

**ANNEX C**

**CORRIGENDUM**

**SCOPE OF WORK FOR NKF DIALYSIS CENTRE**

The Contractor is required to provide cleaning services to maintain the cleanliness of the NKF Dialysis Centres

The contractor shall station a total of two (2) cleaners at each of the Dialysis Centre during the operating hours, one (1) during each shift from Monday to Saturdays, public holidays included. The working hours of each shift as follows:

- 0700hrs to 1530 hrs (AM shift)
- 1500hrs to 2330 hrs (PM shift)

The once-a-month periodic cleaning (High Dusting) shall be performed by a team of minimally four (4) cleaners on a Sunday for each Dialysis Centre. Each team must be guided by a Cleaning Supervisor.

The contractor is required to provide/deploy 3 full-time Cleaning Supervisors (1 per zone – East/Central/West) to oversee manpower training & deployment; quality assurance & controls

The Cleaning Supervisors assigned to NKF shall be fully conversant with all aspects of Environmental Hygiene requirements stipulated by the relevant authorities namely MOH and NEA

At Patient Treatment Area – sweeping of floor or any form of cleaning that generates dust (earth or fine/dry particles) are prohibited during patients' meal times & during clinical procedures namely starting and ending cycles of each dialysis treatment. Meal times (approx. 30 to 45 mins per session) are defined as when snacks and beverages are being served and consumed.

The successful Contractor is required to carry out the following:

- i. Supervisors / cleaners to attend training program (half day theory conducted in NKF HQ followed by on the job training in the dialysis centre)
- ii. Keep and submit training record of every cleaner to Support Service, Building.
- iii. Supervisor will mentor and perform competency assessment for cleaners. The competency assessment should be submitted to Support Service, Building.
- iv. Supervisor will orientate all new cleaners.
- v. Conduct quarterly audit on cleaning. Audit report/results are to be submitted to the Clinical Nurse Manager of the dialysis centre and to Support Service, Building.
- vi. Supervisor will perform weekly checks on cleaning. The Checklist will be submitted to Support Services, Building, on a weekly basis.
- vii. Keep and submit Environmental Hygiene Compliance record to the Clinical Nurse Manager of the dialysis centre and to Support Service, Building.
- viii. Provide MSDS for the cleaning disinfectants used.
- ix. Provide dilution table for the dialysis centres. Cleaners and dialysis centre staff have to be kept informed if there are any changes to the protocol or type of cleaning disinfectants used.
- x. Keep and submit Performance Report on a monthly basis to the Clinical Nurse Manager of the dialysis centre and Support Service, Building.

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**1.0 FREQUENCY OF CLEANING**

**Daily**

- (a) To clean NKF plaque at the main entrance.
- (b) To sweep and mop all floor within the centre (dialysis areas required four times a day) using 0.1% bleach solution.
- (c) To sweep the external areas, including corridor & aluminium grille area.
- (d) To mop each cubicle after each patient's dialysis treatment using 0.1% bleach solution with designated mop.
- (e) To empty all bins and clear all refuse, especially food refuse & Biohazard waste from the dialysis centre. To put on Personal Protection Equipment (PPE) (ie. gloves, gowns, proper foot-wear etc.) when clearing the waste.
- (f) To dust floor mats.
- (g) To wipe and clean all tables, counters, furniture & office fixtures including door handles
- (h) To spot clean and remove all finger marks and smudges on wall and fixtures.
- (i) To descale toilets (including walls and floors) with approved cleaning agent and clear the toilets twice a day.
- (j) To boil water and refill all kettles, flasks and dispensers.
- (k) To wash all cups and plates in pantry, keep pantry dry and clean.
- (l) To dispose carton cardboards into Bin Centre.
- (m) To clean & scrub the wash basin with bleach after every patients' shift and as and when necessary.

**To clean & clear external landscape area including shelter area, benches, bins and to clear rubbish including fallen leaves/ branches etc. – applicable to Simei DC.**

**Weekly**

- (a) To damp dust all cupboards, shelves, edges, glass panels, etc.
- (b) To damp dust outside windows, ledges and cornices.
- (c) To clean all internal glass surfaces.
- (d) To clean store room.
- (e) To wipe and clean all painting frames, artifacts & etc.
- (f) To wipe and disinfect all telephones.
- (g) To maintain the water feature and courtyard debris.
- (h) To mop/ wash the external areas including corridor.

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- (i) To clean fridge at Tea Room area.
- (j) To damp dust & clean waste bins
- (k) **To damp dust external railing – applicable to Simei DC.**
- (l) **To clean & dust all display items (eg. wooden artifact, glass artifact etc.).**

**Monthly**

- (a) To carry out highdusting of the centre within one (1) day.
- (b) To damp dust all high unreachable areas, including air-conditioning units, televisions, beam lights, ledges, window blinds, all external exhaust air grilles etc.
- (c) Thorough cleaning of all washrooms including wall tiles and wash basins.
- (d) To clean and wipe all window panels and ledges (internal and external).
- (e) To scrub and high jet all perimeters tiled area (external).
- (f) To clean main signage and any other signages, ceiling tiles & exhaust fans.
- (g) To clean and wash rear of block area including waste storage & CU area especially CU door & door handle.
- (h) Wiping of all furniture and fixtures, including cabinets, lockers, wall fixtures, television, etc.
- (i) Wiping & polishing of stainless steel cabinets / compartments and wash basins.
- (j) Thorough scrubbing of floor tiles with appropriate cleaning chemicals (internal).
- (k) To remove lamp cover and clean fitting.
- (l) To clean & dust all light holder corners.
- (m) To clean & high jet the Bio-Hazard Waste Room and other vent rooms.
- (n) To clean/flush dialysis machines' drain lines.
- (o) To clean General & biohazard bins in the DCs.
- (p) To clean the ceiling groove along the common walkway outside the main entrance - **applicable to Bangkit DC only.**
- (q) **To clean “Kwan Yin” artifact and display items - applicable to Simei DC and Kolem Ayer DC.**

**Note : All works are to be carried out on Sunday and to complete within a day.**

**Note :**

Yishun Dialysis Centre

Quarterly cleaning of staircase covered linkway structures, roof and columns.

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**2.0 INCLUSION** - Supply of black trash bag / cleaning disinfectant of 0.1% bleach  
- Supply of PPE/ gloves

**3.0 EXCLUSION** - Removal of bulky waste  
- Supply of waste receptacles, bacteria or blood disinfectant  
- Supply of yellow bag  
- Removal of Bio-Hazard waste (except from Treatment/ Re-Processing Areas to assembly area)

**4.0 INDICATIVE CLEANER WORK SCHEDULE**

An indicative cleaner work timing is attached at **Annex C.1**. This is for the purpose of reference only and varies among dialysis centres.

**5.0 TYPES OF CLEANING ITEMS**

- i. Cleaning Agents – 5.25% Bleach
- ii. 2 in 1 Mop (Segregation of Clean/ Isolation/ Hep B)
- iii. Cleaning Bucket/Trolley (1 per DC)
- iv. Buckets (segregation of Clean/ Isolation/ Hep B)
- v. Color Coded Cleaning Cloth (refer to **Annex C.2**)
- vi. Ordinary mops