

Employer's Requirement

Security Services for Community Centre & Warehouse Shell – 2019

Scope of work

Providing Security Service for Community Centre

- 1.1. General Scope of work shall be to provide security service at Fahiveni Community Centre
- 1.2. Provision of security service at the buildings should be as follows
 - Control public access to the buildings and related premises during specified hours.
 - Prevent unauthorized entry, trespass, intrusion and acts of vandalism.
 - Prevent abuse of facilities provided in the buildings by public (including visitors).
 - Reporting all incidents, violation of regulations and matters of public safety to HDC and 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 premises of Fahiveni Community Centre.
 - Respond promptly and appropriately to all security related emergencies.

2. Required Duties

- 2.1. The provision of security service should be 24 hours per day, 7 days per week throughout the entire year.
- 2.2. Duties of specific security personnel should be
 - Notify the appropriate law enforcement agency and/or HDC immediately of any unlawful activity.
 - Guarding all the floor areas
 - Secure all the Exits and entrances during and after end of operations.
 - Make sure all the doors are locked properly after 2300hrs
 - Make sure roller shutter is shut down after 0000hrs.
 - Providing information to Community Centre Management Office or Supervisor and subordinates by telephone or in person.
 - Guard duties should be as follows.
 - Minimum two security officer at buildings during night time (0000Hrs to 0800Hrs)
 - Minimum one security officers at buildings during Morning time (0800 Hrs to 1600 Hrs)
 - Minimum two security officers at buildings during night time (1600 Hrs to 0000 Hrs)
 - Admit only authorized personnel to the buildings after the 0000hrs.
 - Question and check ID of anyone who enters the premises after the official hours and record said entries daily.
 - Must submit a weekly and a monthly report specifying any issues occurred within the reporting period.

3. Requirements of Security Officers

3.1 The security officers performing duty should have the following requirements

- Be able to communicate effectively.
- Be physically and emotionally capable of performing the assignable task
- Have no criminal record.

3.2 Maldivian Security officers are preferable

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.

3.4 Shall not sleep while on duty.

3.5 Shall not leave the place of duty without relief or proper handing over the duty to another Security officer.

3.6 Shall not divulge any information concerning the premises or their scope of duties to any third party.

3.7 Shall not smoke cigarettes or anything of that kind inside the Fahiveni Community Center area whilst on duty.

3.8 Shall not make unnecessary telephone calls while on duty.

4. Specified Hours

#	Time	Type	Authorized Persons
1	0800hrs to 2230hrs	Official hours	General Public
2	2230hrs to 0800hrs	Unofficial hours	Tenants/Staffs & Emergency personnel's

Providing Security Service for Warehouse Shell 1

1.1. General Scope of work shall be to provide security service at Warehouse Shell.

1.2. Provision of security service at the facility should be as follows

- Prevent unauthorized entry, trespass, intrusion and acts of vandalism.
- Reporting all incidents, violation of regulations and matters of public safety to HDC and 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 facility.
- Respond promptly and appropriately to all security related emergencies.

1.3. Surveillance of the CCTV in the premises.

2. Required Duties

2.1. Security service is to be provided 24 hours a day, 7 days a week throughout the entire year.

2.2. Duties of specific security personnel should be

- Surveillance of CCTV periodically to identify disruptions or unlawful acts.

- Surveillance of the whole premise.
- Notify the appropriate law enforcement agency or HDC immediately of any unlawful activity.
- Secure all the Entrances and Exits during and after end of operations.
- Toilets are to be locked after 10:00pm and opened them before 06:00am.
- Time to switch on the lights: 06:00pm
- Time to switch off the lights: 06:00am
- Security is to be posted as follows:
 - Minimum one security officer at buildings during 24 hours a day.
- Daily ongoing records must be kept at all times and should be handed over to the next shift.
- Monitoring vehicle movement and maintaining vehicle movement log.
- The final monthly report should be submitted to the HDC office.
- Managing the operation of forklifts and trolleys in Warehouse Shell and ensuring the safety of it
- Report to HDC of any related issues of the forklifts and trolleys

3. Requirements of Security Officers

3.1. The security officers performing duty should have the following requirements

- Be able to communicate effectively
- Be physically and emotionally capable of performing the assignable task
- Have no criminal record
- Should be attired accordingly
- Must have pleasant personality

3.2. Maldivian Security officers are preferable.

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.

3.4. Shall not sleep while on duty.

3.5. Shall not leave the place of duty without relief or proper handing over the duty to another Security officer.

3.6. Shall not divulge any information concerning the premises or their scope of duties to any third party.

3.7. Should not smoke cigarettes or anything of that kind inside the warehouse area whilst on duty.

3.8. Should not make unnecessary telephone calls while on duty.

4. Specified Hours

#	Time	Type	Authorized Persons
1	0800hrs to 2300hrs	Official hours	Tenants/Staffs & Emergency personnel's
2	2300hrs to 0800hrs	Unofficial hours	Tenants/Staffs & Emergency personnel's