

PART 6.1
SCHEDULE OF CLEANING WORKS - OVERALL

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| 1 | GENERAL CLEANING | | |
| | The methods of cleaning, finishes, materials used and frequency of cleaning stated below are only serve as general guideline for Contractor to follow, any specialized works required should refer to the relevant manufacturer's instructions and / or subject to the Singapore Christian Home's approval. The works shall include but not limited to the following :- | | |
| 1.1 | Car Park, Pipes, Lift Lobbies, Toilets, Surface Driveway, grass patches within the compound of the Home, area between boundary fence and the road (pavement) | | <ul style="list-style-type: none"> a) Wash and sweep clean the car park and surface driveway including in-ramps and out-ramps and drains. b) Wash and sweep clean all staircases, passages, corridors and other areas in and surrounding the premise. c) Remove all stains from walls, floors, doors, partitions and other surfaces d) Thorough washing and cleaning of all toilets including all sanitary fittings to an acceptable standard of cleanliness e) Clean all lifts, lift lobbies, walls, floors, columns, glass panels and doors, ceiling etc. and polishing or cleaning of surfaces to an approved standard (no stain, no smell and litters, dry floor, no dust). |
| 1.2 | Building | | <ul style="list-style-type: none"> a) Dry mop and sweep clean all lift lobbies, passages, staircases and areas. b) Remove all stains from walls, floors, doors, partitions and ceilings within the premise. c) Clean all lifts, lift lobbies and lobby ceilings etc. and polish required surfaces to an approved standard. |
| 2 | ROUTINE CLEANING OF GENERAL AREAS | | |
| | The various finishes to floors and staircases shall be cleaned in the manner and frequently, as detailed here under and / or as directed by Singapore Christian Home :- | | |
| 2.1 | Cement and Sand Screed, concrete and Epoxy Coating | Daily | <ul style="list-style-type: none"> a) Dry sweep once a day, to remove all loose dirt, dust etc., special attention to be given to junctions with skirting, stair risers and strings, walls, columns, etc. |

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| | | | b) Damp mop as and when required. In instances of oil spillage(s) from cars, the Contractor shall take immediate action to clean up such spillage(s). |
| | | Monthly | a) Thoroughly wash floors of carpark and ramps once a month with an approved high jetting machine. b) Stubborn stains to be removed with approved detergent / chemicals and heavy duty scrubbing machine, rinse with clean water and sweep dry. |
| 2.2 | Ceramic Tiles | Daily | a) Dry sweep twice a day. b) Damp-mop all such tiled areas including skirtings and strings, once daily with an approved detergent to Manufacturer's Instructions to remove all stains and embedded grime. |
| | | Weekly | a) Thoroughly scrub all such tiled areas once a week using an approved scrubbing machine and an approved detergent diluted in accordance with Manufacturer's Instructions. b) Rinse with clean water and dry. To manual scrub the skirting and corners. |
| 3 | ROUTINE CLEANING OF COLUMNS, WALLS, PARTITIONS & PANELLING | | |
| | The various finishes to walls, columns, partitions and paneling shall be cleaned at least once a week as and/or directed by Singapore Christian Home or as and when required. | | |
| 3.1 | Emulsion Painted Wall or Partition Surfaces Fortnightly | | a) Damp wipe areas dirtied by finger marks and stains, with an approved detergent immediately. b) Care shall be taken to ensure that no greater force than is required to remove the marks / stains shall be applied, so as to prevent the removal of the decorative material itself. |
| 3.2 | Ceramic Tiles & Columns | Weekly | a) Damp wipe with clean water and with an approved detergent. |
| 3.3 | Timber, Aluminium Glazed Panelling to Walls and Partitions including Doors, Windows and Frames | Daily | a) Clean surfaces of glazed doors and paneling once a day, using approved window cleaning equipment (i.e. lamb's wool roller and "Squeegee" or other similar and approved equipment) and a mild solution of an approved window-cleaning detergent and clean water mixed in accordance with Manufacturer's Instructions. |

