

# **SPECIFICATION FOR JANITORIAL SERVICES**

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# Specifications

## 1. Janitorial Tasks

- i. **Restrooms (Washrooms/toilets) including restroom for differently.**
  - a. Floors must be swept and wet mopped with disinfectant/germicidal cleaner.
  - b. Wet mop and damp wipe areas soiled from foot traffic or due to any other reason.
  - c. Scrub wall tiles including grouted joints without any damage to the tiles or walls.
  - d. Spot clean smudges and marks from washable tiled/ granite floors, walls, partitions, vanity tops, doors, door jambs and receptacles daily and as needed with no damage to them.
  - e. Damp wipe inside as needed.
  - f. Water closets and urinals must be washed and sanitized using a germicidal cleaner. Sanitize commodes including both sides of seats and wash basins using a germicidal cleaner without any damage.
  - g. Washbasins must be cleaned, and no colored patches, marks or dirt must remain. Clean and sanitize sinks and faucets and wipe dry with no damage to them. Traps in wash basins should be cleaned and maintained with no blockages.
  - h. Floor traps must be maintained free from odor at all times. Blockages in sewer lines, traps, gullies, manholes to be cleared as needed. Cleaning of septic tank as needed.
  - i. Partitions and walls behind toilets and urinals in men's rooms to be spot wiped for soiling with disinfectant daily.
  - j. Spray and wipe all mirrors, shelving, dispensers and chromium fixtures must be damp wiped and polished. Clean and polish all bright work.
  - k. All other surfaces must be spot cleaned and horizontal surfaces and vertical surfaces damped wiped and sanitized.
  - l. Paper towel, toilet paper and soap dispensers must be replenish daily.
  - m. Paper towel and sanitary napkin receptacles must be emptied, and provided with a new liner. Removed trash from restrooms should be disposed from premises daily.
  - n. Remove trash, replace liner and wash out receptacles as needed.
  - o. Walls around toilet and urinals are spot-wiped daily for soiling.
  - p. Remove all cobwebs and clean all surfaces (walls under the vanity tops etc).
  - q. Remove dust & cobwebs in light fixtures, fans, etc.

The intention of this specification is to leave all restrooms (washrooms/toilets) & entire

premises in a clean, dust free, dirt free, odorless and sanitized condition.

- ii. **All Office Areas, including Conference/meeting rooms, Auditorium, Tea rooms, Lunchrooms, Record rooms, Laboratory, Training rooms, Passages, Walkways, Lobby areas, Lifts etc. of the entire building**
  - a. Vacuum all carpet areas, detail vacuum all carpet edges and corners
  - b. Broom sweep concrete or tiled stairs and landings, internal cement block paved areas, rough granite paving at entrance to the building. Mop the entire stair way and in front of the lift (Elevator) area.
  - c. Wet mop and damp wipe areas soiled from foot traffic or due to any other cause. Dust mop and damp mop all hard surface floors. Remove heel marks, scuffs touchup and restore with finish as needed.
  - d. Remove cobwebs and debris in all surfaces of the building including ceiling and under and behind the furniture, (All types of tables/ chairs/cupboards/racks etc.), and lift and lobby areas and all hidden spaces.
  - e. Clean entrance door glass and other door glasses.
  - f. Clean all finger prints, smudges, etc on counters, desks, benches, light switches, walls, doors & frames, interior divider glasses, glass topped desks etc.
  - g. Dust all the horizontal surfaces.
  - h. Dust and spot clean all desks/tables, counters and counter tops, file cabinets, racks, ledges, windowsills etc. without naming every type of surface in the building.
  - i. Empty all trash, replace liners as needed. Empty all exterior trashcans and empty and clean cigarette burns.
  - j. Vacuum all ceiling diffusers, vents. Clean all light fixtures to be free from dust and cobwebs and polish all bright surfaces, clean all fans and louvers to be free from dust and cobwebs.
  - k. Clean and polish all glass blocks to a bright finish from both sides (indoor and outdoor).
  - l. Clean windows from both sides (indoor and outdoor)
  - m. Clean and polish all stainless steel surfaces and all metal/aluminium surfaces on partitions, doors, door handles, hand rails, lift car etc.
  - n. Scrub and high-speed buff all tiled/rough granite floors in passages, balcony areas, porch area etc to remove scuffs and restore the original finish (gloss, mat, rustic or rough).
  - o. Vacuum all the fabric areas in partitions without any damage to the original finish.

