ANNEX F

SCOPE OF WORK FOR NKF CENTRE

NKF Centre – Level 1 to 12, Roof & Level 4 Roof Garden, Auditorium/ Breakout Area and External Grounds Including the Carpark

1. Routine Cleaning of Common Area, Floor, Lift Lobbies and Staircases

1.1. Cement and Sand Screed Floor

i. At least dry sweep once a day to ensure removal of all loose dirt and dust.

ii. Damp-mop with cleansing solution/clean water weekly with detergents approved by the Client and ensure removal of oil and stubborn stains.

iii. All cement floors, footpaths, staircases, apron and carparks are to be high pressure washed, scraped, cleaned as per Cleaning Schedule at **Annex F1** to avoid growing of fungus, slime and algae.

iv. Ponding of rainwater accumulated after downpour shall be mopped dry immediately.

1.2. Clay Tiles, Quarry Tiles, Ceramic Tiles, Mosaic, Granite/ Marble Floor

i. Dry sweep daily and ensure removal of all loose dirt and dust.

ii. Damp-mop with and support detergent immediately after sweeping once a day.

iii. Thoroughly scrub all tiled area as per Cleaning Schedule at **Annex F1** or as and when directed by the Client by using a heavy duty scrubbing machine with approved detergent/acids diluted in accordance with manufacturer's instruction. Thereafter rinse with clean water. All waste water should be collected by a wet pick-up vacuum.

iv. All floorings are to be dry-swept daily to remove all loose dirt, dust etc. and damp-mop with water/detergent solution to remove all stains and embedded grime.

v. Spray buff with polisher and buffing liquid for granite/marble flooring as per Cleaning Schedule at **Annex F1**.

1.3. Carpet

i. Vacuum weekly.

ii. Spot-shampoo stained area as and when necessary, or as directed by the Client, using an approved brand of carpet shampoo in accordance to the Manufacture's instruction.

iii. Shampooing must be done at least once in six months or as and when directed by the Client. After every shampooing, rejuvenate carpet piles with pile lifters.

ANNEX F

2. Routine Cleaning of Doors and Windows, Fire Extinguishers

2.1. Glass doors and Windows, Fire Extinguishers (Including Aluminium Framings)

i. Weekly damp-clean with water and dry surface with soft cloth.

ii. All surfaces of the glass panels are to be washed and cleaned thoroughly monthly with approved detergent.

iii. The external surfaces of glass panels at Level 1 are to be washed and cleaned thoroughly once in every three (3) months with approved detergent.

2.2. Wooden Painted Doors

i. Weekly damp-clean with water and dry surface with soft cloth.

ii. Monthly damp-clean with water and detergent approved by the Client. Rinse with clean water and dry surface with soft cloth.

3. Routine Cleaning of Ceilings, Inlet and Return Air Grilles Air-conditioners, Wall Fans etc.

3.1. Ceiling - General

Feather dust bi-monthly to remove cobwebs, etc. special attention to be given to junction between walls and columns.

3.2. Aluminium Strip Ceilings, exposed and Semi-exposed Aluminium Grid Suspensions of Mineral Fibre Ceilings, Wall Fans, Light etc.

i. For grid suspended mineral fibre ceilings, feather dust bi-monthly.

ii. The inlet and return air grilles of air-conditioning system shall be damp-mopped bi-monthly.

iii. Graphics, lettering, directional arrows etc. on wall, doors or partitions shall be cleaned once a month by damp-mopping with an approved detergent.

iv. Where light or light diffuser/wall fan are permanently fixed the accessible surface shall be damp-mopped with clean water bi-monthly.

4. Routine Cleaning of Lifts

4.1. Dry-sweep floors and clean lift internal wall panel and lift car doors twice daily or more frequently as required or instructed by the Client.

4.2. Damp-mop lift car doors, walls, control panels, control buttons, etc. with clean water once a day, and with an approved detergent diluted as previously described herein.

4.3. Polish lift car doors and internal wall panel and ceiling with an approved liquid polish weekly or as and when directed by Client. External surface of lift doors are to be polished monthly.

5. Routine Cleaning of Furniture, Furniture Fittings and Door Furniture (Level 1 to Level 7)

5.1. Furniture

i. Feather dust all furniture and damp-mop all table tops once a day.

ii. Damp-mop all furniture, including those with PVC upholstery, but excluding fabric upholstery furniture, with an approved detergent diluted as previously described herein weekly.

iii. Polish all timber furniture with an approved liquid furniture polish once a month.

iv. Vacuum all fabric upholstery of furniture, auditorium chairs and damp-mop any metal component once a month.

v. Steam cleaning of all fabric upholstery of furniture, chairs and auditorium chairs half-yearly.

vi. When necessary, the Contractor shall assist to shift the outdoor benches and canteen chairs to its stated location.

