

STATEMENT OF WORK

CDC CRC OFFICES, WESTERN KENYA

Work Schedule:

- Monday thru Thursday 6am-4pm
- Friday 6am – 6pm
- No work on recognized Kenyan national holidays

Period of Performance

- 12 months from date of award

DAILY TASK

- ❖ Floor sweeping, and mopping, wiping and polishing desktops, chairs, computer monitors, bookshelves and Cabinets in the offices, kitchen, and open areas.(thorough cleaning of the workstations) for all levels of the building.
- ❖ Daily removal of cobwebs from walls and ceilings and daily window dusting
- ❖ Windows cleaning and dusting of window blinds daily
- ❖ Daily dusting of equipment including scanners, printers and photocopiers
- ❖ Clean, disinfect/sanitize, deodorize the washroom toilets, sinks and floors twice daily on all levels of the building.
- ❖ Replenish washrooms with supplies: toilet paper, hand towels, handwashing soap as needed on a daily basis.
- ❖ Cleaning the water cooler and the microwave daily
- ❖ Cleaning hand banister on the staircases daily
- ❖ Remove trash, sweep and mop staircases twice a day (morning and afternoon) for the entire building. Recommended times 9am and 2pm each day.
- ❖ Remove trash, sweeping, mopping and dusting of CRC Conference room on the first floor and the meeting room in the Glass Banda at CRC on twice a day. Times may fluctuate due to meetings, but at a minimum cleaning will take place prior to scheduled meetings. Designated staff will also assist to prepare these rooms for scheduled meetings which will included setting up additional tables and chairs as needed.
- ❖ Removing trash daily from offices, open spaces and bathrooms; replace garbage bags and taking and disposal of trash at the collecting point.

- ❖ Report any maintenance deficiencies that require immediate and future action to the designated CDC Administrative staff and/or Branch Deputy for Management and Operations.

DAILY TASK- COVID 19

(using recommended cleaning procedures/SOP for COVID)

- ❖ Hourly cleaning and disinfection of highly touched areas/surfaces
 - Highly touched areas/surfaces include; door handles, staircase rails, desks, phones, reception area, waiting areas, light switches machines-Printers, photocopies, scanners
 - More frequent cleaning and disinfection may be required based on level of use in high traffic areas like the reception, waiting areas, countertops.
- ❖ Bathrooms to be cleaned and disinfected every 2 hours;
 - Highly touched areas include; sinks, taps, toilet lids/handles, partitions, urinals, Mirrors, dispensers, bathroom floors, walls, windows and doorknobs.
 - Bathrooms waste bins to be emptied and disinfected.
 - Bin liners to be changed daily.
- ❖ All the 3 floors to be moped twice morning and afternoon
 - Using bleach containing 5.25%–8.25% sodium hypochlorite
(Do not use a bleach product if the percentage is not in this range or is not specified.)
 - Frequently touched areas like Curtains, light switch and doors should be disinfected during cleaning.
- ❖ Water dispensers to be sanitized frequently depending on their usage.
- ❖ Microwaves/Fridges to be sanitized on the inside and outside frequently depending on their usage.
- ❖ Cleaning and disinfection of the conference rooms immediately after every meeting.
- ❖ Waste bins to be emptied twice daily
 - Need to disinfect the bins after emptying them.
 - Change the bin liners frequently.

WEEKLY TASKS- COVID 19

(using recommended cleaning procedures/SOP for COVID)

- ❖ Decontaminations of all the three floors every Friday evening.

IF AN OCCUPANT WITH SUSPECTED/CONFIRMED CORONAVIRUS WAS PRESENT

- ❖ Close off area and wait as long as practical (preferably 24 hours) before cleaning and disinfecting all areas (e.g. offices, bathrooms, and common areas) used by occupant with suspected/confirmed coronavirus.
- ❖ Clean surfaces with detergent / soap and water prior to disinfection.
- ❖ Disinfection utilizing a product listed as being effective against the COVID-19 virus such as those listed here: Products with EPA-approved emerging viral pathogens. Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. A bleach solution can be prepared by mixing 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Labeling shall be provided in advance to the COR. If the product is not specifically listed as effective, then labeling must be submitted to the COR for acceptance. The Contractor shall follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

WEEKLY TASKS

- Cleaning of windows and blinds
- Scrubbing of the floor on all levels
- Cleaning the metal partitions
- Exterior removal of cobwebs

MONTHLY TASKS

- Monthly cleaning of fans and overhead for all levels of the building.
- Monthly cleaning and wiping of air conditioner units (*exterior of the unit*) for all levels of the building.

