# DIOCESAN CENTRE BUILDING
# 1 Francis Thomas Drive, Singapore 359340

## OFFICE, COMMON AREA & FACILITIES CLEANING SCOPE OF WORKS

**STAFF REQUIREMENTS:**

- **Office Area**
  - No. of Cleaner(s) : 1
  - Schedule (incl. break time) : Mon – Fri 7:30am to 11:30am

- **Common Area & Facilities**
  - No. of Cleaner(s) : 2
  - Schedule (incl. break time) : Mon -Fri 7:00am to 4pm
    : Sat 7:00am to 1pm

**SCOPE OF WORK**

**A. OFFICE AREA**

1. To clean the following area:
   a. **Level 1**
      - DCA Office #01-01 - Daily
      - #01-04 - Weekly
      - #01-19 – Weekly or as needed

   b. **Level 2**
      - #02-03 - Weekly

2. **Daily tasks** include:
   a. Dusting and wiping of desks, tables, chairs, shelves, cabinet tops equipment surfaces, without moving or disturbing papers and personal items
   b. Sweeping and mopping of floors
   c. Emptying of bins and replacing liners
   d. Wiping and disinfecting of high-touch points such as door handles, light switches.
   e. Spot-cleaning of glass doors, glass partitions and mirrors
   f. Keeping the areas free from rubbish and food remains.
   g. Prepare the meeting room (as needed) by arranging tables and chairs, wiping surfaces.
   h. Prepare and serve refreshments for the manager's office, meetings and visitors as agreed and instructed by Management
   i. Keep the pantry or refreshment area clean, including sinks, counters, microwave, refrigerator exterior and water dispenser.
   j. Assist with shredding of papers designated by Management and paper waste shall be bagged and disposed accordingly.
   k. To arrange with the common area cleaners to dispose the rubbish in the office pantry every 3pm daily.

3. The Contractor shall conduct a **yearly deep cleaning** of the Office and Archive Room on the agreed schedule with the management:
   a. Conduct a pre-cleaning inspection and site preparation before the actual work.
   b. Provide protection/covering for electronic equipment, files, etc.
   c. Machine scrubbing of floors and apply polish/sealer.

d. Cleaning of the inside of cabinets, drawers and shelves only where Management has emptied them or approved in advance.
e. For Archive Room - Cleaning of stored items as instructed by management.
f. High dusting and removal of cobwebs.
g. Washing and spot-cleaning of walls, doors and door frames, partitions and glass panels, removing marks and scuffs where possible.
h. Wiping and disinfecting of desks, tables, chairs, drawers (exterior), cabinets, shelves and countertops, including tops, sides, legs and undersides.
i. Cleaning of fabric chairs, sofas and other upholstery by vacuuming and shampooing or steam cleaning, as appropriate to the material including the chairs in the conference room.
j. Toilets - Intensive cleaning of all fittings, tiles and grout, descaling of taps and fixtures, cleaning of floor traps, vents and partitions, and removal of stains, odours and limescale.
k. Disinfection and sanitisation of high-touch points and hard surfaces throughout the office, and may apply sanitising mist or spray using products that are suitable for occupied offices.

## B. COMMON AREA & FACILITIES:

### 1. Toilets and Shower Rooms (Daily)

- The Contractor shall clean all toilets and shower rooms, including:
- Washing and disinfecting toilet bowls, urinals, wash basins, shower areas, taps and fittings
- Wiping mirrors, partitions, doors, dispensers, hand dryers and countertops
- Sweeping and mopping floors and removing stains, scale and odours
- Emptying sanitary bins and rubbish bins and replacing liners
- Checking and clearing blocked floor traps and reporting leaks, faulty fittings and other defects to Management promptly

### 2. Corridors (Daily)

Sweeping and mopping of all corridors (and staircases and landings connected to them) on all three levels.

### 3. Parapet Walls (Daily)

Wiping of all parapet walls along corridors and external edges to remove dust, dirt and bird droppings.

### 4. Walls and Windows along Corridors (Fortnightly)

Cleaning of corridor walls (spot-cleaning of marks and stains) and windows, including glass panes, frames and sills, on the interior and on the exterior surfaces accessible from the corridors.