5.2. Door Furniture and Furniture Fittings

Polish all furniture fitting and metal furniture of doors with an approved liquid polish as per Cleaning Schedule at **Annex F1**.

5.3. Noticeboards at Common Area

Dust or damp-cleaned daily.

6. Routine Cleaning of Refuse Bins, Lift Lobby SS Bins, Bin Centre, Plant Rooms, Lift Landings, Common Toilets

6.1. Waste Paper Receptacles, SS Bins etc.

6.1.1. The Contractor shall empty all wastes receptacles at least once a day.

6.1.2. SS bins located in common area shall be cleared of all sweet wrappers etc. once a day.

6.1.3. Recycling bins shall be emptied at least once a week or as and when necessary.

6.1.4. The Contractor shall transport all refuse collected from waste paper receptacles, etc. to the Bin Centre.

6.1.5. All washable waste paper receptacles, SS bins etc shall be washed with soap and water once a week.

6.2. Refuse Bins, Bulk Container and Bin Centre

i. The Refuse bins and Bulk Containers shall be thoroughly scrubbed with water and approved detergent and disinfectant immediately after every refuse collection has been affected.

ii. The floors and walls of the bin centre shall be thoroughly scrubbed and washed weekly with an approved detergent and disinfectant and mopped dry immediately after.

6.3. Plant Rooms including Basement Pump Rooms

i. Thoroughly sweep and damp-mop all accessible floor weekly. Avoid any interference with or disturbance to any machinery plant, motor gear, etc.

ii. Damp wipe accessible wall surfaces once a week.

7. Routine Cleaning of Common Toilets and Shower Rooms

7.1. Toilet Bowl

Toilet bowls must be properly scrubbed with an improved detergent and disinfectant twice a day.

7.2. Urinals

The urinals shall be scrubbed and washed with an approved detergent and disinfectant twice a day.

7.3. Floors

i. Floors must be thoroughly scrubbed and flushed with clean water at least twice a day at 8.00 a.m. and 1.00 p.m. After every washing, floors must be swept dry and mop with approved detergent and disinfectant diluted in accordance with manufacturer's instruction. All toilets are to be sponge-mop after each washing to ensure floors are thoroughly dry.

ii. Scrub quarterly with detergent and disinfectant, using scrubbing machine to remove all dirt and stubborn stains.

7.4. Wall

i. Damp-mop at least once a day with approved detergent and disinfectant.

ii. Scrub & decaling quarterly with detergent and disinfectant and remove all dirt and stubborn stains.

7.5. Doors, Windows and Fittings

i. Damp-mop both sides of doors, windows and fittings twice a day with approved detergent and disinfectant.

ii. Polish doors, windows and fittings quarterly with an approved liquid polish.

7.6. Sanitary and Electrical Fittings

i. All wash basin, sinks, toilet bowls, cisterns, urinals etc. shall be washed and cleaned at least twice a day with approved detergent and disinfectant.

ii. Chrome plated and stainless steel fitting, such as stop cocks, bib cocks, flush and sparge pipes, and all exposed pipes and fittings shall be damp-mop once a week with approved detergent and disinfectant, and polished quarterly with approved liquid polish.

iii. All mirrors shall be thoroughly cleaned once a day with soft dry cloth to remove all dust and blemishes. Accumulation of water droplets on mirror surfaces shall be constantly wiped off throughout the whole day. On no

account shall damp-mopping with water be permitted on mirrors. Polishing shall be carried out once a week with an approved mirror cleanser.

iv. All electrical fittings and conduit shall be cleaned once a week with soft dry cloth to remove all dust and stains. Only surface cleaning is required for lighting diffusers.

v. Waste matters from sanitary towel receptacles shall be collected as soon as the receptacles are full. The sanitary towel receptacles shall be cleaned and disinfected immediately after emptying. Notwithstanding the aforesaid, the receptacles must be emptied daily and cleaned at least once a month with disinfectant solution.

7.7. Defective Fittings, Vandalism and Theft

Defective fittings such as overflowing water cisterns, leaking pipes, vandalism, theft etc. shall be reported to the Client as soon as possible.

7.8. Toilet Hygiene Inspection Card

The Contractor's supervisor shall conduct toilet inspection at least once a day or as and when requested by the Client for all toilets and sign/acknowledge on the toilet hygiene inspection cards. The Client will conduct random check on the toilet inspection card as or when required.

7.9. Clearing of Choke

The Contractor shall be responsible for the immediate clearance of all chokages in WC pans, wash basins, floor or gully traps.

8. Artificial plants

Feather dust or damp-cleaned all artificial plants weekly.

9. Guard Rails at Link Corridors, Stairs and Balusters etc.

i. To be damped-cleaned daily.

ii. To be damp-cleaned with detergent and water weekly.

iii. Stainless steel handrails and railings to be polished bi-monthly with an approved liquid polish.

