

**SCHEDULE C: ACTIVITIES FOR CLEANING; HYGIENE AND GARDENING SERVICES: KWAZULU NATAL**

**GENERAL CLEANING SERVICES**

ACTIVITY		POINT BRANCH COURT
ALL FLOORS	<ol style="list-style-type: none"> <li>1. Sweep</li> <li>2. Damp mop</li> <li>3. Machine burnish</li> <li>4. Machine scrub</li> <li>5. Polish and shine</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily</li> <li>2. Daily</li> <li>3. When required</li> <li>4. When required</li> <li>5. Weekly</li> </ol>
RUGS AND CARPETING	Vacuum clean thoroughly	Weekly
DUSTING	<ol style="list-style-type: none"> <li>1. Dust all surface (low level).</li> <li>2. Dust all high ledges and fittings.</li> <li>3. Dust all surfaces (wall, cabinet, etc.)</li> <li>4. Dust all window ledges.</li> <li>5. Dust and disinfect office equipment</li> </ol>	All Daily
POLISHING	Polish with approved furniture polish	Weekly
WASTE DISPOSAL	<ol style="list-style-type: none"> <li>1. Provide refuse bags for the bins</li> <li>2. Empty and clean all waste receptacles.</li> <li>3. Remove all waste to specified areas.</li> <li>4. Remove all waste papers.</li> <li>5. Wipe clean the waste bins under the workstations</li> </ol>	All Daily

	<ol style="list-style-type: none"> <li>6. Wipe clean the waste bins in kitchens</li> <li>7. Wipe clean the waste bin in pause areas</li> </ol>	
WALLS AND PAINTWORK	Spot clean all low surface.	When required
TOILETS/REST ROOMS:	<ol style="list-style-type: none"> <li>1. Provide toilet brushes for all toilets</li> <li>2. Provide Anti-splash urinal screen (slash guards) for male urinals</li> <li>3. Maintain floors according to type.</li> <li>4. Deep clean normal usage toilets</li> <li>5. Damp mop floors with disinfectant.</li> <li>6. Empty and clean all waste receptacles</li> <li>7. Empty and clean nappy bins</li> <li>8. Clean and sanitize all bowls, basins, urinals</li> <li>9. Clean all mirrors</li> <li>10. Clean all metal fittings.</li> <li>11. Spot clean walls, doors, partitions and</li> <li>12. Lockers where applicable.</li> <li>13. Replenish consumables i.e. (toilets papers, hand liquid Soap.</li> </ol>	All Daily

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

	<ol style="list-style-type: none"> <li>2. Dust all boardroom tables and chairs</li> <li>3. Collect dirty dishes and wash them in the kitchen</li> </ol>	
COURTROOMS	<ol style="list-style-type: none"> <li>1. Courts must be cleaned before 9H00 am and be disinfected after every court sitting</li> <li>2. Fill water in a glass Jug for the bench</li> </ol>	N/A
HOLDING CELLS	Cleaned and be disinfected before court starts.	N/A
EMERGENCIES	Cleaning during emergencies	When required
<b>HYGIENE SERVICES</b>		
<b>ACTIVITY</b>		<b>POINT BRANCH COURT</b>

<p>SHE BINS  Reliable, durable sanitary bins which offers high levels of hygiene protection for users.</p> <ul style="list-style-type: none"> <li>a) Capacity: 15L</li> <li>b) Dimension: H400mm x W510mm x D 160mm</li> <li>c) Infra-red sensor and the lid to open quietly</li> <li>d) Integral antibacterial technology to prevent the spread of Bacteria</li> <li>e) Reliable operation, safe and discreet on-site sanitation service</li> <li>f) Fully lined and sealed for increased hygiene</li> <li>g) Fully serviced with waste disposed in an environmentally friendly manner</li> </ul>	<p>Supply, install and service sanitary bins</p>	<p>Bi-Weekly</p>
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<p>h) Weekly service intervals</p> <p>i) Top down disinfection and deodorizing of bin and contents with SHE bin liner</p>		
Sensor & Battery-Operated Hand	Supply, install, service and refill	When required

Towels and Refills Hand Towel Quality must comply with SANS 1887 Part 2		
Air Freshener Dispensers (Digital & Battery Operated) and Refills	Supply, install, service and refill	Monthly
<b>GARDENING SEVICES</b>		
<b>ACTIVITY</b>	<b>POINT BRANCH COURT</b>	
Cleaning id debris on driveways	Daily	
Blowing of tree leaves on driveways or pavements	When required	
Cutting of grass	Weekly	
Paving and parking lot Deep cleaning (Scrub and hose down with water)	Quarterly	
Garden watering	Weekly	
Prune and trim trees or plants.	When required	