

1. TERMS OF REFERENCE SCOPE OF WORK

1. Background

A cleaning contract is crucial for ensuring the workplace remains safe and clean, reducing the risk of accidents or health hazards. This helps the site comply with health and safety regulations, avoiding legal issues and keeping employees protected.

2. Description of goods/ services required.

Provision of comprehensive cleaning services contract for a 5-year period at **Durban Heights Waterworks** and **uMngeni-uThukela Training Centre**, ensuring SHEQ standards, and the provision of necessary equipment and staff.

Objectives

- The purpose for this submission is to appoint an independent and qualified Service Provider to undertake and comply to the scope as indicated below:

Services:

- General cleaning of all areas as indicated on the bill of quantities.
- Specialized cleaning tasks as required, such as, carpet cleaning, disinfection, high-rise window cleaning, pressure cleaning
- Onsite Waste management and disposal.
- Sanitization and disinfection of high-touch areas.

Staff:

- Provide trained cleaning staff equipped with appropriate personal protective equipment (PPE),
- SHE Legal training and annual medicals
- Provide ongoing training and development to ensure staff are knowledgeable and skilled in their duties.

Equipment and Supplies:

- Supply of all necessary equipment and consumables, including cleaning detergents, disinfectants, and PPE as listed in the tender document
- Ensure that all equipment and supplies meet relevant safety, health and environmental standards.

Compliance:

- Adhere to all applicable laws and regulations, including the Occupational Health and Safety Act 85 of 1993.
- Comply with internal standards and procedures set by Durban Heights Waterworks and uMngeni-uThukela Training Centre.
- Implement safety measures to prevent accidents and injuries.

Quality:

- Ensure that cleaning services are performed to the highest standards of quality.
- Use environmentally friendly cleaning products and methods.
- Conduct regular inspections and quality checks to monitor performance.

Customer Satisfaction:

- Provide excellent customer service and responsiveness to client needs.
- Address any concerns or complaints promptly and effectively.

Overall Objective:

To create a clean, healthy, and safe workplace

3. Deliverables/Key Outcomes.

| Description | Indicative date for delivery |
|--|------------------------------|
| 1. Comprehensive cleaning of all areas Exact areas are listed in the bill of quantities guidelines | [insert delivery date] |
| 2. Supply and use of suitable environmentally friendly cleaning consumables, material, equipment: | [insert delivery date] |

2.1 Consumables

| Cleaning Consumables | Quantity | Frequency of Replacement |
|--|--------------------------|--------------------------|
| Dishwashing liquid | 5x 20 litres | monthly |
| Deoblocks | 1x 5 litre bucket | monthly |
| All purpose cleaning detergent | 2 x 20 litres | monthly |
| Bleach | 4 x 20 litres | monthly |
| Germgel | 2x 20 litres | monthly |
| Pinegel | 2 x 20 litres | monthly |
| Drain cleaner | 2 x 20 litres | monthly |
| Destainer | 2 x 20 litres | monthly |
| Tile cleaner | 2 x 20 litres | monthly |
| Jeyes fluid | 2 x 20 litres | monthly |
| Rosy | 3 x 20 litres | monthly |
| Floor stripper | 2 x 20 litres | monthly |
| Handy Handy | 2 x 20 litres | monthly |
| Green bar soap | 6 x bars | monthly |
| Furniture polish | 2 x 6 pack | monthly |
| Doom | 3x 6 pack | monthly |
| Urinal mats | 20 | monthly |
| Refuse bags | 5 packs x 100 each | monthly |
| Clear plastic liners for office waste bins | 200 | monthly |
| Disposable gloves –Large | 20 packs x 50 pairs each | monthly |
| Disposable gloves –Medium | 20 packs x 50 pairs each | monthly |
| Disposable hairnets | 20 packs x50 pairs each | monthly |

[insert delivery date]

2.2 Material

NB – Replace when needed

| Cleaning Material | Quantity | Frequency of Replacement |
|---|-----------------|---------------------------------|
| Lint free colour coded cloths (White, blue, yellow, green , red)- (20 sets of 5 colours) | 100 | Quarterly |
| Dish swabs | 15 | 6 monthly |
| Dishwashing scourers | 24 | Quarterly |
| Drying Dishcloths | 12 | Quarterly |
| Mops | 20 | Quarterly |
| Sweeper mops | 20 | Quarterly |
| Long and shorts feather duster | 20 | Quarterly |
| Long window squeegees | 20 | Quarterly |
| Toilet brush and holders | 35 | Quarterly |
| Long and short dustpan and broom/brush | 20 each | Quarterly |
| Light brooms | 20 | Quarterly |
| Heavy brooms | 20 | Quarterly |
| Different colour buckets | 20 | Quarterly |
| Bucket with wheels | 8 | Quarterly |
| Grass brooms | 20 | Quarterly |
| 1 litre spray bottles | 50 | Quarterly |