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| | | | <p>b) A cloth is to be placed on the floor to prevent any drips or water to drop on it. All drips on the adjoining floor resultant from panel cleaning operations shall be immediately mopped over with cloth and clean water.</p> <p>c) Damp wipe aluminum framing to glass paneling once a day. Grease spots shall be removed by using an approved detergent.</p> |
| | | Weekly | <p>a) Feather dust timber paneling and partitions once a week, special attention to be given to junctions with ceilings, columns, etc.</p> <p>b) Clean surfaces of aluminum paneling once a week with a soft damp cloth and dry.</p> |
| | | Monthly | <p>a) Apply one coat of approved liquid furniture polish to timber paneling and partitions, once a month, and wipe off with a soft dry cloth.</p> |
| 3.4 | Stainless Steel to Columns, Lining, Signages etc. | Daily | <p>a) Damp wipe once a day with clean water to remove all finger marks etc.</p> |
| | | Weekly | <p>a) Polish once a week with an approved liquid polish.</p> |
| 3.5 | Mirror to Walls, Glass Screens & Panels | Daily | <p>a) Polish once a day with clean, chamois leather or other approved glass cleaning cloth.</p> |
| | | Weekly | <p>a) Clean once a week with an approved liquid cleanser and polish to shine with clean chamois leather. Under no circumstances shall water be used for cleaning of mirrors.</p> |
| 3.6 | External Glass Windows and Walls | Monthly | <p>a) Clean external wall with approved cleaning agents. Wipe glass with an ammonia based glass cleaning detergent, rinse with clean water and drain down by squeegee to remove stains or stickers</p> |
| | | Monthly | <p>b) External window frames to be wiped with neutral based detergent and wipe clean with cloth to remove dirt and stains.</p> |
| 3.7 | Ceilings – General, including wall fans | Monthly | <p>a) Wash the wall fans etc. on monthly or as and when required.</p> |

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| 4 | REFUSE REMOVAL | | |
| | All refuse collected at the chute chambers and other parts of the Premises shall be placed in specially provided refuse bins or bulk containers which are to be brought to the designated refuse bin centre to await removal by the designated refuse contractor. The Contractor shall deposit all litter, refuse into the bulk bins and transport them to the bin centre in adequately covered receptacles. | | |
| 4.1 | Routine Cleaning of Refuse Bins / Bulk Containers, Refuse Chutes and Chute Chambers and Refuse Bin Centre | | a) These shall be thoroughly scrubbed with water and sodium hydrochloride, immediately after the daily refuse collection has been completed. They shall be covered and placed at the bin centre in an orderly manner. |
| 4.2 | Refuse Bin Centre | | |
| 5 | ROUTINE CLEANING OF LIFTS | | |
| | | Daily | a) Sweep floors for a minimum of four times a day or more frequently as required or instructed by the Singapore Christian Home. b) Dry wipe, sanitized the stainless steel finishes in the lift at least twice daily. c) Damp wipe lift car doors, both sides, architraves, control panels, control buttons, switches, floor indicator panels, ceilings, light fittings, fan grills and floors with clean water once a day, and with an approved detergent, once daily d) The Contractor shall allow for more frequent dry mopping of lift car floors during the wet season. |

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| | | Monthly | a) The stainless steel finish and timer panels are to be cleaned and polished once a month or more frequently as required or instructed by Singapore Christian Home. |
| 6 | ROUTINE CLEANING OF FLOORS TOILETS / CHANGING ROOMS | | |
| 6.1 | Flooring | Daily | a) Thoroughly scrub and flush with clean water and detergent once a day, and as and when required or directed by Singapore Christian Home. b) Damp mop with clean water and an approved detergent and disinfectant at least 3 times a day, and as and when required. c) Mop dry as and when the floors are wet. |
| 6.2 | Doors and Partitions including Fittings | Daily | a) Damp mop both sides of doors and partitions including fittings twice a day, with an approved detergent and disinfectants. |
| 6.3 | Defective Fittings, Vandalism, Theft | Soonest Possible | a) Defective sanitary fitting e.g. overflowing water closet cisterns, leaking pipe joints etc., vandalism or thefts, shall be reported to Singapore Christian Home as soon as is practicable. |
| 6.4 | Toilets/Bathrooms | Daily | Level 3 – 8 to be cleaned by female cleaner only. The rest of the toilets/bathrooms can be cleaned by male/female cleaners. |
| 7 | SUPPLY OF TOILETRIES | | |
| | The supply of the following items of toiletries shall be deemed to be included in the Contract: | | a) Approved deodorant tablets or discs in adequate quantities for urinal channels, water closet chambers etc. Singapore Christian Home shall have the absolute discretion on the quantum of adequacy. b) Approved toilet paper to all toilets in the Premises. c) Approved fragrance liquid anti-bacterial hand soap to all toilets in the Premises. d) Approved "air fresheners "to auto emit fragrances at period timing. Refills on a monthly basis or as and when required. |
| 8 | ROUTINE CLEANING OF SANITARY FITTINGS | | |
| 8.1 | All wash basins, sinks, water closet suites, urinals shall be washed and cleaned at least twice a day as and when required or when directed by Singapore Christian Home with an approved detergent and disinfectant. Water closet pans shall be cleaned with a nylon bristle lavatory brush and an approved bactericidal toilet cleanser. The cleaning of the water closet | | |

