

### **3. Employer's Requirement**

Providing Security for TATA Flats (Ma. Wayside & G. Gaakoshi) - 2019

#### **3.1 Scope of work**

- a) General Scope of work shall be; to provide security service at the buildings constructed in Ma. Wayside (former Arabiyya) and G. Gaakoshi.
- b) Provision of security service at the buildings should be as follows
  - Control public access to the buildings and related premises during specified hours. **(Point 4)**
  - Prevent unauthorized entry, trespass, intrusion and acts of vandalism.
  - Prevent abuse of facilities provided in the buildings by residents (including visitors).
  - Ensure all residential doors are securely locked at all times.
  - Reporting all incidents, violation of regulations and matters of public safety to the appropriate authorities of the Republic of Maldives.
  - Preventions / Reduction of incidents of any nature such as break-ins, thefts, and/or fighting occurring at the buildings.
  - Respond promptly and appropriately to all security related emergencies.
  - Assist in garbage disposal from apartments to the specified locations.
  - Ensuring that garbage disposed by residential apartments are the sealed and is general waste produced day to day activities.
  - Checking whether garbage disposed to the specified area are only by living residents of the property. And restrict garbage disposal by outsiders.
  - Monitoring CCTV camera system and access control system established in Gaakoshi and Wayside.
  - Monitoring the parking area in Gaakoshi.

#### **3.2 Required Duties**

- 3.2.1 The provision of security service should be 24 hours per day, 7 days per week throughout the entire year.
- 3.2.2 Duties of specific security personnel should be
  - Guarding all the ground floor areas of both lands. (as per annex 1)
  - Guard duties should be done as follows.
    - Minimum three security officer should be in Gaakoshi Building 24 hrs a day, 7 days a week.
      - i. Minimum one security officer should always be available at both entrances in Gaakoshi. (Gaakoshi Block A and Gaakoshi Block B)

- ii. The remaining security officer should patrol the ground floor common areas, residential floor walkways and monitor the CCTV camera system from time to time.
- o Minimum two security officers should be in Wayside Building 24 hrs a day, 7 days a week.
  - i. Minimum one security officer should always be available at the residential main entrance of Wayside.
  - ii. The remaining security officer should patrol the ground floor common areas, residential floor walkways and monitor the CCTV camera system from time to time.
- o The patrolling officers should monitor for the following
  - a) Stop any person who smokes inside the premises
  - b) Stop any person doing any unlawful activities
  - c) Observe and monitor the people entering and exiting the premises and their activities
  - d) Ensure that all doors are locked properly in regular intervals
  - e) Respond to all situations in the premises
  - f) Report any incident in any of the area of the premises
  - g) Regularly log reports in the incident log provided
- Notify the appropriate law enforcement agency immediately of any unlawful activity.
- Admit only authorized personnel to the buildings after specified hours.
- Question and check ID of anyone who enters the premises after the unofficial hours and record said entries daily.

### **3.3 Requirements of Security Officers**

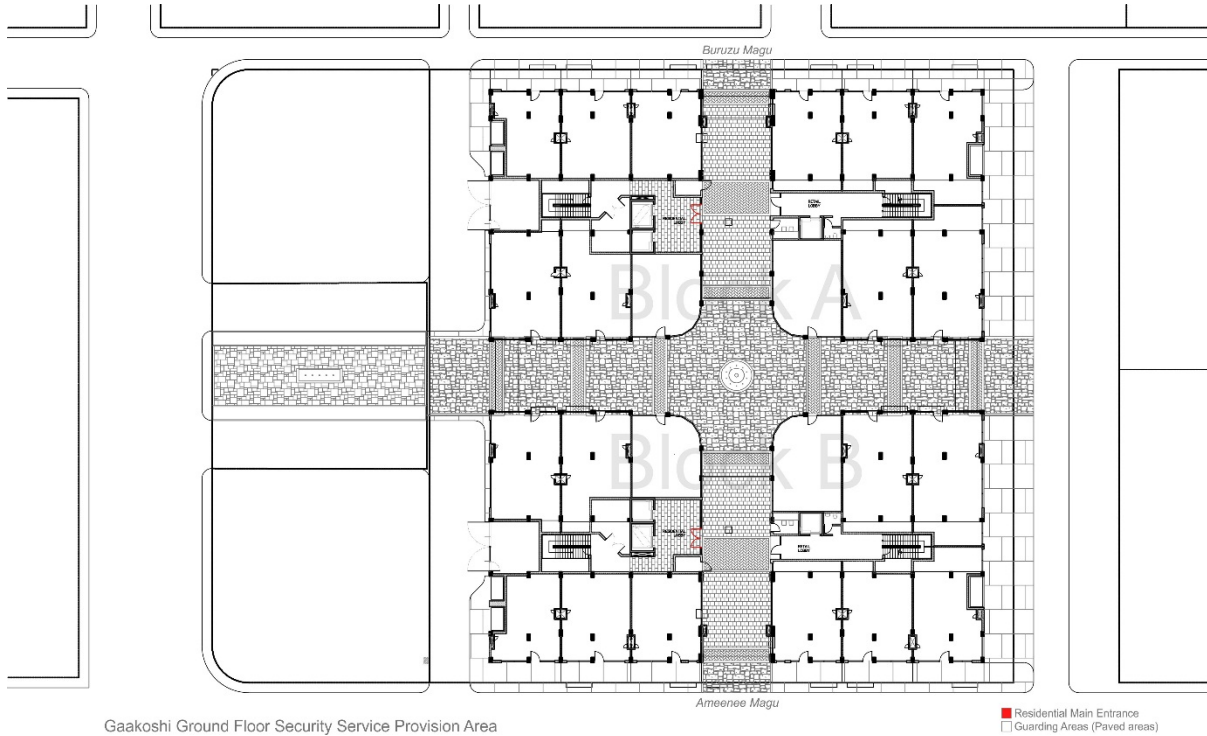
- 3.3.1 The security officers performing duty should have the following requirements
  - a) Be able to communicate effectively in both written and oral English & Dhivehi.
  - b) Be physically and emotionally capable of performing the assignable task
  - c) Have no criminal record.
- 3.3.2 Majority of the security officers should be Maldivians
- 3.3.3 Shall not be under the influence of any alcohol or drugs/medicine that will affect the alertness and performance of the security officer before reporting for duty and whilst on duty.
- 3.3.4 Shall not sleep while on duty.
- 3.3.5 Shall not leave the place of duty without relief or proper handing over the duty to another Security officer.
- 3.3.6 Shall not divulge any information concerning the premises or their scope of duties to any third party.
- 3.3.7 Shall not smoke cigarettes or anything of that kind whilst on duty.
- 3.3.8 Shall not make unnecessary telephone calls while on duty.

**3.4 Specified Hours**

<b>#</b>	<b>Time</b>	<b>Type</b>	<b>Authorized Persons</b>
1	0700hrs to 2300hrs	Official hours	Apartment Residents, Visitors & General public
2	2300hrs to 0700ors	Unofficial hours	Apartment Residents & Emergency personnel's

Annex 1

- Gaakoshi Security Service Provision Area



Gaakoshi Ground Floor Security Service Provision Area

- Wayside Security Service Provision Area



Wayside Ground Floor Security Service Provision Area