

ANNEXURE C

SCOPE OF WORK AND MONITORING OF STANDARDS

C1: FREE STATE NATIONAL BOTANICAL GARDEN

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 wastepaper 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 VISITORS CENTRE AND LAPA	
- Thoroughly sweep with a broom and clean with a wet mop - Vanish and polish the floor - Cleaning of windows - Scrubbing of floors with power scrubber - Strip and seal floors - The Lapa can be cleaned anytime when there is a function. Taking out tables and chairs before the function and taking them back to the storeroom after the function. - Clean the chairs and tables	3 times a week Bi-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 - Applying tile cleaners	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, water coolers must be cleaned and disinfected	Daily
Where available, water coolers 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
Prepare tea/coffee for all staff members in the Garden.	Daily: 10
Prepare tea/coffee in the Lecture Hall and Education Centre for meetings, events	As required
Prepare tea/coffee in the Board Room for meetings and events	As required
Clean and wash kitchen utensils in the Lecture Hall after meetings	As required
Where available, replace hand paper towels in holders	As required
Ensure supply of washing liquid, dishtowels in all kitchens	As required

D. EDUCATION CENTRE

Vinyl Flooring & Tiles: • 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 • Sweep and clean with hard/soft broom • Clean using water and mop	Daily Twice a year Weekly Quarterly Weekly Daily
Spot brush/clean carpets, tables and chairs	Bi- weekly
Steam clean carpets and upholstered furniture	Twice a year
Arrange seating and refreshments (Water/tea/coffee)	As required
Dust/ wipe 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

Floors: • Sweep with dust control mop/broom • Wash with wet mop • Spot clean/wipe • Strip and seal	Daily Daily As required Monthly
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Wipe 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
F. MARKETING OFFICE	
• Spot brush and clean carpets • Vacuum thoroughly • Steam clean carpets • Window cleaning • Swiping the floor • Cleaning of toilet and small kitchen	3 times a week
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 utilized)	Twice a year
H. WENDY HOUSES	
Sweep and clean the floor Clean the window	Weekly
I. HYGIENE SERVICES	
Removal and Disposal of sanitary towels from all SHE bins by the Service provider	Twice a month
Deep cleaning of water closets and urinals including changing of P-Mats	Quarterly
J. WORKSHOP	
Sweep and clean the floor	Biweekly
Clean windows	Monthly

C2: WALTER SISULU NATIONAL BOTANICAL GARDEN

A. OFFICES, FOYERS, OPEN AREAS AND PASSAGES	
Carpets: - Spot brush and clean carpets - Vacuum thoroughly - Steam clean carpets - Staff houses carpets	Weekly Weekly Twice a year Twice a year
Vinyl Flooring & Tiles - Thoroughly sweep with a broom and clean with a wet mop - Scrubbing and striping of floors with power scrubber (service provider to have necessary equipment) - Burnishing floor with polishing machine and polish - Strelitzia Hall floor to be stripped and cleaned - Strelitzia Hall veranda to be stripped and cleaned - Office veranda stripped and cleaned - Office veranda to be mopped	Daily Twice a year Weekly Quarterly Quarterly Twice a year Once a week
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, hand dryers	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 diluted disinfectant	Daily
Empty dust bins and wastepaper 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. STAFF HOUSES AND STANDBY QUARTERS	
Carpets: Steam clean carpets Twice a year	Twice a year
Vinyl Floors: - Burnishing floors with polishing machine - Strip and seal floors Weekly Annually	Weekly Annually
C. KITCHENS	
Vinyl, Tiles floors - 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 Annually	Daily Twice a year Weekly Annually
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
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	
Sweep with a broom and clean with a wet mop	Weekly
Spot clean floors, tables and chairs	After use
Steam 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	
Floors - Sweep with dust control mop/broom - Wash with wet mop - Spot clean/wipe - Strip and seal	Daily Daily As required Quarterly
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
Fill up hand soap and ensure availability	As required
F. WINDOW CLEANING	
Clean accessible interior faces of all windows below 2m with a window cleaner	Quarterly
High level window cleaning (It must be noted that SANBI buildings do not have harness hooks. Relevant cleaning technologies to be utilized)	Quarterly
G. PORCHS, LAPAS AND SURROUNDING AREAS	
Sweep and clean with hard/soft broom	Daily
Clean using water and mop	Weekly
General cleaning of porch/Lapa area	Daily
H. HYGIENE SERVICES	
Removal and disposal of all sanitary towels from the SHE bins by the Service Providers	Twice a month
Deep cleaning of water closets, urinals including changing of P-Mats, showers and water basins	Quarterly
Cleaning of Entrance building roof top and cashier booth tops	Quarterly
Cleaning of veranda ceiling	Quarterly

C3: KWAZULU-NATAL NATIONAL BOTANICAL GARDEN

A. OFFICES, FOYERS, OPEN AREAS AND PASSAGES	
Carpets: - Spot brush and clean carpets - Vacuum thoroughly - Steam clean carpets	Weekly Quarterly Once a year
Wooden Flooring & Tiles - Thoroughly sweep with a broom and clean with a wet mop - Scrubbing of floors with power scrubber (service provider to have necessary equipment) - 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, hand dryers	Daily
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 diluted disinfectant	Daily
Empty dust bins and wastepaper baskets	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. STAFF HOUSES AND STANDBY QUARTERS	
Wooden floors and tiles: - Burnishing floors with polishing machine - Strip and seal floors	Monthly Annually
C. KITCHENS	
Tiles floors: - 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 Annually
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
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	
Sweep with a broom and clean with a wet mop	Weekly
Spot clean floors, tables and chairs	After use
Arrange seating and refreshments (Water/tea/coffee/light lunch)	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	
Floors:	

• Sweep with dust control mop/broom • Wash with wet mop • Spot clean/wipe • Strip and seal	Daily Daily As required Quarterly
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
Fill up hand soaps and ensure availability	Daily
F. WINDOW CLEANING	
Clean accessible interior faces of all windows below 2m with a window cleaner	Quarterly
High level window cleaning (It must be noted that SANBI buildings do not have harness hooks. Relevant cleaning technologies to be utilized)	Twice a year
G. PORCHES, LAPAS AND SURROUNDING AREAS	
Sweep and clean with hard/soft broom	Daily
Clean using water and mop	Weekly
General cleaning of porch's/Lapa area	Daily
Polishing of floors	Twice per week
Cleaning of handrails with wet cloth	Weekly
H. HYGIENE SERVICES	
Removal and disposal of all the sanitary towels from SHE bins	Twice a month
Deep cleaning of water closets, urinals including changing of P-Mats, showers and water basins	Quarterly