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| | pans shall not be confined only to the brushing of the bowls, but shall be extended to the undersides of the flushing rims, and the necks of the traps. The water closet seats including the undersides shall be damp wiped at least three times a day, with afore-mentioned bactericidal cleanser. Descaling shall be carried out at least once a week and as and when required. |
| 8.2 | Chrome plated and stainless steel fittings, such as taps, stop-cocks, bib-cocks, bottle traps, paper towel dispensers and receptacles, flush and sparge pipes, and all other exposed pipes and fittings shall be damp wiped at least three times a day with the approved detergent and disinfectant, and polished with an approved liquid polish once a week. |
| 8.3 | All mirrors shall be thoroughly cleaned once a day with a soft dry cloth to remove all dust and blemishes. Accumulation of water droplets on mirror's surfaces shall be constantly wiped off throughout the whole day. On no account shall damp wiping with water be permitted on mirrors. Only an approved brand of mirror cleanser is to be used. Sanitary waste receptacles shall be collected daily. Sanitary receptacles shall be cleaned and disinfected immediately after emptying. |
| 9 | WASTE PAPER RECEPTACLES, LITTER BINS |
| 9.1 | The Contractor shall empty all such receptacles located in the common areas such as lobbies, etc. whenever they are full. The Contractor shall provide proper receptacles mounted on rubber or P.V.C. castors for the collection of litter. |
| 9.2 | The Contractor shall transport all refuse collected from waste paper receptacles etc. to the bin centre for disposal. |
| 9.3 | All washable waste paper receptacles, litter bins shall be washed with soap and water at least once a week and disinfect with an appropriate disinfectant. |
| 10 | ROUTINE CLEANING OF FLOWER BOXES CURBING TO FLOWER BEDS, LANDSCAPE |
| 10.1 | Surfaces of all reinforced concrete, plastic, ceramic etc. flower troughs curbing to flower beds located within the Premises shall be scrubbed and washed once a fortnight or as and when directed by Singapore Christian Home to remove dirt, algae growth etc. |
| 11 | ROUTINE CLEANING OF FURNITURE |
| 11.1 | All furniture (including TV, microwave oven etc) of pantry, floor, doors and the pantry shall be cleaned at least twice a day. All furniture including the tables and chairs in the Multi-Purpose Hall, Boardroom shall be wash with approved agents and dry fortnightly or as and when required. |
| 12 | GENERAL |
| 12.1 | Cleaning and polishing of glazed and timber panelling to partitions and doors including frames. |
| 12.2 | Floors of common areas shall be cleaned, sealed and polished. |

PART 6.1
SCHEDULE OF CLEANING WORKS - WARDS

| FACILITY | LOCATION | FREQUENCY |
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| Bathrooms | Left & Right Wings | Scrub and wash every morning Check and clean as and when necessary |
| Toilets | Left & Right Wings Staff Changing Room | Scrub and wash every morning Mop afternoon and evening Check and clean as and when necessary |
| Floor | Dormitories / Doctor room / Isolation room / Store Room | Sweep and mop daily Check and clean as and when necessary Scrub and polish monthly |
| | Left & Right Wing Corridor | |
| | Nurse Station / Pantry Area | |
| | Sluice Room | Scrub and wash daily |
| | Activity / Dining Area | Sweep and mop daily after every meal time Check and clean as and when necessary |
| Clearing waste bins and disposing rubbish | | Morning, afternoon and evening Check and clear as and when necessary Wash bin daily |
| Windows | Dormitories Isolation Room Store Room Sluice Room Doctor Room (L3) | Weekly |
| Bed Light | Dormitories & Isolation Room | Monthly |
| Wooden Panels & Partitions | Left & Right Wings Activity / Dining Area | Weekly |

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| Wooden Doors | Entrances to Ward Doors to Left & Right Wings Store Room Sluice Room Risers Service lift lobby | Weekly As and when necessary |
| Handrails | All Corridors, Toilets & Baths | Daily |
| Stainless Steel Fittings & Installations | Railings – Corridors & Activity / Dining Area Shelves - Sluice Room | Daily |
| | Toilets & Bathrooms | Weekly |
| Worktops | Nurses' Station Left & Right Wing Corridors Food Preparation Pantry Staff pantry Hot water dispensers Doctor Room | Daily Check and clean as and when necessary |
| Clocks/Nurse Call Display Panel | Dormitories Nurse Station | Monthly |
| Wall & Ceiling Fans | Dormitories Toilets & Baths Isolation Room Activity / Dining Area Nurse Station Staff Pantry Store Room Doctor room | Monthly |
| Ceiling Lights | Dormitories | Monthly |
| High Dusting | Ward | Monthly |
| Floor Mats | Food Preparation Pantry | Wash Weekly Vacuum Daily |
| Handrub and hand wash brackets | Wards & Level 2 | Weekly |