QUARTERLY TASKS (to be coordinated with the CDC Administrative Assistant and conducted on the weekend with expected start time no later than 8:30am)

- ❖ The floor to be stripped thoroughly cleaned and polished quarterly
- ❖ Wooden Staircase should be cleaned and polished on a quarterly basis
- ❖ Clean windows inside and outside quarterly
- ❖ Cleaning of walls and baseboards quarterly
- ❖ Polishing of metal and glass partitions quarterly

BI-ANNUAL TASK

- **Cleaning of upholstery items. To be shampooed and cleaned every six months**

Other requirements

- Contractor to assign supervisor who will visit no less than twice a week to monitor and ensure all aspects of the contract deliverables are met.
- Contractor should develop a **checklists and COVID-19 SOP/protocols** for staffs to ensure that all aspects of the contract deliverables are met by assigned staff.
- Contractor will provide all necessary equipment, supplies, and materials necessary to complete the deliverables of the contract.
- Stewards will work under minimal supervision.
- Staff will be well groomed and provided with clean company uniforms and/or company shirt.
- Safeguard all the supply, equipment's/tools and machineries
- Staff will maintain identification badge to ensure safety security and continuous service.
- To provide with fringe benefits that do include Medical, in and Outpatient services.
- Staff will receive continuous training on new cleaning products and equipment available in the market to ensure that the highest cleaning efficiency and standards are maintained.
- The contractor shall ensure that all workers are trained on safe and effective disinfection procedures as well as measures for protecting themselves including fastidious hygiene practices and personal protective equipment . The contractor shall provide all protective measures that at a minimum will include those identified on the disinfectant labeling. Generally personal protective equipment is anticipated to include impervious disposable gloves and eye protection.
- The contractor shall ensure that all workers adhere to all COVID-19 regulations (e.g. not coming to work when sick, hand hygiene, observing physical distance and wearing masks).
- **Contractor will not be responsible for removal of bio-hazardous materials.**

NB:-The vendor to supply all the cleaning supply, tools, equipment and machineries for cleaning on a daily, monthly, quarterly and bi-annual basis

Bathroom stalls, sinks and floors:

Women: on each level

Men: on each level

- ✚ Occupancy: contractor should visit location to determine the number of rooms/offices/conference rooms to be cleaned.

Bathroom

1. Paper towels (should not go below half full)
2. Tissue paper (should not go below half full)
3. Urinal Mats
4. Windex for the mirror
5. Toilet brush
6. Seat covers
7. Air freshener
8. Color coded gloves, red for bathroom and blue for offices, yellow for kitchen (industrial and disposable)
9. Color coded mop moping bucket red for bathroom and blue for common areas.
10. Color coded wiping clothes-red for bathroom and blue for common areas.
11. Super bright
12. Multi surface cleaner with breach
13. Liquid hand soap (should not go below half full)
14. Stripper
15. Disinfectant-Chloride bleach-JIK , bactoguard

Office maintenance

1. General purpose cleaner (GPC)
2. Disinfectant for telephone
3. Trash bags (24 X 32)
4. Feather duster
5. Yellow duster
6. Pledge
7. Disposable gloves
8. Dust pan
9. Broom
10. Dust control mob
11. Mortein doom for mosquitoes
12. Carpet shampoo for the seats
13. **Safety cables for quarterly cleaning** of exterior window surfaces

Machineries required for quarterly cleaning and maintenance

- 1. Scrubbing/polishing machine and the accessories*
- 2. Extension cords with correct plugs for outlets*
- 3. Vacuum cleaner*
- 4. Extracting machine*

- ❖ **The steward should have wide knowledge in housekeeping and management.**
- ❖ **Develop SOP/Protocol detailing cleaning frequency, detergent and methodology of cleaning**

Please remember to include the statement that interested vendors must visit the site before submitting the proposal