2.3 Equipment

NB – Replace when needed

| Cleaning Equipment | Quantity | Frequency of Replacement |
|--|-----------------|---------------------------------|
| Safety signs | 15 | On a needs basis |
| Extension ladders | 4 | On a needs basis |
| Extension cords | 4 | On a needs basis |
| Wet and dry vacuum cleaner | 4 | On a needs basis |
| Detergent caddy baskets | 13 | On a needs basis |
| Industrial mop trolleys | 2 | On a needs basis |
| Safety harness | 2 | On a needs basis |
| Lockable and movable personal lockers for safe keeping of employee belongs and personal protective equipment | 13 | On a needs basis |
| Lockable and movable storage cage for safe keeping of all cleaning consumables, material and equipment | 3 | On a needs basis |
| Microwave for employees to use | 1 | On a needs basis |
| Fridge for employees to use | 1 | On a needs basis |

3. Use of trained staff

- Provision of permanent and trained staff
- Provision of relief staff during absenteeism
- Exact numbers of cleaners required a listed in the bill of quantities guidelines

4. Supply and use of appropriate personal protective equipment

[insert delivery date]

- Supply of SABS approved personal protective equipment for all employees
- As a minimum must be replaced twice per annum or if found perished/ damaged

| Personal Protective Equipment | Frequency of Replacement | Quantity per employee |
|--|--------------------------|-----------------------|
| Safety shoes | 6 monthly | 1 pair |
| Gumboots | 6 monthly | 1 pair |
| Hardhats | | |
| Full length PVC aprons | 6 monthly | 2 |
| Ear protection | Annual | 1 |
| First Aid kit with a trained first aider on site | Annual | 1 |
| Respiratory equipment (for dust- FFP2 mask) | 6 monthly | 1 |
| Uniforms with company logo | 6 monthly | 2 sets |
| T shirts with company logo | 6 monthly | 3 |
| Sunhats | Annual | 1 |
| Rain suits | Annual | 1 |
| Googles/safety glasses | Annual | 1 |
| Reflective vests | 2 yearly | 1 |
| PVC Gloves | 6 monthly | 2 |
| Winter jacket/jerseys with company logo | Annual | 1 |
| Beanie/ woolen hat | Annual | 1 |
| Name badges with company logo | On a needs basis | For all employees |

5.Compliance with Occupational Health and Safety Act 85 of 1993, internal standards and other applicable legislations and requirements:

[insert delivery date]

5,1 SHEQ Legal training

- Provision of trained, competent staff including relief staff as identified in the Bill of Quantity
- Employee legal SHEQ training and renewal training required

| Training | Frequency | Number of employees |
|--|------------------|--|
| Fire Fighting | Every 3 years | All |
| General Health and Safety at the Workplace | Every 2 years | All |
| Working at heights - ladders | Every 3 years | All |
| Working at heights - scaffolding | Every 3 years | Only selected employees performing high rise window cleaning |
| Working at heights – rope access | Every 3 years | Only selected employees performing high rise window cleaning |
| Use of safety harness | Every 3 years | Only selected employees performing high rise window cleaning |
| First Aid Level 1 | Every 3 years | All |
| Incident/ Accident Investigator | Every 3 years | 2 appointed Incident Investigators |
| Risk assessment (HIRA) | Every 3 years | 2 appointed Risk Assessors |
| Use, handling ,storage and care of Personal Protective equipment including safety data sheets | Every 3 years | All |
| Ladder Inspection | Every 3 years | 2 appointed Ladder Inspectors |
| Occupational Hygiene Stressors: Handling of Hazardous Chemical Substances, Noise induced hearing loss, Ergonomics, Exposure to asbestos, Hazardous Biological Agents | Annually | All |
| Waste Management and Waste separation | Annually | All |
| Snake, insect, bird awareness | Every 3 years | All |

5.2 Safety File

- Once off submission of safety file- Requirements will be shared on award of tender
- Annual review and submission of safety documents that may need to be revised
- Annual renewal of Letter of Good standing

5.3 Employee medicals

- Annual medicals for all employees working on site (Lung function test, audiometric, medical fitness- ANNEXURE 3)
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5.4 Cleaning documents

- Submission of monthly service report
- Daily cleaning checklists in all areas
- Submission of cleaning schedule

5.5 Efficient collection, segregation, and disposal of waste internally:

[insert delivery date]

- Collecting of general waste
- On site waste separation
- onsite disposal

5.6 Ad-hoc/ other Services that can be outsourced:

[insert delivery date]

