

**SCOPE OF WORK**

**Scope of works: Housekeeping works**

The following chores are to be taken up daily by employing experienced personnel whose outlook should be smart and courteous at all times. The various services required are as follows:

**1. Internal Housekeeping services - Daily services:** The daily chores to be carried out are as follows:

- 1.1. The floors shall be swept/wet mopped at least once daily as the case can be so as to maintain spick and span condition throughout the day.
- 1.2. The workstations, tables and chairs and all other furniture shall be cleaned once in a day. The dustbins shall be cleared daily once in the morning and once in the evening.
- 1.3. The doormats shall be cleaned off dust, mud and grime as required.
- 1.4. Entrance Lobby shall also be cleaned daily.
- 1.5. Glass /wooden/aluminum doors and partitions to be cleaned neatly on daily basis.
- 1.6. Cleaning of name plates of sections, executives, managers and floor name plates daily.
- 1.7. Water cans and water bottles have to be refilled for all the staffs whenever necessary.
- 1.8. All the PCs, Telephones and other office equipments are to be cleaned for dust free with a soft dry cloth.
- 1.9. File and keep the sectional papers in the respective file rack as instructed by officer In-charge.

The above frequency is only indicative and may be increased depending on needs.

**2. Internal Housekeeping services - Weekly services:** The weekly chores to be carried out are as follows:

- 2.0. The floors shall be mechanically/vacuum cleaned so as to maintain spick and span condition.
- 2.1. The false ceiling, coving, wall panel, cornices etc., shall be cleaned for removal of dust, dirt, cobwebs, etc., manually / by using necessary equipment.
- 2.2. The vertical blinds/ roller blinds shall be cleaned for removal of dust / dirt.
- 2.3. Thorough cleaning of ceiling, wall mounted fans, light fixtures, AC indoor units and such other equipments kept in the office area.
- 2.4. The glazing of the doors, partitions, internal glazing's, windows, partitions, etc., shall be cleaned with glass cleaning liquid.
- 2.5. The door and window frames, panels shall be wiped with a dry/wet cloth as the case may be.
- 2.6. All other vertical surfaces and horizontal surfaces shall be cleaned / mopped with dry / wet mop depending upon the requirements so as to retain the initial sheen.
- 2.7. Chairs shall be vacuum cleaned.
- 2.8. Cleaning and removing of weeds at Terrace Flat Area and removing of

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weeds on the building walls.

- 2.9 Cleaning of Staircase Railings and Collapsible gates.
- 2.10 Carpets/ Carpet floors to be cleaned with Vacuum Cleaners.
- 2.11 Cleaning of water cooler and water dispensers.
- 2.12 Cleaning of buckets/Mugs in the toilets with good quality cleaning material.
- 2.13 General checking of all toilets Fittings and sanitary accessories (Whole exercise should be completed within one week) with proper entry in the log book.
- 2.14 Cleaning and Scrubbing of bath room tiles.
- 2.15 Cleaning of projectors.
- 2.16 Cleaning of library Books and Trophy Racks.
- 2.17 Cleaning of Main Gate and Grilled Gates of compound wall and compound wall.
- 2.18 All museum items are to be cleaned with vacuum cleaners with at most care.

### **3. Internal Housekeeping services - Other routine services:**

Other routine chores to be carried out are as follows:

- 3.1. Good quality perfumes are to be sprayed twice a day in each toilet/ wash rooms and lifts to keep the atmosphere in good fragrance and acceptable general ambience.
- 3.2. The floor, furniture, glass doors, shutter, equipment, machinery etc., in the premises shall be presentable, spick and span at any point of time.
- 3.3. Daily cleaning of founders' photo and bust.

### **4. Sanitation works:** The various chores to be carried out twice in a day are as follows:

- 4.1. Cleaning of all toilets, wiping of WC seats, flush fittings, floors, dadoing etc.
- 4.2. Cleaning of all sinks and counter tops, partitions, urinary stalls, wash room mirrors, etc.,
- 4.3. Removal of garbage / trash and replacement of waste basket underliners.
- 4.4. Weekly scrubbing of toilet floors.
- 4.5. Restocking the washroom supplies like tissues, soaps, etc.,
- 4.6. Collection and transportation of garbage / trash out of the building including proper disposal.
- 4.7. Placing of toilet fresheners.
- 4.8. Spraying of room fresheners.
- 4.9. Any internal blockages in fixtures, pipes, overhead tanks and specials must be brought to the notice of the concerned officials.

### **5. Rodent and Pest Control:**

- 5.1 All buildings as well as outside areas of building shall always be kept free of rodents and pests like cockroaches, mosquitoes, ants, termite, etc., A register for complaints also indicating preventive action taken shall be maintained and shall be got signed by the

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Officer-in-charge on weekly basis. Chemicals, items used if any for rodent and pest control shall be got approved from officer-in-charge. For Rodents control applicable procedures to be used.

- 5.2 Tools for rodent and pest control should be procured by the housekeeping agency; Bank will not be providing any tools. However necessary chemicals and other consumables required will be provided by Bank.

#### **6. Housekeeping services in conference rooms:**

6.1. There are One big conference room and three small conference cum video conference room in the Circle Office premises. The interiors and all its accessories such as telephone instruments, light fittings, projectors, TV screens, fans, mirrors, etc., are to be cleaned thoroughly on a daily basis. As and when meetings are c o n d u c t e d , before and after the meetings thorough cleaning to be done and clearing the left out eatables, etc., needs to be undertaken by the agency.

6.2. Good quality perfumes are to be sprayed twice a day in each room to keep the room atmosphere in good fragrance and acceptable general ambience.

#### **7. External Housekeeping services:**

The chores to be carried out are as follows:

- 7.1. Daily sweeping of the paved areas / roads / Vehicle Parking Area/ hard areas by mechanical sweeping machine and manual sweeping in areas where mechanical sweeping is not practical and remove vegetarians and wild plants from the paved areas/ roads/ Vehicle Parking area/ canteen area
- 7.2. Cleaning of storm water drains and removal of dried leaves, paper, dead animals, etc., daily.
- 7.3. Cleaning of dried leaves and dust particles at the main entrance gates every hour.
- 7.4. Cleaning / dusting of the gates and boards.
- 7.5. Cleaning of front portico for both ceiling and top surface.
- 7.6. Dewatering and cleaning of the overhead tanks as required by Officer-in- charge of Bank.
- 7.7. Cleaning of overhead tanks and sumps - monthly once.
- 7.8. Cleaning of terrace area- weekly once.