the service provider to be a valid member of the Regulatory Body for cleaners in National Cleaning Contractors Association (NCCA), and to continue to maintain their membership for the duration of this contract and failure to do so might result in the termination of the contract
- All employees of the Service Provider will be required to undergo SHEQ Induction prior to start work, it is the service provider's responsibility to arrange Induction training with Safety Department for any new employees that have joined during the contract
- The Service Provider to provide transport for their employees to and from work and within Matla Power Station Vehicles must have valid registration documents and the driver must have a valid driver's license
- The service provider shall exercise supervision over the carrying out of the work and shall for this purpose have a suitably qualified supervisors to inspect the sites included in the contract as frequently as necessary to ensure that high work standards are maintained
- All persons employed by the service provider for carrying out the work shall be competent and responsible. If in the opinion of Service Manager that any person employed by the service provider is inefficient, negligent, disrespectful or objectionable such person shall be removed by the service provider and shall not be re-employed on the contract work
- Employee must be neat, reliable and Timeous
- The Service Provider and its employees might be subjected to security checks and substance abuse monitoring is regularly conducted
- All workers while on duty shall be identified by uniform with company name or logo in print large enough to be easily read with the ID tags for identification purposes. A copy of a uniform specimen to be submitted with the returnable schedules of this tender and must be accommodative of different seasons of the year

MINIMUM REQUIREMENTS FOR THE SERVICE PROVIDER

- The service provider must have a valid Certificate of registration with the Bargaining Council for the Contract Cleaning Services Industry
- The service provider must have a valid Letter of Good Standing COIDA (Compensation for Injury and Disease Act) or a valid letter from the Labour Department for "tender purpose", for the cleaning services industry
- The service provider to have general/public liability insurance cover-with an indemnity any incidents that may arise due to their operations
- The service provider must ensure that all employees have the required training The training should include but not be limited to Supervisory, understanding basic cleaning principles (hygiene & sanitation), and handling hazardous chemicals and biological agents
- Supervision will be provided by the Service Provider
- The service provider must provide the number of proposed employees as indicated in the pricing schedule
- Immediate replacement supervisor's/cleaners must be arranged in the absence of the regular staff –positions will not be left vacant

GENERAL REQUIREMENTS FOR CRITICAL AREAS:**Main office areas and meeting rooms**

- Disinfect all desks and tables to protect against contamination Any other surfaces which have been touched should also be disinfected, such as door handles, bins and kettles Flooring should be vacuumed, ideally using a steam vacuum cleaner. This will pick up dirt and kill off any germs
- Additionally, fixtures and fittings should be thoroughly cleaned This includes dusting down skirting boards, signs or pictures on the wall, as well as plant pots (remember that plants may require watering)
- Blinds and window sills should be dusted, while filing cabinets, light switches, IT equipment, keyboards, and anything else which is likely to have been touched should be thoroughly sanitised to prevent contamination. Waste bins should be emptied, and all rubbish taken to the correct area of the building

Kitchen/break areas

- The sink, worktops and taps should be disinfected Crockery and cutlery should be washed in warm soapy water and placed into clean cupboards Each cupboard should be wiped clean while handles should be sanitised to ensure they're free from germs and bacteria In addition, all kitchen appliances should be thoroughly cleaned, and the handles sanitised
- The fridge and microwave should be cleaned inside and out, including sanitising the handles Any coffee machines should be cleaned once to twice per week, while handles should be sanitised daily Kettles and coffee machines should be descaled at least once per month
- Finally, rubbish should be collected in black bags and taken with rubbish from the bin to the designated refuse point The floor should be disinfected and dried Spot clean walls, dust down skirting boards and disinfect light switches

Toilets/restroom facilities

Toilets, sinks and hand dryers need to be disinfected. Rubbish and sanitary bins should be emptied and taken to the designated location. Bins should also be sanitised to prevent any contamination or spread of germs. Mirrors and glass should be cleaned.

Walls should be spot cleaned. Floors require mopping and disinfecting. Light switches should also be sanitised.

Reception area

Reception or entrance areas for visitors, should be cleaned as follows

The main reception desk surfaces require disinfecting, including any IT equipment, door handles, light switches, and any other area that is likely to have been touched by people. This includes seating, coffee table, vending machine, etc. Wipe down glass doors on both sides. Spot clean walls and dust both high and low surfaces, such as pictures, light fittings, and skirting boards.

Mop and disinfect hard flooring or steam vacuum carpets. Empty rubbish bins and replace bin liners.

