

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

New Military Barracks

The New Military Barracks are required to be cleaned (daily) five times per week. This may, in some instances, be as a thorough weekend clean, with at least four cleans during the week.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
Cleaning Times: The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** KAHVA will be responsible for dumping rubbish for the new Military Barracks
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake leaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

a) ADMINISTRATION OFFICE BLOCK

Area		Floors
(i) Ground Floor - Accounts	1 Office	Carpet
	1 General Office	Carpet
	1 Cashiers Office	Carpet
	1 Public Area	Polished Timber
	1 Kitchen	Lino
(ii) Ground Floor – Registry Office	1 Office	Carpet
	1 General Office	Carpet
	1 Public Area	Carpet
Foyer		Stone Floor
(iii) 1st Floor	7 Offices	Carpet
	2 Public Areas	Carpet
	1 Server Room	Lino (MUST BE VACUUMED NOT SWEPT)
	Kitchen	Carpet
	Foyer	
(iv) 2nd Floor	1 Records Office	Carpet
	7 Offices	Carpet
	1 Reception Area	Carpet
	1 Library	Carpet
	Foyer	
(v) Staircase		Carpet
(vi) Verandah		Stone

b) GUARD HOUSE

Area		Floors
(i) Guard House	1 Office	Carpet
	1 L Shaped Office	Carpet
	1 Work/Storage Area	Concrete (MUST BE VACUUMED NOT SWEPT)
	Verandah	Stone

c) CELL BLOCK (Planning Office)

Area		Floors
(ii) Cell Block	1 Office	Carpet
	Toilets	Tile

Schedule 2: CLEANING SPECIFICATIONS – New Military Baracks

	Vacuum	Sweep	Wash	Polish	Dust	Empty	Clean
Floors							
Carpet	Daily						
Lino & Wood		Daily	Daily	Weekly			
Tiles		Daily	Daily				
Glass							
Sills (inside)			Monthly		Daily		
Panes (ground Floor height only) inside & Outside			Monthly				Weekly
Walls (inside only)							
Skirting Boards					Weekly		
Architraves					Weekly		
Pictures					Weekly		
Bookshelves					Weekly		
Cob webs					Weekly		
Fireplaces	Weekly						
Furniture							
Desks				Weekly	Daily		
Cabinets					Weekly		
Chairs					Weekly		
Sinks				Weekly			Daily
Rubbish Bins			Weekly as required			Daily	

Counters				Weekly	Daily		
<u>Staircase</u>							
Carpet	Daily						
Bannisters					Daily		
<u>Foyers</u>							
Carpet	Daily						
Stone		Daily	Weekly				
<u>Verandahs</u>							
Stone		Weekly					
Cob webs					Weekly		Daily
<u>Toilets</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected daily • Walls and doors must be wiped over weekly 						Daily

NOTE: The server room, on the first floor of the main administration building and the work/Storage area of the Guard House both contain sensitive computer equipment and must be vacuumed not swept as sweeping creates dust.

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

Airport Terminal & Compound

The Airport terminal is required to be fully cleaned Monday, Tuesday, Wednesday, Friday with only rubbish removals and toilet cleans on Saturday, Sunday. All cleaning must be completed 4 hours prior RPT arrival subject to flight time changes.

Cleaning is also required on public holidays when flights fall on public holidays

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
- **Cleaning Times:** The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work
- **Access:** Successful tenderers will be required to sign for Terminal access keys and will be required to apply for and purchase an aviation security identification card (\$350 each)

Schedule 1: AREAS TO BE CLEANED: General

<u>Area</u>	<u>Floors</u>
Arrivals Hall including;	
• Toilet Block	Tile
• Border Force Area	Carpet
• Arrivals hall way	Carpet
Departures Hall including:	
• Floor	Lino
• Seating	Carpet
• Toilets	Tile
Checked Baggage Area	
• Floor	Concrete
General Public Area including;	
• Floors	Lino / Carpet
• Public Toilets & changing room	Tile
• Outside secure viewing area – rear of building	Concrete
• Seating	Carpet
• Check-in area	Lino
• Outside Trolley bay	Concrete
• Outside Seating area – front of building	Concrete
• Phone booths	Lino
Flight Services & Airport Manager Office	
• 3 offices	Carpet / lino
Security Offices	
• Departures Search room	Carpet
• Arrivals Search room	Carpet