- Cleaning of high rise windows
- Additional cleaners when required
- Washing or dry cleaning of blinds
- Cleaning of upholstery
- Steam cleaning of carpets
- Steam cleaning of upholstery
- Laundry services
- Decontamination (Fogging and spraying) of surface areas/ buildings eg COVID

5.7 Applicable for use of Sub-Contractors:

[insert delivery date]

- Safety documents as per site requirement Employee annual medicals – ANNEXURE 3
- Employee SHEQ legal training
- Letter of good standing

6. UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE-

Breakdown of number of employees required, work areas to clean and frequency of cleaning required

(Use this as a guideline for the pricing in the bill of quantities below)

6.1 STAFF COMPLIMENT- MONDAY TO FRIDAY

| Item No | Description | Number of Employees | Frequency |
|---------|------------------|---------------------|--------------------------------|
| 1 | Female Employees | 2 | Monday to Friday 7h00 to 16h00 |
| 2 | Male Employee | 1 | Monday to Friday 7h00 to 16h00 |

1. UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE-

(Use this as a guideline for the pricing in the bill of quantities below)

It is optional if the Service Provider wants to conduct own measurements to confirm the area
Arrangements to be scheduled with the relevant site personnel to conduct measurements

7.1 CLEANING

MONDAY TO FRIDAY AREAS INCLUDE

7.1.1 UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE: TOTAL WORK SPACES

| | Work Area | Number of rooms |
|---|-----------------------|-----------------|
| Total square meters = 1498 m²) | | |
| 1. | Reception | 1 |
| 2. | Foyer | 1 |
| 3. | Offices | 9 |
| 4. | Store rooms | 2 |
| 5. | Training rooms | 5 |
| 6. | Class rooms | 1 |
| 7. | Kitchen | 1 |
| 8. | Canteen | 1 |
| 9. | Toilets | 14 |
| 10. | Stairways | 2 |
| 11. | Entrances | 4 |
| 12. | Outside all entrances | 4 |
| 13. | Smoking areas | 1 |
| 14. | Parking areas | 2 |
| 16. | Resource Room | 1 |
| 17. | Passages | 2 |

7.1.2 UMGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE: - DAILY

| Item No | Activity | Frequency | Number of areas |
|---------|---|------------|-----------------|
| 1 | Sweep all floors | Daily | 38 |
| 2 | Vacuum carpets | Daily | 5 |
| 3 | Dust all surfaces | Daily | 38 |
| 4 | Mop floors | Daily | 8 |
| 5 | Spot clean soiled carpets | Daily | 14 |
| 6 | Waste removal and waste separation | Daily | 18 |
| 7 | Replenishment of soap | Daily | 3 |
| 8 | Replenishment of Toilet Paper Rolls | Daily | 3 |
| 9 | Damp wipe pot plant holders | Daily | 11 |
| 10 | Entrance mats dusted/ vacuum | Daily | 1 |
| 11 | Doors, frames, handles (with appropriate chemical cleaner or polish) | Daily | 1 |
| 12 | Damp wipe , dust and disinfect desks, cabinets, counters, telephones window sills, Fax machines, 5photocopier machines, computers, printers (excluding key boards), dusting of picture frames | Daily | 6 |
| 13 | Clean and wash dishes | Daily | 2 |
| 14 | Clean outside fridge | Daily | 1 |
| 15 | Vacuum all upholstered furniture | Daily | 14 |
| 16 | Spot cleaning of inside walls | Daily | 22 |
| 17 | Making and serving of tea | Daily | 3 |
| 18 | Making and refilling of water and juices | Daily | 3 |
| 19 | Setting up of meeting rooms | Daily | 3 |
| 20 | Washing of crockery after meetings | Daily | 3 |
| 21 | Clean ashtrays in smoking areas | Daily | 5 |
| 22 | Sweep car park area in front , behind and side main building | Daily | 5 |
| 23 | Sweep and mop class room and walkway | Daily | 1 |
| 24 | Clean Kitchen appliances including microwaves | 2x per day | 1 |

7.1.3 UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE: - WEEKLY

| Item No | Activity | Frequency | Number of areas |
|---------|--|-------------|-----------------|
| 1 | Clean and disinfect inside kitchen cupboards | 2x per week | 1 |
| 2 | Clean and disinfect inside fridges | Weekly | 1 |
| 3 | Washing of loose carpets | Weekly | 1 |
| 4 | Damp wipe of all inside and outside window sills | Weekly | 21 |
| 5 | Damp wipe of all skirting | Weekly | 22 |
| 6 | Damp wipe with disinfectant of all light switches | Weekly | 30 |
| 7 | Dusting of nylon window blinds with static duster | Weekly | 15 |
| 8 | Removal of reachable cob webs and dust with feather duster | Weekly | 22 |
| 9 | Shining of all vinyl floors | 2x per week | 8 |