HYGIENE SERVICES ENTAILS:

Provision of a full range of **hygiene services** and **products** for Bathrooms, Kitchens, Work spaces etc. The service must incorporate complete workplace care including ablution deep cleaning, sanitary disposal, air care, high rise window, wall and ceiling cleaning.

- **Hygiene products means monthly rental of the following hygiene equipment and dispensers:**
 - Hand Care
 - Surface Care
 - Hand Paper towel dispenser
 - Air care
 - Sanatory Care
 - Waste Management
 - Toilet Roll Holders
- **Hygiene services means provision of the following hygiene:**
 - Monthly deep cleaning of ablution facility
 - Monthly deep cleaning of showers
 - Monthly deep cleaning of bathrooms and Kitchen drains
 - Replenish identified consumables in all buildings. These include but are not limited to, double ply toilet paper, hand paper towels, hand soap, sanitizers, urinary cleaning sundries, auto air-fresheners, dishwashing liquid, Dish washing cloths, Hand washing soap, toilet seat sanitizer, sanitary bags and refuse bags

- Provide sanitary bins services by providing and maintaining sanitary bins, disposing the contents twice a month or as required and ensuring that Sanitary bins are sterilised and deodorised with chemicals. Note that Disposal Certificate must be submitted to Service Manager and no payments will be made if disposal certificates are not submitted
- Daily Fumigation of all office space, Kitchens, Bathrooms Boardrooms, and workshops
- Deep cleaning after Covid Case (Service Provider should also be able to provide Covid Case deep cleaning after hours and have own transport to respond to callouts)

NB: Supplier to ensure workplace is COVID-secure to prevent Covid infections, cross contamination by ensuring that:

- ✓ *Surface disinfectants used have been authorised under the Biocidal Products Regulation. This ensures that the products being used by cleaning staff are safe to use and won't cause harm to people or environment.*
- ✓ *Service provider must follow the labels of products and discuss any issues with their suppliers. Cloths and additional reusable products should be thoroughly cleaned in soap and water after use.*
- ✓ *Deep cleaning of regularly touched surfaces is undertaken every day. Anything that is touched frequently, such as lift buttons, door handles and stairs handrails may need to be sanitised several times per day.*
- ✓ *When necessary, Hygiene Service staff should wear a mask and gloves, as well as specialised PPE/Uniform.*
- ✓ *Cleaning and hygiene staff should maintain social distancing while cleaning and wash their hands with soap and water once they've finished their tasks.*
- Window cleaning of ground or high-rise office block windows as required
- Wall and ceiling cleaning (high rise)

TO MINIMIZE CROSS CONTAMINATION,

The following additional considerations need to be taken into account when disinfecting surfaces.

- Disinfect/ Sanitize surfaces from clean areas to dirty areas. For example, restrooms being one of the highly contaminated areas should be cleaned last.
- Disinfect / Sanitize surfaces from high areas to low areas so that any dirt or dust that may contain germs dislodged from above are removed when you clean the lower surfaces.
- Disinfect / Sanitize last after other activities (including emptying trash, removing visible dirt and vacuuming) are complete, so that any potentially contaminated dirt and dust don't re-contaminate already disinfected surfaces.

HYGIENE OF CONSUMABLES and Equipment specifications:

Paper Towels (Dispenser)

- Durable/Strong
- Hygienic touch free operation (eliminating cross contamination)

- Easy to reload and use without getting stuck in machine

Soap Refills (Dispenser)

- Durable, Modern design
- Leak proof pump mechanism
- Easy to use and refill cartridge (750ml & 1 000ml)
- Touch free model to eliminate cross bacterial contamination

Urinal / Bowl Sanitising System

- 24 hour effective and economical elimination of odours at source
- Drip feed – works even when toilet/urinary is not flushed
- Breaks down uric acid build up in traps and pipes
- Frequency Service – **Monthly**

Sanitary Hygiene Bin

- Plastic lined
- Hands Free (pedal) operated
- SABS tested and approved “sanisoc” Bactericide
- Operates from the top-down even if bin is full
- Frequency of service – every seven (7) days or fourteen (14) days as required

Cleanliness:

- The objective of this cleaning service is to achieve and maintain a clean and safe environment
- The activities indicated in the cleaning scope are the employer’s estimate of activities and time intervals needed to achieve a clean environment. It remains the responsibility of the contractor to ensure that these estimates are sufficient and to adjust these estimates whenever necessary and ensure a clean environment