<u>Toilets</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected daily • Walls and doors must be wiped over weekly 	MTWFSS
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Schedule 3 CLEANING SPECIFICATIONS-Specific

Kitchen (AQIS Area)

- Sink to be cleaned weekly (no dishes to be done)
- Vacuumed Weekly
- Dusted daily
- Empty Bins daily

Café Area

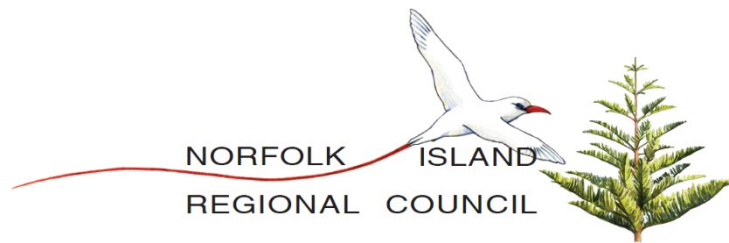
- Floor/windows
- Remaining duties are café's responsibility
- Areas behind the café counter is the café's responsibility

Computers

- Any computers should not be moved when cleaning

Other Cleaning

- Council will organise and pay to have the carpet professionally cleaned on an as required basis.
- Council will organise and pay for the windows above 2nd floor height to be cleaned on a required basis.



Cleaning Specifications For Bi-Centennial Centre

The Bi-Centennial Centre area consists of the Old Post Office area, Philatelic Bureau, four general Office areas, toilets and washroom, kitchen area, Council Chambers, Mayoral Offices' and verandah. The area is required to be cleaned twice per week. This may, in some instances, be as a thorough weekend clean, with at least one clean during the week.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
Cleaning Times: The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake leaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: Areas To Be Cleaned: General

Area	Floors
All areas, including old Post Office, Philatelic Bureau	Carpet Concrete
Four general office areas, Kitchen, Mayoral Offices, Council Chambers, Hallways and stairs to Philatelic Bureau	Carpet
Toilets and washrooms	Tiles
Front verandah	Cement

Schedule : Cleaning Specifications

Old Post Office area, Philatelic Bureau, four general office areas, toilets and washroom, kitchen area, hallways, stairs, Council Chambers, Mayoral Offices' and verandah.

*****Daily = twice per week**

	Vacuum	Sweep	Wash	Polish	Dust	Empty	Clean
<u>Floors</u>							
Carpet	Daily						
Tiles			Daily				
Stairs	Daily						
<u>Furniture</u>							
Desks				Weekly	Daily		
Cabinets					Weekly		
Bookshelves					Weekly		
Chairs					Weekly		
<u>Windows</u>							
Panes ground floor height only (inside & outside)			Monthly	Monthly			Monthly
Sills inside					Weekly		
Sills outside					Monthly		
<u>Walls</u> (inside only generally)							
Skirting Boards					Weekly		
Banisters			Weekly				
Architraves					Weekly		Weekly
Pictures					Weekly		
Bookshelves					Weekly		
Sinks							Daily
Rubbish Bins						Daily	
Counters					Weekly		

	Vacuum	Sweep	Wash	Polish	Dust	Empty / Remove	Clean
Counters				Weekly	Daily		
Verandas Footpaths		Weekly	Monthly				
Cobwebs					Weekly		
Toilets	<p>All parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected daily • Walls and doors must be wiped over weekly 						Daily

Council Representative Name	Council Representative Signature	Date:
Service Provider Name	Service Provider Signature	Date:
Witness Name:	Witness Signature	Date:

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

ELECTRICITY SHED BEN CHRISTIAN DRIVE

The green electricity shed is required to be cleaned once per week. This may, in some instances include a thorough clean including windows.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
Cleaning Times: The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

including;

- Up stairs office
- Stairs, toilet, shower , tile floor area
- Hand basin area, tile floor , urinal

Schedule 2: CLEANING SPECIFICATIONS - General

	Vacuum	Sweep	Wash	Polish	Dust	Empty	Clean
<u>Floors</u>							
Carpet							
Wood floor	Weekly	Weekly	Weekly		Weekly		Weekly
Tiles	Weekly	Weekly	Weekly		Weekly		Weekly
<u>Glass</u>							
Windows Panes Ground floor and upstairs			Monthly		Weekly		
Sills (inside)					Weekly		
<u>Walls</u>							
Skirting Boards					Weekly		
Architraves					Weekly		
Pictures					Weekly		
Walls			As req'd				
Trusses					Weekly		
Cob Webs					Weekly		
<u>Furniture</u>							
Desks							Weekly
Display Cabinets							Weekly
Chairs							Weekly
Rubbish Bins						Weekly	

Counters							Weekly
Mirrors							Weekly
Railings							Weekly
Phones							Weekly
Computers							Weekly
<u>Toilet and hand basin area</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, and bowl must be cleaned and disinfected <u>weekly</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Floors must be washed and disinfected weekly • Walls and doors must be wiped over weekly 						Weekly
Kitchen upstairs area	<ul style="list-style-type: none"> • Sink to be cleaned weekly (except dishes) • Vacuumed weekly • Dusted weekly • Empty Bins weekly 						Weekly

Schedule 3 CLEANING SPECIFICATIONS – Specific

Other Cleaning

- Basically Dust and tidy everything in general upstairs area.
- Council will organise and pay for the windows above ground floor height to be cleaned on a as required basis. *This will be done under a separate contract.

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

Emergency Services Centre – Fire Station

The Fire Station is required to be cleaned two times per week. (Friday & Monday)

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
Cleaning Times: The successful tenderer will liaise with Team Leader regarding a suitable time frame for cleaning, preferably in the a.m. outside aircraft movement times.
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
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Schedule 1: AREAS TO BE CLEANED:

General

All internal and external windows & glass doors (including sills), all areas vacuumed and cleaned including floors, walls (vinyl floors polished as required), doors, skiting boards and ceilings, fittings etc..

Office side

- Entrance
- Kitchen
- OIC Office
- Fire Officer Office
- Fire Fighters Office
- Library
- Fire Communications Centre
- Switch Room
- Gymnasium

Locker Room side

- Toilets (Male & Female)
- Hallway
- Locker Room
- Compressor Room
- BA Room

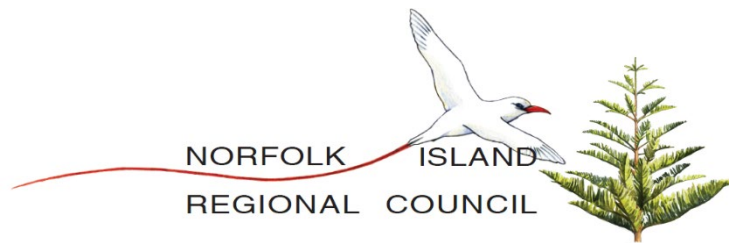
Schedule 2: CLEANING SPECIFICATIONS-General

	Vacuum	Sweep	Wash	Polish	Dust	Empty	Clean
<u>Floors</u>							
Carpet	Daily						
Lino	Daily		As required	Weekly			
<u>Glass</u>							
Windows (internal & external especially the Fire Comms Centre)			Fortnightly				FCC as required
Sills (inside)							Daily
<u>Walls</u>							
Skirting Boards					Daily		
Architraves					Daily		
Pictures					Daily		
Walls			As required				
Ceilings			As required				
<u>Furniture</u>							
Desks					Daily		
Display Cabinets					Daily		
Chairs					Daily		
Rubbish Bins						Daily	
Counters				Weekly	Daily		
Mirrors							Daily
Phones							Daily
Computers					Daily		Weekly