7.1.4 UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE: FORTNIGHTLY

| Item No | Activity | Frequency | Number of areas |
|---------|--------------------------------------|-------------|-----------------|
| 1 | Wiping of railings on stairways | Fortnightly | 2 |
| 2 | Wiping of all wall tiles in kitchens | Fortnightly | 4 |

7.1.5 UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE: MONTHLY

| Item No | Activity | Frequency | Number of areas |
|---------|---|-----------|-----------------|
| 1 | Damp wipe all interior air conditioning units | Monthly | 22 |
| 2 | Clean all reachable windows interior and exterior | Monthly | 2 |

7.1.6 UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE: QUARTERLY

| Item No | Activity | Frequency | Number of areas |
|----------------|------------------------------|------------------|------------------------|
| 1 | Wiping of all interior walls | Quarterly | 22 |

7.1.7 UMNGENI – UTHUKELA WATER DURBAN HEIGHTS TRAINING CENTRE: SIX MONTHLY

| Item No | Activity | Frequency | Total measurement |
|----------------|--|------------------|--------------------------|
| 1 | Cleaning of High rise windows | six monthly | 130 m ² |
| 2 | Steam cleaning of nylon blinds | six monthly | 300 m ² |
| 3 | Steam cleaning and shampooing of carpets | six monthly | 70 m ² |
| 4 | Steam cleaning of upholstered furniture | six monthly | 5 sofas |

2. DURBAN HEIGHTS WATERWORKS

Breakdown of number of employees required, work areas to clean and frequency of cleaning required

(Use this as a guideline for the pricing in the bill of quantities below)

8.1 STAFF COMPLIMENT

8.1.1 DURBAN HEIGHTS WATERWORKS- STAFF COMPLIMENT- MONDAY TO FRIDAY

| Item No | Description | Number of Employees | Frequency |
|---------|------------------|---------------------|--------------------------------|
| 1 | Female Employees | 3 | Monday to Friday 7h00 to 16h00 |
| 2 | Male Employees | 7 | Monday to Friday 7h00 to 16h00 |

8.1.2 DURBAN HEIGHTS WATERWORKS- STAFF COMPLIMENT- WEEKENDS AND PUBLIC HOLIDAYS

| Item No | Description | Number of Employees | Frequency |
|---------|------------------|---------------------|---|
| 1 | Female Employees | 1 | Saturday , Sundays and Public holidays 7h00 to 13h00 |
| 2 | Male Employees | 2 | Saturday , Sundays and Public holidays 7h00 to 13h00 |

DURBAN HEIGHTS WATERWORKS

3. CLEANING

(use this as a guideline for the pricing in the bill of quantities below)

It is optional if the Service Provider wants to conduct own measurements to confirm the area
Arrangements to be scheduled with the relevant site personnel to conduct measurements

9.1 MONDAY TO FRIDAY AREAS INCLUDE TOTAL WORK SPACES

9.1.1 ADMINISTRATION BUILDING

| Item No | Work Area | No of rooms |
|--|---|-------------|
| Total square meters = 778 m² | | |
| 1 | Reception | 1 |
| 2 | Filing Room | 1 |
| 3 | Boardroom | 1 |
| 4 | Laboratory | 1 |
| 5 | Offices | 5 |
| 6 | Computer room | 2 |
| 7 | Control Room | 1 |
| 8 | Locker room | 1 |
| 9 | Kitchen | 1 |
| 10 | Toilets plus urinal | 5 |
| 11 | Shower3 | 3 |
| 12 | Passages | 2 |
| 13 | Stairways | 2 |
| 14 | Workshops, electrical, mechanical and Instruments | 3 |
| 15 | Workshop offices, electrical, mechanical, Instruments | 3 |
| 16 | Car park areas | 2 |

9.1. 2 STORES/WORKSHOPS

| Item No | Work Area | No of rooms |
|---|---|-------------|
| Total square meters =445 m² | | |
| 1 | Stores Foyer | 1 |
| 2 | Storage area | 1 |
| 3 | Office | 1 |
| 4 | Store room | 1 |
| 5 | Upstairs | 1 |
| 6 | Stair way | 1 |
| 7 | Outside Entrance to stores | 1 |
| 8 | Handyman Workshop | 1 |
| 9 | Handyman Office | 1 |
| 10 | Mechanical Workshop No 2 | 1 |
| 11 | Electrical Workshop | 1 |
| 12 | Workshop Offices | 1 |
| 13 | General Workers Change rooms | 2 |
| 14 | Toilets plus urinals | 10 |
| 15 | Showers | 8 |
| 16 | Car Park area | 1 |
| 17 | Sheltered area in front of change rooms | 1 |
| 18 | Waste area | 1 |
| 19 | Store room | 1 |

| | | |
|----|-----------------|---|
| 20 | Compressor room | 1 |
| 21 | stairways | 2 |
| 22 | passage | 1 |