### 5. Driveway and Carpark (Daily)

Clearing of dry leaves, litter and loose debris from the driveway and carpark, and disposal.

### 6. Drains (Fortnighly)

Clearing of all drains and drain covers around the Premises of soil, debris and dry leaves, so that water flows freely.

7. **High-Jet Washing (3x a Year)**
   High-jet washing of Fire Engine access pavement and the Building's external floor tiles

   Frequency: Three (3) times per year, at approximately equal intervals, or on dates agreed with Management

8. **Wall Fans and Ceiling Fans (Monthly)**
   Monthly cleaning of all wall fans and ceiling fans, including blades, guards, housings and brackets. Fans must be switched off and isolated before cleaning.

9. **High Dusting (Monthly)**
   Monthly high dusting to clear cobwebs, dust and similar accumulations from ceilings, ceiling corners, high ledges, light fittings, ducts, pipe runs and other elevated surfaces.

10. **High-Touch Points (Daily)**
    Wiping and disinfecting of high-touch surfaces, including door handles, push plates, handrails, lift buttons (if any), light switches, taps, shared equipment and counters, using a disinfectant suitable for the surface.
    Frequency: Daily

11. **Premises Free of Rubbish (Daily)**
    The Contractor shall ensure that no rubbish is left lying around the Premises at any time during service hours. This includes collecting litter, emptying bins and bin points, and moving rubbish to the designated refuse area. **The Contractor shall also keep the refuse area tidy.**

12. **Identified Facilities and Storage Rooms**

    Regular cleaning of the facilities and rooms identified below, including storage rooms, pantry/meeting areas, staircases and other designated areas, as follows: Cleaning of storage rooms shall not involve moving or discarding Management's items without approval.

**The Contractor shall propose a schedule for the regular cleaning of the following rooms:**

a. **Level 1**
   - #01-03 - Monthly
   - #01-05 Storage - Monthly
   - #01-07 Storage - Monthly
   - #01-08 Classroom - Weekly
   - #01-11 Storage - Monthly
   - #01-12 Storage - Monthly
   - #01-17 Archive - Weekly (sweeping only)
   - #01-18 Library - Weekly
   - Store 2 - Weekly
   - Store 3 - Weekly
   - Store 4 - Weekly

b. **Level 2**
   - #02-01 - Weekly
   - #02-02 - Weekly
   - #02-04 - Weekly

- #02-08 Storage - Weekly
- #02-12 Hall/Store - Weekly

c. **Level 3**
- #03-01 to #03-08 - Monthly
- #03-09 Hall - Weekly
- #03-10 to #03-17 - Weekly

d. **Levels 4 to 6**
- #04-01 - Weekly
- #05-01 Prayer Room - Weekly
- L5 and L6 Balconies - Weekly

**13. Supplies, Materials and Equipment (Provided by the Contractor)**

a. **Cleaning supplies, materials and equipment.** The Contractor shall provide, at its own cost, all cleaning supplies, chemicals, consumables, tools and equipment, including mops, brooms, buckets, trolleys, vacuum cleaners, scrubbing machines, high-jet pressure washers, extension poles, ladders and platforms, rubbish bags and PPE. Equipment shall be kept in good working condition and stored in an area agreed with Management.

b. **Toiletries for all toilets.** The Contractor shall supply and replenish, at its own cost, toilet paper & hand soap in all toilets, so that supplies never run out during service hours.

c. **Air fresheners for all toilets.** The Contractor shall supply, install and replace air fresheners in all toilets, at its own cost, at the interval needed to keep them effective.

d. Chemicals shall be safe for the surfaces on which they are used, appropriate for use in occupied buildings, and accompanied by Safety Data Sheets on request. Management may require the Contractor to change any product that causes damage, complaints or health concerns.

**14. Ad Hoc Disposal**

a. The Contractor shall provide free-of-charge the disposal of small unwanted items designated by the management (e.g. office chairs, small tables, boxes, etc).

b. For disposal of larger items (e.g. large tables, mattress, etc.), the disposal fees will be on a quotation basis.

**15. Daily Reporting**

The Cleaners shall take a photo for each work done and send to the designated Whatsapp Chat Group for proper monitoring and record.