<p><u>Toilets</u></p>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowls must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected as required or at least weekly • Walls and doors must be wiped over weekly 	<p>Daily</p>
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Schedule 3 CLEANING SPECIFICATIONS-Specific

Cleaning does not include the engine bays, the mezzanine floor above the Locker side or the fire station engine bay folding doors



CLEANING SPECIFICATIONS FOR Legal & Workers Compensation Offices

The Legal & Workers Compensation Offices area is required to be cleaned twice per week. This may, in some instances, be as a thorough weekend clean, with at least one clean during the week.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
- **Cleaning Times:** The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake leaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

<u>Area</u>	<u>Floors</u>
2 Offices	Carpet Tiles
Main Office areas and Reception	Polished timber
Kitchenette	Polished timber
2 x Toilets	Polished timber

Schedule 2: Cleaning Specifications

***Daily = twice per week

	Vacuum	Sweep	Wash	Polish	Dust	Empty / Remove	Clean
<u>All Floors</u>							
Timber	Daily		Daily	Monthly			
All Carpet tiles	Daily						
<u>Glass</u>							
Window sills (inside)							Weekly
Window sills (outside)							Weekly
Panes and Glass Doors (inside & outside) (ground floor height only)							Monthly
Skirting Boards							Weekly
Architraves							Weekly
Pictures					Weekly		
Bookshelves					Daily		
Cobwebs					Weekly		
<u>Furniture</u>							
Desks				Daily			
Cabinets, Chairs, Bookcases					Weekly		
Rubbish Bins						Daily	
Counters				Daily	Daily		
Kitchen sink and benchtops							Daily
<u>Cob Webs</u> all areas					Monthly		
<u>Verandahs</u>		Weekly	Weekly				

<u>Toilets</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected daily • Walls and doors must be wiped over weekly and kept free from marks 	Daily
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Council Representative Name	Council Representative Signature	Date:
Service Provider Name	Service Provider Signature	Date:
Witness Name:	Witness Signature	Date:

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

Liquor Bond Retail Store and Warehouse

The Liquor Bond Retail Store and Warehouse is required to be cleaned three times per week. This may, in some instances, be as a thorough weekend clean, with at least two cleans during the week.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
- **Cleaning Times:** The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake leaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

Area

Retail Shop

3 Offices

1 Office/Kitchen

Warehouse

Verandah and Footpath

Carpet/Concrete

Carpet

Lino

Concrete

Concrete

Schedule 2: CLEANING SPECIFICATIONS-General

NB: Relative Cleaning Frequency – based on 3 cleaning visits per week. ‘Daily’ Meaning Each Visit.

	Vacuu	Sweep	Wash	Polish	Dust	Empt	Clean
Carpet	Daily						
Concrete	Daily		Daily				
Tiles		Daily	Daily				
Glass Windows (inside & outside)							Monthly
Glass Doors (inside & outside)							Weekly
Sills (inside)					Daily		
Sills (outside)					Monthly		
Walls - Inside only			When marked				
Skirting Boards							Weekly
Architraves							Weekly
Coolers – outside only							Weekly
Fans					Monthly		
Light Fittings Retail Store					Monthly		
Cob Webs					Weekly		
Furniture							
Desks				Daily			
Cabinets				Weekly			
Bookshelves					Weekly		
Chairs			Weekly		Daily		
Sinks				Weekly			Daily
Rubbish Bins						Daily	
Counters			Daily	Daily			
Verandahs - Stone/concrete		Weekly	Monthly				
Verandahs - Cob Webs					Weekly		
Warehouse							

Concrete	Weekly	Weekly	Monthly				
Stairs & Handrails		Weekly					
Hand Basins							Daily
<u>Toilets</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected daily • Walls and doors must be wiped over weekly 						Daily

