

ANNEXURE B: SCOPE OF WORK AND MONITORING OF STANDARDS

1. SCOPE OF WORK

<u>CLEANING SERVICE TASK DESCRIPTION</u>	<u>FREQUENCY</u>
A. OFFICES, FOYERS, OPEN AREAS AND PASSAGES	
<u>Carpets:</u> - Spot brush and clean carpets - Vacuum thoroughly - Steam clean carpets	-Weekly -Weekly -Twice a year
<u>Vinyl Flooring & Tiles:</u> - Thoroughly sweep with a broom and clean with a wet mop - Scrubbing of floors with power scrubber - Burnishing floor with polishing machine and polish - Strip and seal floors	-Daily -Twice a year -Weekly -Quarterly
Dust/ wipe down all horizontal/ vertical surfaces with damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/ banisters, skirting etc.	-Weekly
Spot clean marks from walls, doors, door handles, window handles and light switches	-Daily
Steam clean upholstered furniture	-Twice a year
Dust furniture, fittings and computers with a dry cloth	-Weekly
Polish furniture and fittings	-Weekly
Wipe all telephones with a damp cloth with a suitably dilutes disinfectant	-Weekly
Empty dust bins and waste paper baskets	-Twice Daily
Wash office dustbins if necessary and replace plastic inners	-Daily
Pick up, clean all waste and dispose of all litter	-Daily
Clean glass doors at all entrances and passages with window cleaner	-Weekly
Spot clean all glass, glass doors	-Daily
Dust all accessible landings, beams, ledges, glass with long feather duster	-Weekly

B. CLEANING OF LABORATORIES	
These rooms require minimum cleaning and must be cleaned under supervision	-Weekly
C. KITCHENS	
<u>Vinyl, Tiles floors</u> - Sweep with a broom and clean with a wet mop - Scrubbing of floors with power scrubber - Burnishing floors with polishing machine - Strip and seal floors	-Daily -Twice a year -Weekly -Quarterly
Kitchen sink, cupboards must be disinfected and cleaned with water and detergent	-Daily
Microwaves, urns and fridges must be cleaned with water and detergent	-Daily
Fridges must be defrosted and washed with water and detergent	-Monthly
Where available, watercoolers must be cleaned and disinfected	-Daily
Where available, watercoolers must be replenished with water	-As required
Cutlery, crockery and glasses used must be washed and kept safe	-Daily
Stock taking of cutlery, crockery and glasses	-Monthly
Empty dust bins wash them if necessary and replace plastic inners	-Daily
Where available, replace hand paper towels in holders	-As required
Ensure supply of washing liquid, dishtowels in all kitchens	-As required
D. MEETING ROOMS AND PAUSE AREAS	
Vacuum thoroughly	-Weekly
Spot brush/clean carpets, tables and chairs	-After use
Steam clean carpets and upholstered furniture	-Twice a year
Arrange seating and refreshments (Water/tea/coffee)	-As required
Dust/ wipe down all horizontal/ vertical surfaces with damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, skirting etc.	-Weekly
Polish furniture and fittings	-Weekly

E. TOILETS	
<u>Floors</u> - Sweep with dust control mop/broom - Wash with wet mop - Spot clean/wipe - Strip and seal	-Daily -Daily -As required -Monthly
Wipe down all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	-Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	-Twice Daily
Replace toilet paper and hand towels in holders as required	-As required
Public toilets	-Hourly
F. STAIRCASES	
- Sweep with broom and clean with wet mop - Scrubbing with power scrubber - Burnishing of floor with polishing machine - Strip and seal floor	-Weekly -Twice a year -Weekly -Quarterly
Dust/wipe down all horizontal/vertical surfaces with damp cloth, e.g. walls, handrails/banisters, directory/notice boards, skirting, etc.	-Weekly
G. WINDOW CLEANING	
Clean accessible interior faces of all windows below 2m with a window cleaner	-Weekly
High level window cleaning (It must be noted that SANBI buildings do not have harness hooks. Relevant cleaning technologies to be utilised)	-Twice a year
H. STOEPS, LAPAS AND SURROUNDING AREAS	
Sweep and clean with hard/soft broom Clean using water and mop	-Daily -Weekly
General cleaning of stoep/Lapa area	-Daily
I. HYGIENE SERVICES	
Emptying of SHE bins	-Twice a month
Deep cleaning of water closets and urinals including changing of P-Mats	-Quarterly
J. PEST CONTROL SERVICES	
Offices, Kitchens, Conference/Meeting venues Staff facilities and ablutions: Treatment of crawling insects, cockroaches, termites and rodents	-Quarterly