9.1.3 CANTEEN AND CARPARK AREA

| Item No | Work Area | No of rooms |
|---|-----------------------|-------------|
| Total square meters = 1700 m² | | |
| 1 | Canteen | 1 |
| 2 | kitchen | 1 |
| 3 | First Aid Room | 1 |
| 4 | Injector Room | 1 |
| 5 | Chemical storage room | 1 |
| 6 | Diversion weir | 1 |
| 7 | Stairways | 2 |
| 8 | Passages | 3 |
| 9 | Veranda of canteen | 1 |

9.1.4 SECURITY OFFICE

| Item No | Work Area | No of rooms |
|---|------------|-------------|
| Total square meters = 50 m² | | |
| 1 | Office | 1 |
| 2 | kitchen | 1 |
| 3 | Toilet | 1 |
| 4 | Waste area | 1 |

9.1.5 CHEMICAL HOUSE

| Item No | Work Area | No of rooms |
|---|-----------------------------|-------------|
| Total square meters = 1823 m² | | |
| 1 | Chemical House upstairs | 1 |
| 2 | Chemical House downstairs | 1 |
| 3 | Chemical House Laboratory | 1 |
| 4 | Chemical Operator's Office | 1 |
| 5 | Compressor/ PAC dosing Room | 2 |
| 6 | Control Panel Room | 1 |
| 7 | Stairways | 1 |
| 8 | Passages | 1 |
| 9 | Tunnels | 1 |
| 10 | Forklift garage | 1 |
| 11 | Toilets | 2 |
| 12 | Showers | 2 |
| 13 | Tunnels | 6 |
| 14 | Raw water inlet chamber | 1 |

9.1.6 OLD DEGREMONTS

| Item No | Work Area | No of rooms |
|--|-------------------------|-------------|
| Total square meters = Total square meters =2231 m² | | |
| 1 | Control Panel | 1 |
| 2 | Passage | 1 |
| 3 | Stairways | 2 |
| 4 | Pump room- downstairs | 1 |
| 5 | Blower room- downstairs | 1 |
| 6 | Toilet | 1 |
| 7 | Clear well | 1 |
| 8 | Desludge galleries | 1 |
| 9 | Store room - upstairs | 1 |
| 10 | Domestic pump area | 1 |
| 11 | Vacuum Pump Rooms | 2 |
| 12 | Pulsator Walkways | 3 |
| 13 | Filter walkways | 3 |

9.1.7 NEW DEGREMONTS

| Item No | Work Area | No of rooms |
|-----------------------------------|-------------------------|-------------|
| Total square meters = 2600 | | |
| 1 | Control Panel | 1 |
| 2 | Passage | 1 |
| 3 | Stairways | 2 |
| 4 | Pump room- downstairs | 1 |
| 5 | Blower room- downstairs | 1 |
| 6 | Clear well | 1 |
| 7 | Desludge galleries | 1 |
| 8 | Store room - upstairs | 1 |
| 9 | Vacuum Pump Rooms | 2 |
| 10 | Pulsator Walkways | 3 |
| 11 | Filter walkways | 3 |

9.1.8 AQUA AID

| Item No | Work Area | No of rooms |
|---|--|-------------|
| Total square meters = 2750 m² | | |
| 1 | Control Panel | 1 |
| 2 | Clear well | 1 |
| 3 | Air compressor room | 1 |
| 4 | Passages | 1 |
| 5 | Stairways | 2 |
| 6 | Blower / Up wash pump/ compressor area | 1 |
| 7. | Vacuum Pump rooms 9 and 10 | 1 |
| 8. | Pulsator walkways | 3 |
| 9. | Filter walkways | 3 |

9.1.9 CANDY MOORE

| Item No | Work Area | No of rooms |
|-----------------------------------|--|-------------|
| Total square meters = 5126 | | |
| 1 | Control Panel | 1 |
| 2 | Clear well | 1 |
| 3 | Air compressor room | 1 |
| 4 | Passages | 1 |
| 5 | Stairways | 7 |
| 6 | Blower / Up wash pump/ compressor area | 1 |
| 7. | Vacuum Pump rooms 1,2, 3, 4, 5,6 | 2 |
| 8. | Pulsator walkways | 3 |
| 9. | Filter walkways | 3 |
| 10 | Toilet | 1 |
| 11 | Empty Rooms | 2 |