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

Munna's KAVHA

Munna's (KAHVA) is required to be cleaned three times per week. This may, in some instances, be as a thorough weekend clean, with at least two cleans during the week.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
Cleaning Times: The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** KAHVA will be responsible for dumping rubbish for the Munna's KAHVA
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

Area

Tea room (including)

- Chairs
- Tables
- Cupboards
- Sink
- Floors
- Water cooler
- Walls
- Windows

Office (including)

- Chairs
- Desk
- Computers and printers
- Floors
- Walls
- Windows

Toilet (including)

- Toilet (all parts)
- Walls
- Floors
- Doors
- Sink

Cleaning will be required one a week.

Schedule 2: CLEANING SPECIFICATIONS-General

	Vacuum	Sweep	Wash	Polish	Dust	Empty	Clean
<u>Floors</u>							
Carpet							
Lino							
Concrete	Weekly	Weekly	Weekly				
Timber floors	Weekly	Weekly	Weekly				
<u>Glass</u>							
Windows Panes (inside & outside) Ground floor height only			Weekly				
Sills (inside & outside)							Weekly
<u>Walls</u>							
Skirting Boards			Weekly		Daily		
Architraves			Weekly				
Pictures							
Walls			As req'd				
Trusses							
Cob Webs							
<u>Furniture</u>							
Desks			Weekly				
Display Cabinets			Weekly				
Chairs			Weekly				
Rubbish Bins							
Counters			Weekly				
Mirrors							
Railings							
Phones							
Computers			Weekly				

<u>Toilets</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none">• Hand basins must be similarly cleaned• Soap, toilet paper and hand towels must be kept in good supply• Floors must be washed and disinfected daily• Walls and doors must be wiped over weekly	Weekly
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NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

Norfolk Island Research Centre, No. 9 Quality Row

The Norfolk Island Research Centre, No. 9 Quality Row is required to be cleaned once a week.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
- **Cleaning Times:** The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

<u>Area</u>	<u>Floors</u>
Inside No. 9 House including;	
• Toilet Block (sweep/vacuum and mop floors; toilets; hand basins; window sills)	Tile
• Main House excl. 1 locked room (sweep/vacuum and mop)	Wood
• Wipe down all surfaces incl. tables and window sills	Wood
• Dust skirting boards and vinyl displays	Wood
• Clean glass on wall hangings	Glass
Annex and Courtyard including:	
• Toilets (sweep/vacuum and mop floors; toilets; hand basins; window sills)	Tile
Kitchen including:	
• Mop floor	Tile
• Full clean (once a month)	
Rubbish	
• Remove the build up of rubbish in the 3 bins within No. 9 (2 in main office and 1 behind the front counter)	

Schedule 2: CLEANING SPECIFICATIONS-General

	Vacuum	Sweep	Wash	Polish	Dust	Empty	Clean
<u>Floors</u>							
Carpet	Weekly		Weekly				
Tiles	Weekly		Weekly				
<u>Glass</u>							
Windows Panes (inside) Ground floor height only					Monthly		
Sills (inside & outside)					Weekly		
<u>Walls</u>							
Skirting Boards					Weekly		
Architraves			As req'd				
Pictures					Monthly		
Walls			As req'd				
Trusses			As req'd				
Cob Webs					Weekly		
<u>Furniture</u>							
Desks				Weekly			
Display Cabinets				Weekly			
Chairs					Weekly		
Rubbish Bins						Weekly	
Counters							Weekly
Mirrors							Weekly
Railings							
Phones							
Computers							

<u>Toilets x 3</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>weekly</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected weekly • Walls and doors must be wiped over as required 	Weekly
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Schedule 3 CLEANING SPECIFICATIONS-Specific

Kitchen

- Vacuumed/swept and mopped weekly
- Full clean monthly. This includes disinfecting at surfaces used for food prep, and wiping down with a damp cloth all other areas to ensure there is no build-up of dust or grease.