Amendment of Scope of Work or Schedule:

- Eskom may at any time amend, alter the Scope or extend the Services and the Service Provider shall be obliged To execute such amendments on issuing of an order
- Should such variation or amendment result in the Service Provider incurring additional cost, the contractor shall inform Eskom to obtain approval prior to commencement and Eskom shall be Obligated to Compensate the Contractor for the Reasonable Cost thereof. Should such Variation or Amendment have the Effect of a Cost Saving to the Contractor, then the Contractor shall be obliged to pass a reasonable part of these costs on to Eskom
- Should such Modification or Variation occur, then the Modification must be confirmed in Writing to Eskom, and the Proposed Contract must be amended accordingly before execution of the scope and payment thereof

Consumables:

- Except as otherwise expressly provided herein, the contractor shall supply all labour, supervision, management, and each item of expense necessary for the performance of the work, which shall include but not limited to the scope as defined in the specification of scope

Description of Works to be Performed:

Floors (Vinyl Tiles, Rubex, concrete painted & Ceramic Tiles):

- Sweep, Mop or Scrubs as Required
- Polish (Liquid Floor polish)
- Machine Buff – Vinyl /ceramic
- Skirting cleaning
- Strip & Seal- Vinyl/ ceramic

Carpets Or Carpet Tiles:

- Vacuum thoroughly
- Dry Cleaning quarterly (**Deep Cleaning**)
- Spot Brush and clean carpets as required
- Small carpets are to be washed weekly or as required

Cabinets/Desk Cleaning (Damp Cloth using detergent)

- Wipe with damp cloth Inside (**Shelves and Doors**).
- Wipe with damp cloth all Wooden Doors and handles
- Wipe desks with damp cloth and polish

Cleaning of all Fittings (Water and Detergent and)

- Window Sills
- Kitchen Cupboards (**Inside, Outside and On Top**).
- Kitchen and bathroom wall tiles
- All Light Fittings
- Showers, Washbasins, and Sink
- Windows (**Inside and Outside**).
- Clean Wall Thoroughly
- Total Internal Wall Surface to be Washed Thoroughly

Bins and Rubbish

- Empty all bins twice daily
- All rubbish to be removed / taken to big skips outside the offices

Outside – General

- All Doorsteps, Walkways, Landings and Staircases must be swept, mopped and polished as required
(Note: Hosepipes is Not Allowed to be used to wash down Doorsteps, Walkways, Landings and Staircases)
- Window sill and windows must be cleaned on the outside and inside
- Surrounding paving and concrete must be scrubbed on weekly bases with a hard brush/broom to remove moss
- Carpets at the building's entrances must be cleaned daily and as required and must be washed weekly

Staff Complement

Office Cleaning and Hygiene Services is to be provided in the following areas:

- 1 Main Office Block

- 2 Engineering Building
- 3 Emergency Services Complex
- 4 Kitchens
- 5 Boardrooms
- 6 Dining areas
- 7 Transport/ Technical Training Centre
- 8 Outside Ablution Toilets (6
- 9 Thandanani Hal
- 10 Offices in the plant from Unit 1-
- 11 Maintenance Workshop Office
- 12 Commercial/Procurement Complex
- 13 Strategic Store
- 14 Coal Staithes
- 15 Ash and dust plant
- 16 Slurry plant
- 17 Rotec (General Sections)
- 18 Unit Control Rooms and equipment rooms
- 19 Gym Facility
- 20 Canteen Offices including dining areas, Bambanani Hall, Lekgotla Boardroom and dining
- 21 Technical Training Complex
- 22 Chemical Services Complex
- 23 Protective Services Building
- 24 Simulator and training Building
- 25 Any other areas s advised by the services Manager

*** Site Management and Supervision must be provided at all times**

Working Times will be as Follows:

Monday – Thursday	06 00 – 15 00
Friday	06 00 – 11 00
Saturday and Sunday	07 00 – 14 00
Public Holidays	07 00 – 14 00

THE GENERAL SERVICES CONTRACT

ESKOM HOLDINGS LIMITED

Works Frequency Table:

ITEM	FREQUENCY
Resilient Floors (Vinyl Tiles, Etc)	
Sweep and Mop	Daily and as necessary
Machine Burnish	As Necessary
Solid floors (Marble, Terrazzo, Ceramic Tiles, Etc)	
Sweep	Daily
Mop	Daily and as required
Machine Buff	As Necessary
Machine Scrub	As Necessary