9.1.10 PPE ROOM

| Item No | Work Area | No of rooms |
|--|--------------|-------------|
| Total square meters = 157 m² | | |
| 1 | Storage area | 2 |

9.1.11 SLUDGE PLANT

| Item No | Work Area | No of rooms |
|---|-----------------|-------------|
| Total square meters = 1651 m² | | |
| 1 | Centrifuge room | 1 |
| 2 | Control Room | 1 |
| 3 | Pump room | 1 |
| 4 | Stairways | 2 |
| 5 | Car area | 1 |
| 6 | Kitchen | 1 |
| 7. | Toilet | 1 |
| 8. | shower | 1 |

9.1.12 WEIGHBRIDGE

| Item No | Work Area | No of rooms |
|---|------------------|-------------|
| Total square meters = 14 m² | | |
| 1 | Weighbridge room | 1 |

9.1.13 TOKKIES

| Item No | Work Area | No of rooms |
|---|--------------|-------------|
| Total square meters = 93 m² (| | |
| 1 | Storage area | 3 |

9.1.14 PINETOWN PUMPS

| Item No | Work Area | No of rooms |
|---------------------------------|------------------------------|-------------|
| Total square meters =368 | | |
| 1 | Pinetown Pumps 8&9 | 1 |
| 2 | Pinetown Pumps 10, 11, 12&13 | 1 |

9.1.15 KWA DABEKA PUMP STATION

| Item No | Work Area | No of rooms |
|----------------------------------|---------------|-------------|
| Total square meters = 219 | | |
| 1 | KDB Pump room | 1 |

9.1.16 CANDY MOORE RECOVERY PUMPS CONTROL ROOM

| Item No | Work Area | No of rooms |
|--|--------------|-------------|
| Total square meters = 100 m² | | |
| 1 | Control Room | 1 |

9.1.17 OLD / NEW DEGREMONT'S RECOVERY PUMPS CONTROL ROOM

| Item No | Work Area | No of rooms |
|--|--------------|-------------|
| Total square meters = 770 m² | | |
| 1 | Control Room | 1 |

9.1.18 BOOSTER PUMP STATION

| Item No | Work Area | No of rooms |
|---|--------------|-------------|
| Total square meters = 1845 m² | | |
| 1 | Control room | 1 |
| 2 | Pump area | 1 |

9.1.19 VENTURI METER CHAMBER

| Item No | Work Area | No of rooms |
|---|-----------|-------------|
| Total square meters = 40 m² | | |
| 1 | Stairways | 1 |

9.1.20 ESERVOIR 3 OUTLET CHAMBER

| Item No | Work Area | No of rooms |
|---|-----------|-------------|
| Total square meters = 66 m² | | |
| 1 | Stairways | 1 |

9.1.21 SHAFT PUMPSTATION

| Item No | Work Area | No of rooms |
|--|------------------------|-------------|
| Total square meters = 100 m² | | |
| 1 | Control Room | 1 |
| 2 | Lift | 1 |
| 3 | Room behind shaft lift | 1 |

9.1.22 RESERVOIR 3 METER CHAMBER

| Item No | Work Area | No of rooms |
|---|------------|-------------|
| Total square meters = 66 m² | | |
| 1 | Meter room | 1 |

9.1.23 SOUTHERN AQUEDUCT METER CHAMBER

| Item No | Work Area | No of rooms |
|---|------------|-------------|
| Total square meters = 25 m² | | |
| 1 | Meter room | 1 |

9.1.24 WINCHESTER METER CHAMBER

| Item No | Work Area | No of rooms |
|--|------------|-------------|
| Total square meters = 296 m² | | |
| 1 | Meter room | 1 |

9.1.25 KWA DABEKA METER CHAMBER

| Item No | Work Area | No of rooms |
|---|------------|-------------|
| Total square meters = 14 m² | | |
| 1 | Meter room | 1 |

9.1.26 PINETOWN PUMPS METER CHAMBER 1

| Item No | Work Area | No of rooms |
|--|------------|-------------|
| Total square meters = 15m² | | |
| 1 | Meter room | 2 |

9.1.27 PINETOWN PUMPS METER CHAMBER 2

| Item No | Work Area | No of rooms |
|---|------------|-------------|
| Total square meters = 7m² | | |
| 1 | Meter room | 2 |