Annex

- No need to clean this area

Inside No. 9

- Sweep and mop all hard floors inside #9 (excluding the locked room)
- (please be mindful how much and which product is being used. The tiles in the entry and toilets can become very slippery when wet if too much or wrong product is used)
- Ensure you mop under desks and cupboards that allow you to reach.
- Wipe down all surfaces with disinfectant and damp cloth within the confines of #9.
- Monthly clean glass on wall hangings.
- Dust skirting boards and vinyl displays.
- Remove the build-up of rubbish in the 3 bins within #9. Two in the main office and one behind the counter.
- Clean and disinfect toilets, hand basins, and wiping down window sills in all 3 bathrooms. Mop floors.

Computers

- Computers located at the check-in area should not be moved when cleaning

Other Cleaning

- Council will organise and pay to have the carpet professionally cleaned on an as required basis.
- Council will organise and pay for the windows above ground floor height to be cleaned on a as required basis.
- Council will organise and pay to have the fans cleaned on an as required basis.

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

Records Section

This cleaning specification is for the Records Section of the Norfolk Island Regional Council.

GENERAL NOTES

- **Cleaning Equipment** - As stipulated in the terms of the Contract, any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
- **Cleaning Times:** The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will generally need to be inside normal office hours unless prior arrangements have been made.
- **Dumping Rubbish:** Not required for this contract.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$10,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Confidentiality Form prior to commencing work.
- **Access** for each clean by the successful contractor needs to be co-ordinated with Records to determine key and room access. As in some instances facilities need to be activated prior to the clean, e.g. water turned on at ANZCAN. At least 48 hours notice is required.
- **Duration of Contract:** This contract could cease or be amended with two months notice to the contractor by the Norfolk Island Regional Council.

Schedule 1: AREAS TO BE CLEANED:

The areas and requirements detailed in Schedule 1 are to be undertaken once every three months. This schedule is to be carried out in addition to the normal daily New Military Barracks cleaning.

Area

Floors

Main Records Room in the New Military Barracks including:

- Dust shelves
 - Dust on top of archive boxes
 - Clean inside of windows and window sills
 - Clean bench and table tops
 - Dust all surfaces
 - Clean walls of any mould or dirt
 - Clean skirting boards, architraves and de-cob web room
 - Note – floors not required to be vacuumed as this is done daily
- Carpet

Legal documents storage room in the New Military Barracks including:

- Dust shelves
 - Dust on top of archive boxes and folders
 - Clean inside of windows and window sills
 - Clean bench and table tops
 - Dust all surfaces
 - Clean walls of any mould or dirt
 - Clean skirting boards, architraves and de-cob web room
 - Note – floors not required to be vacuumed as this is done daily
- Carpet

Jail Cells in the New Military Barracks including:

Finance documents Jail Cell

- Vacuum floor
 - Dust on top of archive boxes
 - Clean inside and outside of windows and window sills
 - Dust and clean all surfaces
 - Clean walls of any mould or dirt
 - Clean inside and outside of door to cell
 - Clean skirting boards, architraves and de-cob web room
- Stone

Planning documents Jail Cell

- Vacuum floor (and further clean if required)
 - Dust on top of archive boxes (inside cupboards)
 - Dust and clean all surfaces including shelving inside cupboards
 - Clean walls of any mould or dirt
 - Clean inside and outside of door
- Stone

- Clean skirting boards, architraves and de-cob web room

Entrance to Jail Cells (from outside) and internal hallway to jail cells

- Clean inside and outside of external doors
- Vacuum hallway (and further clean if required) Stone
- Clean walls of any mould or dirt
- Clean skirting boards, architraves and de-cob web hallway

Guard House in the New Military Barracks including:

- Dust shelves
- Dust on top of archive boxes
- Clean inside and outside of all doors
- Clean bench and table tops
- Dust all surfaces
- Clean walls of any mould or dirt
- Vacuum and mop floor Stone
- Clean skirting boards, architraves and de-cob web room

