

Employer's Requirement

Cleaning Services for TATA Flat's, Centro Mall and Warehouse Shell - 2019

3.1 Scope for cleaning services at Ma. Wayside & G. Gaakoshi

3.1.1 General Scope

- a) The range of work that is mentioned in this scope for cleaning services shall be done at the buildings mentioned in this document.
- b) The selected party shall carry out the cleaning services at Ma. Wayside & G. Gaakoshi.
- c) The selected party shall provide the necessary manpower tools, equipment, machinery and material to carry out the services according to the detailed work specifications in this scope.
- d) The selected party shall provide additional manpower to ensure satisfactory completion of routine works according to the respective works program.

3.1.2 Scope of Work

Generally, the scope of work for daily and routine cleaning service shall include the following:

- a) Daily and periodic cleaning of all exterior surfaces of the buildings.
- b) Daily cleaning of floors, staircase, walkways, lift lobby, courtyard, garbage disposal areas, lifts security guard room and Gaakoshi office flat.
- c) Weekly cleaning of Water Pump Room and Electrical Panel Room
- d) Monthly cleaning of Terrace, Fire Panel Room and Backup Generator Room
- e) The provision for periodic cleaning of all the exterior walls, external facades and glass panels.
- f) Monthly services for the effective control of pests such as cockroaches, rodents, rats, termites, flies, bees, mosquitoes, ants and other insects.
- g) Proper cleaning chemicals should be used in cleaning of all the areas in clause 3.1.3.
- h) Proposing any additional service to be provided to maintain the overall cleanliness of the property will be an added advantage.

3.1.3 Frequency of cleaning works

Description	Details of the area to be cleaned	Frequency
Cleaning work in Tata flats	Terrace	Monthly
	Lift Lobby (with glass doors)	Daily
	Gutter/Water drain area	Daily
	Common Area, Walkways, Staircases	Daily
	Lifts	Daily
	Garbage disposal area	Daily
	Fire Panel Room & Backup Generator Room	Monthly
	Service Rooms (Electrical & Water)	Weekly
	Courtyard	Daily
	Security Guard Room	Daily
	Gaakoshi Flat B105 (the whole flat B105)	Daily

3.2 Scope for cleaning services at CENTRO Mall

3.2.1 General Scope

- a) The range of work that is mentioned in this scope for cleaning services shall be done at the buildings mentioned in this document.
- b) The selected party shall carry out the cleaning services at CENTRO Mall.
- c) The selected party shall provide the necessary manpower tools, equipment, machinery and material to carry out the services according to the detailed work specifications in this scope.
- d) The selected party shall provide additional manpower to ensure satisfactory completion of routine works according to the respective works program.
- e) Minimum 2 Cleaners must be present at the building during all business hours (0600hrs to 0000hrs)
- f) The Common area & the Security Room should be cleaned before 07:30 am everyday
- g) Proper cleaning chemicals should be used in cleaning of all the areas highlighted above.
- h) Monthly services for the effective control of pests such as cockroaches, rodents, rats, termites, flies, bees, mosquitoes, ants and other insects.
- i) Proposing any additional service to be provided to maintain the overall cleanliness of the property will be an added advantage.

3.2.2 Frequency of cleaning works

Description	Details of Area to be cleaned	Frequency
Cleaning work	Whole building and the surrounding area	Thrice Daily
	All the Toilets	Every 4 Hours between 7am to 12am
	Façade of the building (including the glass)	Every other week
	Walk ways and corridors	Trice daily
	All staircases and the railings of the building	Daily
	All the balconies and the railings of the building	Trice daily
	Roof cleaning	Monthly
	Terrace (Service area)	Monthly
	Lift service room	Monthly
	Pump Room	Monthly
	Garbage Disposal area	Twice daily
	Service Rooms	Monthly
	Security room	Twice daily
Courtyard cleaning	Daily four times	

3.3 Scope for cleaning services at Warehouse Shell

3.3.1 General Scope

- a) The range of work that is mentioned in this scope for cleaning services shall be done at the buildings mentioned in this document.
- b) The selected party shall carry out the cleaning services at Warehouse Shell 1, Hulhumale.
- c) The selected party shall provide the necessary manpower tools, equipment, machinery and material to carry out the services according to the detailed work specifications in this scope.
- d) The selected party shall provide additional manpower to ensure satisfactory completion of routine works according to the respective works program.
- e) Proper cleaning chemicals should be used in cleaning of all the areas highlighted below.
- f) Monthly services for the effective control of pests such as cockroaches, rodents, rats, termites, flies, bees, mosquitoes, ants and other insects.
- g) Proposing any additional service to be provided to maintain the overall cleanliness of the property will be an added advantage.

3.3.2 Frequency of cleaning works

Description	Details of Area to be cleaned	Frequency
Cleaning work in Warehouse Shell	Whole warehouse building and the surrounding area	Twice Daily
	All the Toilets	Every 6 Hours between 7am to 7 pm
	Walk ways	Twice daily
	Warehouse Steel Structure	Monthly
	Common Windows	Weekly
	All staircases	Daily
	Lift	Daily
	All Rooms	Daily