DURBAN HEIGHTS WATERWORKS

9.2 MONDAY TO FRIDAY INCLUDES CLEANING SCHEDULE

9.2.1 DURBAN HEIGHTS WATERWORKS- WEEKDAYS- DAILY

| Item No | Activity | Frequency | Number of areas |
|---------|---|------------|-----------------|
| 1 | Sweep all floors | Daily | 52 |
| 2 | Vacuum carpets | Daily | 12 |
| 3 | Dust all surfaces | Daily | 55 |
| 4 | Mop floors | Daily | 33 |
| 5 | Spot clean soiled carpets | Daily | 13 |
| 6 | Waste removal and waste separation | Daily | 35 |
| 7 | Replenishment of soap | Daily | 14 |
| 8 | Replenishment of Toilet Paper Rolls | Daily | 14 |
| 9 | Damp wipe pot plant holders | Daily | 7 |
| 10 | Doors, frames, handles (with appropriate chemical cleaner or polish) | Daily | 113 |
| 11 | Damp wipe , dust and disinfect desks, cabinets, counters, telephones window sills, Fax machines, 5photocopier machines, computers, printers (excluding key boards), dusting of picture frames | Daily | 30 |
| 12 | Clean and wash dishes | Daily | 3 |
| 13 | Clean outside fridge | Daily | 6 |
| 14 | Vacuum all upholstered furniture | Daily | 40 |
| 15 | Spot cleaning of inside walls | Daily | 59 |
| 16 | Making and serving of tea | Daily | 2 |
| 17 | Setting up of meeting rooms | Daily | 2 |
| 18 | Washing of crockery after meetings | Daily | 2 |
| 19 | Clean ashtrays in smoking areas | Daily | 8 |
| 20 | Clean, damp wipe and disinfect kitchen counter tops , outside up kitchen cupboards | 3x per day | 4 |
| 21 | Clean and sanitise toilet bowls, toilet seats, urinals, Basins, showers, wall tiles, mirrors, pipes, fittings, ledges, and shine fittings | 3x per day | 26 |
| 22 | Clean Kitchen appliances including microwaves | 2x per day | 6 |

9.2.2 DURBAN HEIGHTS WATERWORKS- WEEKDAYS- WEEKLY

| Item No | Activity | Frequency | Number of areas |
|---------|--|--------------|-----------------|
| 1 | Sweep tunnels | 2 x per week | 4 |
| 2 | Mop floors | 2 x per week | 4 |
| 3 | Sweep car park area in front , behind and side of each main building | 2 x per week | 9 |
| 4 | Clean and disinfect inside kitchen cupboards | 2x per week | 3 |
| 5 | Shining of all vinyl floors | 2x per week | 5 |
| 6 | Sweep floors | Weekly | 53 |
| 7 | Sweep dislodge galleries, passages, stairs , vacuum pumps, blower rooms , clear well areas, recovery pumps | Weekly | 34 |
| 8 | Vacuum carpets | Weekly | 1 |
| 9 | Dust all surfaces | Weekly | 57 |
| 10 | Mop floors | Weekly | 53 |
| 11 | Mop tunnels | Weekly | 4 |
| 12 | Mop desludge galleries, passages, stairs , vacuum pumps, blower rooms , clear well areas, recovery pumps | Weekly | 13 |
| 13 | Spot clean soiled carpets | Weekly | 1 |
| 14 | Clean and disinfect inside fridges | Weekly | 4 |
| 15 | Washing of loose carpets | Weekly | 1 |
| 16 | Damp wipe of all inside and outside window sills | Weekly | 38 |
| 17 | Damp wipe of all skirting | Weekly | 36 |
| 18 | Damp wipe with disinfectant of all light switches | Weekly | 41 |
| 19 | Dusting of nylon window blinds with static duster | Weekly | 14 |
| 20 | Removal of reachable cob webs and dust with feather duster | Weekly | 112 |
| 21 | Wiping of all wall tiles in kitchens | Weekly | 4 |
| 22 | Wiping of railings on stairways | Weekly | 8 |
| 23 | Sweep car park area in front , behind and side of each main building | Weekly | 5 |
| 24 | Sweep and mop roof top of admin building | Weekly | 1 |

9.2.3 DURBAN HEIGHTS WATERWORKS- WEEKDAYS- FORTNIGHTLY

| Item No | Activity | Frequency | Number of areas |
|---------|--|-------------|-----------------|
| 1 | Sweep floors | Fortnightly | 9 |
| 2 | Dust and damp wipe clear well areas, piping etc. | Fortnightly | 19 |
| 3 | Mop Floors | Fortnightly | 9 |
| 4 | Dusting& wiping of fire equipment | Fortnightly | 20 |
| 5 | Removal of reachable cob webs and dust with feather duster | Fortnightly | 9 |