- p. Dust all vertical blinds in the building. For the removal of dirt and grime, simply wipe fabric blades with a sponge soaked in lukewarm water and a little mild detergent. There can be significant variations between fabrics used in vertical blinds, Therefore we recommend that clean a small test area first. Then it can be dry gently with a clean cloth. We recommend maintaining and cleaning blinds in accordance with manufacturer's instructions.
- q. Clean dust, stains and spills of all lobby carpeting/mats, carpeting/mats in main walkways and in all other areas of the entire building.
- r. Disinfect telephone equipment daily with an approved germicidal.
- s. Clean and maintain all flower troughs and indoor plants.
- t. Clean all the gutters and drains at the roof level and the ground level to avoid any blockages in the rain water disposal system.
- u. Scrub wall tiles including grouted joints in pantry/lunchrooms without any damages to the tiles.
- v. Cleaning of polycarbonate roof (sky light) from both sides (from top-external side and bottom- internal side) to visible from the middle open area of the building. No algae or any other stains remain in the covering. Covering should be washed using a suitable method without any damage to the roof structure as well as covering and any other fixtures.
- w. Cleaning of ground water sump, overhead water tanks properly at least once a year and if requested by NWSDB.
- x. Cleaning of Septic tank when required. Clean all the manholes and gullies to avoid any blockages in sewage disposal system.
- y. Clean the flower bench of the Buddha statue.
- z. Remove all the trash from building to a designated area outside the premises.
- aa. Clean the curtains in the auditorium, Clean and polish the stage area.
- bb. Cleaning of internal sign boards and name boards. Cleaning and polishing of main name board.

The intention of this specification is to leave all the surfaces of entire building in a clean, sanitized and dust free condition.

**iii. All other areas**

- a. Remove cobweb and debris in all surfaces of the buildings such as external areas of the office building including sunshades flower troughs, car porch, generator room, security huts , pump house, car parks, Janitorial room etc.
- b. Sweep open verandahs, concrete/cement block paved areas, and remove all the litter. Wash them if required.
- c. In grassed areas and lawns remove all litter,
- d. In all other areas outside the building - remove all litter, remove large weeds, apply weed killer, sweep all areas clear including car parks, paths and kerb lines.
- e. Cleaning ponds to an acceptable level. Prior approval should be taken for the method of cleaning from the NWSDB Supervising Officer. Care should be taken to protect the ornamental fish in the ponds.
- f. Remove all litter and trash. Empty recycling bins collected outside the building and removed to a designated area outside the premises.
- g. Clean all the canals around the entire land. Remove all mud and dirt to a designated area outside the premises. Maintain the cleanliness of the canal to be free from odor.
- h. Clean the fence and boundary around the building premises. Maintain the fence and the boundary with no creepers or plants grow along and on the fence. Remove all rust and painting with anticorrosive paint and enamel paint.

The intention of this specification is to leave entire premises in a clean, sanitized, dust free, hygienic condition.

**iv. Miscellaneous services**

- a. Report malfunctioning lamps, lights and/or building equipment as they occur indoor and outdoor.
- b. Report any restroom (washroom, toilets), pantry, or any other area repairs (bidet showers, taps, cisterns water leakages, soap dispensers or any other fixtures etc) as needed to the supervisor nominated by NWSDB.
- c. Follow all necessary building security procedures.
- d. Comply with all general rules of good housekeeping regarding janitorial duties which are not here in specified.

## 2. The Time Schedule to Carryout Works

### 2.1 Daily Work

Description	Time
Cleaning of all toilets	Before 0830h, at 1130h, at 1430h and as and when needed
Cleaning of all garbage bins in office area	On or before 1030h, at 1300h (after lunch), After 1630h
Cleaning of Garbage Collectors outside the building	Twice a week before 0830h or after 1630h or/ and as and when required.
Cleaning of office areas (Inside the main building)	Before 0800h and after 1630h, and as and when needed.
Cleaning of all external areas, and common areas including other buildings inside the premises	Before 1730h without disturbing the office activities.

### 2.2 Weekly Work

The works covered under Weekly Category should be carried out on Sundays to avoid the disturbances to the office work.

### 2.3 Monthly Work

The works covered under monthly Category should be carried out on 1<sup>st</sup> Sunday of each month to avoid the disturbances to the office work.