Vacuum Clean Rugs and Carpet Thoroughly	
Heavy Traffic Area	Daily
Medium Traffic Areas	Alternated Days
Dry Cleaning of Rugs and Carpeting (Deep Clean)	
Doorways Rugs/Mats	Clean daily and Wash weekly as required
Passage	Every 3 months
Other Areas	Every 6 months
Daily Routine (Dusting and Cleaning)	
Dust all Horizontal Surface (Low Level)	Daily
Dust all High Ledges and Fittings (Elevated)	Daily
Dust all Vertical Surfaces	Daily
Dust all Window Ledges (High and Low)	Daily
Frequently touched surfaces (Cleaning and Sanitising)	
Clean and Sanitise all Telephones	Daily
Clean and Sanitise Tables	Daily
Clean and Sanitise Door handles	Twice Daily or as required
Clean and Sanitise all lifts buttons	Twice Daily or as required
Clean and Sanitise all light switches	Twice Daily or as required
Clean and Sanitise all frequently touched surfaces	Twice Daily or as required
Waste Disposal	
Empty and Clean Ashtrays	Daily (where applicable)
Empty and Clean all Waste Receptacles	Daily
Waste to be Collected in Suitable / Approved Refuse Bags	Twice Daily
Sealed Refuse Bags to be Moved to Specified Areas/ skip bins for collection	Daily
Walls and Paint Work	
Spot Clean All Low Surface (i.e Glass, Walls, Doors and Light Switches)	Daily
Glass and Metal Work	
Clean/Spot Clean Glass Doors	Daily and as necessary
Clean and Polish All Bright Metal Fittings	Daily and as necessary

THE GENERAL SERVICES CONTRACT		ESKOM HOLDINGS LIMITED	
ITEM		SEQUENCE	
Entrance and Reception			
Sweep and Mop Entrance and reception Floor		Twice daily and as required	
Clean Door Mats and Walls		Twice daily and as required	
Clean lifts		Daily and as required	
All Toilets, Kitchen and Rest Rooms or Ablutions			
Wash and dry the dishes, plates and utensils		Twice daily and as required	
Maintain Floor According to Type		Twice daily and as required	
Mop Floor with Disinfectant		Twice daily and as required	
Empty and Clean All Waste Receptacles		Twice daily and as required	
Clean/ deep clean and Sanitize All Bowels, Basins, Urinals & Showers (where applicable)		Twice daily and as required	
Clean Mirrors		Twice daily and as required	
Clean All Metal Fittings		Twice daily and as required	
Spot Clean Walls, Doors, Partitions and Lockers (where applicable)		Twice daily and as required	
Window Cleaning			
Clean Interior & Exterior Faces of All Windows		Quarterly or as required	
Clean Partition Glass		Monthly	
Blinds (If and Where Applicable)			
Dust		Weekly and as required	
Walkways / Building Surrounds			
Clean and Pick up litter and leaves and remove to agreed area		Daily and as required	
Sweep		Daily and as required	
Miscellaneous			
Sweeping and Cleaning of specific Workshop Floor Areas		Daily and as required	
Vacuum Cloth Covered Furniture		Monthly and as required	
Wipe/ Wash Vinyl Covered Furniture		Daily and as required	
Dry Clean (Deep Clean) Cloth Covered Furniture		Six Monthly and as required	
Remove Stains from Carpets		Immediately and as Required	

NB!**1. "THE USE OF FIRE HOSE REELS FOR WASHING OF STOOPS IS NOT ALLOWED"**

The Service provider must take cognisance that the buildings and facilities will be occupied during the cleaning operation and care must be taken to minimize the disruption. It is possible that certain departments may have requirements that conflict with the service provider's planned program, in which case the service provider must allow adapting its program to suit the needs of the department, if service manager considers this reasonable.

Minimum Equipment Required for the Service

Industrial Vacuum Cleaners, Mopping Buckets, Mops, Floor Stripping Machines, Carpet and Upholstery Cleaner, Brooms, Dust Pans, (Not limited to the equipment mentioned in this scope)

Note:

Tenderers shall allow in their rates for the cost of all materials, labour, transport, profit, supervision and all other costs which may be incurred in the proper execution of the *service* (access, compressed air, water, electricity etc). This could also include, but not be limited to levies payable to any industrial councils, associations, etc that may be due by the tenderer, the cost of compliance to legislation, for instance regarding Health and Safety, compliance with Labour Legislation, etc.