

Annexure 4

1. SCOPE OF WORK FOR ADHOC CLEANING SERVICES

1.1 INTRODUCTION

WITS is giving consideration to appointing a/multiple Service Provider to provide adhoc general and specialized cleaning services, for a period of three (3) years.

1.2 SCOPE OF WORK

- 1.2.1** The service Provider will provide adhoc cleaning service to all areas of WITS in accordance with the negotiated access times to specific areas and with the provision of this specification and the Service Standards, which shall include but not limited to general routine cleaning services, pre- and post-occupation cleaning, events and function cleaning, carpet deep cleaning, hard floor treatments including stripping and sealing, detail/intensive or “spring” cleaning, post renovation cleaning, provide temp/replacement staff for permanent Wits Staff, emergency cleaning (flooding, sewage cleanups), graffiti removals, toilet deep cleaning, residence room cleaning and setups, any other deemed requirement by the Wits Cleaning Unit.

1.3 ADHOC GENERAL CLEANING SERVICE

- 1.3.1** The Service Provider shall ensure:-

- The Service Provider shall provide services of high quality and standard to the satisfaction of the WITS Manager. The adhoc staff deployed shall be able to communicate in English, be of good character, physically fit and of good habits and shall be well conducted, civil and obliging at all times and adhere to all OHS regulations at all times.
- Employees of the Service Provider shall not idle about aimlessly or use the seating in the public areas for relaxation.
- The Service Provider shall ensure fair labour practice by complying with the industrial relations and personnel policies of WITS, where they do not breach the parties' joint labour practices.
- The employees of the Service Provider who are required to be on or in WITS premises shall at all times be neatly and appropriately attired to the satisfaction of the WITS Manager. Employees of the Service Provider or shall be clearly identifiable by means of their uniforms or badges. Uniforms are to be worn at all times, without any exception.
- Employees of the Service Provider shall be required from time to time as deemed necessary to wear “Wits Branded” uniforms that will be provided by Wits.
- To provide all aspects of the service required including staffing, supervision, chemicals and equipment (full incumbent service).

- 1.3.2** Service could be required during weekends and/or public holidays and the Service Provider must make provision for workers to perform additional service as and when required. The Service Provider is in this case expected to submit to WITS management a written quotation.

1.3.3 Adhoc cleaning staff shall comply with the standards laid down by WITS Manager.

1.3.4 Be required on short notice to provide the required services within reason

1.3.5 Adhoc cleaning staff shall ensure safe working practices are followed in public areas, corridors and stairwells and other relevant areas.

1.4 Temp/Replacement Staff

1.4.1 On the request of the Cleaning Unit provide Sufficiently trained staff to assist where or in the event of permanent Wits staff going on;

- Annual Leave
- Sick Leave
- Special Leave
- Foreseen and Unforeseen Absenteeism
- In the event of site disruptions or industrial action by Wits employees
- Temporary occupation of buildings by staff or students.
- Any other requirements Wits may deem necessary