Mezzanine Floor in the Church of England including:

- Dust shelves
- Dust on top of bagged archive boxes
- Clean bench and table tops
- Dust all surfaces
- Clean walls of any mould or dirt
- Clean inside of window and window sill
- Vacuum and mop floor Wood
- Clean skirting boards, architraves and de-cob web room
- Clean inside and outside of door

Old Airport Manager's office in Airport Compound including:

- Dust shelves
- Dust on top of bagged archive boxes
- Dust all surfaces
- Clean walls of any mould or dirt
- Vacuum floor Carpet
- Clean skirting boards, architraves and de-cob web room
- Clean inside and outside of door

Bicentennial Strong Room in old Post Office including:

- Dust on top of archive boxes
- Dust all surfaces
- Clean walls of any mould or dirt
- Clean inside and outside of door
- Vacuum floor Concrete
- De-cob web room

Old Philatelic Office above old Post Office including:

- Dust on top of archive boxes
- Dust all surfaces
- Clean walls of any mould or dirt
- Clean inside and outside of doors
- Vacuum floor Carpet
- Clean skirting boards, architraves and de-cob web room

ANZCAN Grated Room at Anson Bay including:

- Dust on top of archive boxes
- Dust all surfaces
- Clean walls of any mould or dirt
- Clean inside and outside of all windows and doors and sills of the room
- Clean entrance foyer (external) including full wash of walls and floor tiles if required Tiles
- Vacuum and mop floor Carpet and Tiles
- Clean skirting boards, architraves and de-cob web room

ANZCAN L-Shaped Room at Anson Bay including:

- Dust on top of archive boxes
- Dust all surfaces
- Clean walls of any mould or dirt
- Clean inside and outside of all windows and doors and sills of the room
- Vacuum and mop floor Painted concrete
- Clean skirting boards, architraves and de-cob web room

Schedule 2 CLEANING SPECIFICATIONS-Specific

Once every 6 months

Under Archive boxes that are on shelves (all areas detailed in Schedule One)

- In addition to the Schedule One clean, every six months remove archive boxes and do thorough wipe down of shelves, ensure shelves are completely dry before returning stored items. This to be a separate itemised quote.

Once every 12 months:

- Clean inside of cupboards at the NMB records room and the planning documents jail cell.
- Wipe down inside cupboards & shelving with domestic bleach, diluted according to the manufacturer's instructions. Ensure cupboards are completely dry before returning stored items into cupboards This is to be a separate itemised quote.

Other Cleaning

- Council will organise and pay to have carpet professionally cleaned on an as required basis.



CLEANING SPECIFICATIONS FOR Telecom Communications Centre

The Telecom Communications Centre is required to be cleaned three times per week. This may, in some instances, be as a thorough weekend clean, with at least two cleans during the week.

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
- **Cleaning Times:** The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

<u>Area</u>	<u>Floors</u>
Managers Office	Carpet
MDF Room	Carpet
Operations Room	Carpet
Billing Room	Carpet
Central Office	Carpet
Hallway	Carpet
Front Cashier's and office area	Carpet
Kitchen	Lino
Front reception and phone booths	Tiles
Hallway (battery bank area)	Painted Concrete
Toilets	Lino
Front verandah	Stamped Concrete
Back Technical office	Painted Concrete
Vehicle lock up area (Not required to be cleaned)	

Schedule 2: Cleaning Specifications

***Daily = three times per week

	Vacuum	Sweep	Wash	Polish	Dust	Empty / Clean Remove
<u>Floors</u>						
Carpet	Daily					
Lino		Daily	Daily			
Tiles		Daily	Daily			
<u>Glass</u>						
Glass Windows (inside & outside) (ground floor only)			Monthly			
Glass Doors in to Reception (inside & outside) (ground floor only)						Weekly
Skirting Boards					Weekly	
Architraves					Weekly	
Pictures					Weekly	
Bookshelves					Weekly	
Cobwebs					Weekly	
<u>Furniture</u>						
Desks					Daily	
Cabinets, Chairs, Bookcases					Weekly	
	Vacuum	Sweep	Wash	Polish	Dust	Empty / Clean Remove
Sinks				Weekly		Daily