10. Roller Blinds

To be damp-cleaned with water and detergent once a quarterly or as and when necessary.

11. Surrounding Areas, Drains and Walls

11.1. Rubbish, litters and other waste materials within the circumference of the open drains of the buildings shall be collected twice a day and deposited in the bulk bin centre.

11.2. All apron, perimeter and boundary drains shall be swept weekly & high pressure wash monthly or as per required by Client.

11.3 All fixed and door panels (Internal & External) at 1st Storey area shall be cleaned daily and washed thoroughly once a month or as and when directed by the Client.

12. Routine Cleaning At Front Entrance

The Front Entrance is to be high pressure wash with approved detergent and disinfectant monthly and as and when required. Arrangement should be made with the Client on the days of cleaning before commencement of work.

13. Lobby Area & Artifacts

At the lobby of the Building and all artifacts shall be cleaned by the Contractor at least once a month and whenever deemed necessary.

14. Meeting Rooms, Meeting pods, Training Rooms & Auditorium

These rooms shall be cleaned in between lessons or after hours when necessary in accordance to the earlier mentioned specifications. In addition, the Contractor shall return all meeting/ training room's furniture to the rooms whenever any is found along the corridor. The chairs in the rooms shall be arranged by the Contractor daily into an orderly manner. Any stains or permanent markings found on the white boards shall be cleaned by the Contractor with approved chemical.

15. Nurse Lockers

Dust or damp-cleaned with approved detergent at least twice a month.

16. Tiled Walkways

All tiled walkways are to be scrubbed using heavy duty scrubber with multi-purpose chemical mixture monthly. All tiles are to be kept free of dirt, grease and slime. Tiles shall be in clean and shinning condition at all times.

17. Roof Top of Main Building/ 4th Floor Roof Garden

17.1 Sweep and clear all debris from drains weekly and high pressure wash the surrounding areas as per Cleaning Schedule at **Annex F1** or as and when directed by the Client for roof top of main building.

17.2 Sweep and clear all debris from gutters and washed the surrounding areas daily or as and when directed by the Client for 4th floor roof garden. High pressure washing to the roof at least monthly.

17.3 To clear any ponding of water as and when directed by the Client.

18. Work Programme

A quarterly work programme covering periodical cleaning as specified at **Annex F1** shall be submitted to the Client at least one week in advance.

25. Others

i. Roads, Carparks, Drains, Walkway, Kerb, Cover Linkways etc.

a) Carparks, cover linkways, roads and footpaths must be swept daily and cleared of all litter and dry leaves etc.

b) Drains to be swept and cleared weekly to ensure there is no chokage, removal of all weeds, creepers etc. which obstruct flow of water.

c) All external facilities e.g. gazebo, benches etc. to be cleaned thoroughly daily.

d) Scrub and high jet all roads, carpets, drains, wallway kerb, ramp, staircase, aprons, bin centre and etc. as per Cleaning Schedule at **Annex F1.**

ii The Contractor shall attend to any necessary cleaning to the Common Property, other than those stated in the specification as and when directed by the Client.

iii The Contractor shall also ensure that no disease-bearing insects especially mosquito breeding are harboured in the Building failing which an action taken by the Environment Health Authority would be its responsibility.

26. The Contractor shall provide black polythene bags for trash/ refuse bins.

27. The Contractor shall carry out highdusting of the building for all high unreachable areas inclusive air-conditioning units, television, beam lights and fittings chandelier light fittings, ledges, window blinds, speakers and etc. bi-monthly.

28. The Contractor shall include the work for topping up/ refill the toilet paper and liquid detergent for the toiletries. The Contractor shall include the supply of toiletries (liquid detergent, jumbo/ standard toilet roll and hand towel).

29. The Contractor shall take every precautionary steps for the above cleaning work to ensure that there should not be any interruption to our daily operation and also, no damages to our property (such as glass panels, door panels & frames, light fittings, artifacts & etc.).The cost of any damages to our property shall be borne by the Contractor.

30. SUPERVISION OF WORKS

Contractor shall provide experienced and competent supervisors to ensure the efficient supervision and effective execution of the cleaning works. Contractor's supervisors shall be provided with handphone for case of contact by the Owner.

31. SUPPLY OF MACHINERY, EQUIPMENT AND MATERIALS

Contractor shall supply all necessary machinery, equipment and materials for the proper and efficient execution of the cleaning works. No storeroom is provided by the Owner. The Contractor shall include the work for topping up/ refill the toilet paper and liquid detergent for the toiletries. **All toilet rolls, paper towels, black trash bags and liquid detergent will be provided by the Contractor.**

32. SIGNAGES

Proper plastic signages must be placed at areas where the cleaning works are to be carried out.