9.2.4 DURBAN HEIGHTS WATERWORKS- WEEKDAYS- MONTHLY

| Item No | Activity | Frequency | Number of areas |
|---------|---|-----------|-----------------|
| 1 | Damp wipe all interior air conditioning units | Monthly | 28 |
| 2 | Clean all reachable windows interior and exterior | Monthly | 34 |

9.2.5 DURBAN HEIGHTS WATERWORKS- WEEKDAYS- QUARTERLY

| Item No | Activity | Frequency | Number of areas |
|---------|---|-----------|-----------------|
| 1 | Wiping of all interior walls | Quarterly | 56 |
| 2 | Washing of car park area in front , behind and side of each main building using a hose, including undercover parking, area under awning | Quarterly | 12 |

9.2.6 DURBAN HEIGHTS WATERWORKS- WEEKDAYS- SIX MONTHLY

| Item No | Activity | Frequency | Total measurement |
|---------|--|-------------|--------------------|
| 1 | Cleaning of High Rise windows | six monthly | 500 m ² |
| 2 | Steam cleaning of nylon blinds | six monthly | 105 m ² |
| 3 | Steam cleaning and shampooing of carpets | six monthly | 160 m ² |
| 4 | Steam cleaning of upholstered furniture | six monthly | 5 sofas |

4. DURBAN HEIGHTS WATERWORKS- WEEKENDS AND PUBLIC HOLIDAYS

(Use this as a guideline for the pricing in the bill of quantities below)

It is optional if the Service Provider wants to conduct own measurements to confirm the area
Arrangements to be scheduled with the relevant site personnel to conduct measurements

10.1 WEEKEND AND PUBLIC HOLIDAY INCLUDES:

10.1.1 TOTAL SPACE

| Item No | Work Area | No of rooms |
|---|--|-------------|
| Total square meters = 1350 m² | | |
| 1 | Control Room | 1 |
| 2 | Toilets 2 nd floor admin building | 2 |
| 3 | Admin building Operator's toilet | 3 |
| 4 | Sludge Plant toilet | 1 |
| 5 | Chemical House toilet | 2 |
| 6 | Security Office Toilet | 1 |
| 7 | Admin Kitchen | 1 |
| 8 | Sludge Plant kitchen | 1 |
| 9 | General workers change rooms upstairs and downstairs | 3 |
| 10 | canteen | 1 |
| 11 | Chemical house Laboratory and Operator's office | 2 |
| 12 | Security Office | 1 |
| 13 | Sludge Plant office | 1 |

10.2 WEEKENDS AND PUBLIC HOLIDAY INCLUDES:

10.2.1 CLEANING SCHEDULE

| Item No | Activity | Frequency | Number of areas |
|---------|---|-----------|-----------------|
| 1 | Sweep all floors | Daily | 7 |
| 2 | Vacuum carpets | Daily | 2 |
| 3 | Dust all surfaces | Daily | 2 |
| 4 | Mop floors | Daily | 3 |
| 5 | Waste removal and waste separation | Daily | 4 |
| 6 | Replenishment of soap | Daily | 7 |
| 7 | Replenishment of Toilet Paper Rolls | Daily | 15 |
| 8 | Entrance mats dusted/ vacuum | Daily | 1 |
| 9 | Doors, frames, handles (with appropriate chemical cleaner or polish) | Daily | 1 |
| 10 | Damp wipe , dust and disinfect desks, cabinets, counters, telephones window sills, Fax machines, 5photocopier machines, | Daily | 3 |

| Item No | Activity | Frequency | Number of areas |
|---------|---|-----------|-----------------|
| | computers, printers (excluding key boards), dusting of picture frames | | |
| 11 | Clean, damp wipe and disinfect kitchen counter tops , outside up kitchen cupboards | Daily | 4 |
| 12 | Clean Kitchen appliances including microwaves | Daily | 3 |
| 13 | Clean outside fridge | Daily | 4 |
| 14 | Vacuum all upholstered furniture | Daily | 5 |
| 15 | Removal of reachable cob webs and dust with feather duster | Daily | 7 |
| 16 | Clean and sanitise toilet bowls, toilet seats, urinals, Basins, showers, wall tiles, mirrors, pipes, fittings, ledges, and shine fittings | Daily | 13 |
| 17 | Wiping of stairways | Daily | 2 |
| 18 | Clean ashtrays in smoking areas | Daily | 4 |

4. Contract term

We anticipate that the Contract will commence May 2025. The anticipated Contract term and options to extend are:

5. Mandatory documentation

The appointed Service Provider must have a valid letter of good standing on submission of tender and on appointment before commencement of work must submit a full safety file as per the requirements requested by the employer.

6. Special conditions

All personnel must have a preliminary security/criminal clearance check conducted by the service provider and at the service provider's cost.