Rubbish Bins						Daily	
Counters				Weekly	Daily		
Front reception, phone booths and handsets	Daily		Daily	Weekly	Daily		Daily
<u>Cob Webs</u> all areas					Weekly		
<u>Verandahs</u> Stamped Concrete		Weekly					
<u>Toilets</u>	<p><u>All</u> parts of the toilet cistern, seat, lid, bowl and urinals must be cleaned and disinfected <u>daily</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Soap, toilet paper and hand towels must be kept in good supply • Floors must be washed and disinfected daily • Walls and doors must be wiped over weekly 						Daily

Council Representative Name	Council Representative Signature	Date:
Service Provider Name	Service Provider Signature	Date:
Witness Name:	Witness Signature	Date:

NORFOLK ISLAND REGIONAL COUNCIL

CLEANING SPECIFICATIONS FOR

Visitors Information Centre

The Visitors Information Centre (VIC) is required to be cleaned once per week. This may, in some instances include a thorough clean including windows.

GENERAL NOTES

- **Cleaning Equipment** - Any new cleaning equipment shall be at the contractor's expense unless approved by the manager.
- **Cleaning Products:** All cleaning products shall be provided at the Contractor's expense.
- **Cleaning Times:** The successful tenderer will liaise with Management in regards to a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon-Fri 8.00am – 4.30pm)
- **Dumping Rubbish:** All dumping of rubbish shall be undertaken at the Contractor's expense.
- **Responsibilities:** The successful tenderer will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- **Insurance:** Contractors are required to enter into the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- **Contractors** who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings **MUST** seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

Schedule 1: AREAS TO BE CLEANED: General

Area

Visitors Information Centre including;

- Front Room
- Offices, halls, board room, kitchen
- Toilet

Floors

Wood
Carpet
Tiles

Schedule 2: CLEANING SPECIFICATIONS - General

	Vacuum	Sweep	Wash	Polish	Dust	Empty	Clean
<u>Floors</u>							
Carpet	Weekly						
Wood floor		Weekly	Weekly				
Tiles		Weekly	Weekly				
<u>Glass</u>							
Windows Panes (inside & outside) Ground floor height only			Monthly		Weekly		
Sills (inside & outside)							Weekly
<u>Walls</u>							
Skirting Boards					Weekly		
Architraves					Weekly		
Pictures					Weekly		
Walls			As req'd				
Trusses					Weekly		
Cob Webs					Weekly		
<u>Furniture</u>							
Desks							Weekly
Display Cabinets					Weekly		
Chairs							Weekly
Rubbish Bins						Weekly	

Counters							Weekly
Mirrors							Weekly
Railings							Weekly
Phones							Weekly
Computers							Weekly
Toilet	<p><u>All</u> parts of the toilet cistern, seat, lid, and bowl must be cleaned and disinfected <u>weekly</u></p> <ul style="list-style-type: none"> • Hand basins must be similarly cleaned • Toilet paper must be kept in good supply • Floors must be washed and disinfected weekly • Walls and doors must be wiped over weekly 						Weekly
Kitchen	<ul style="list-style-type: none"> • Sink to be cleaned weekly (except dishes) • Vacuumed weekly • Dusted weekly • Empty Bins weekly 						Weekly

Schedule 3 CLEANING SPECIFICATIONS - Specific

Computers

- Computers should not be moved when cleaning

Other Cleaning

- Council will organise and pay to have the carpet professionally cleaned on an as required basis.
- Council will organise and pay for the windows above ground floor height to be cleaned on a as required basis.
- Council will organise and pay to have the fans cleaned on an as required basis.