

**MINISTRY OF FOREIGN AFFAIRS**

**EMBASSY OF BRAZIL IN LONDON**

**ANNEX VII – SCOPE OF WORKS AND**

**STAFF ALLOCATION FOR DAILY CLEANING**

**This document must be followed by the winning tenderer, which is responsible for the smooth running of the cleaning services at the Chancery by executing all inherent duties of the role, namely but not exclusively.**

* **Scope of works, including each area of the Embassy, suggested by your company.**

**Provide us with a schedule document, which shows a full breakdown for the areas, describing the services and their frequency (daily, weekly, monthly or half-yearly).**

For example (check table on the next page as suggestion): washrooms, kitchens, lifts, meeting rooms, reception, etc.) that should be cleaned and the list of activities (for example: fridges - clean inside refrigerators) to be carried out on daily, weekly and monthly basis at the Embassy (for example: a) fridges, kettles, ovens and microwaves - clean inside refrigerators on monthly basis; and b) kitchens sink and worktops, including under cabinets and sinks - clean sink strainer on daily basis)

* **Staff allocation for daily cleaning at the Embassy, suggested by your company.**

**Include the amount of daily works to be dedicated by three (3) cleaners and one (1) supervisor, to each area/task.**

For example: Cleaner nº 1 - from 6am to 8am; duties: 4th floor: kitchen, lift lobby, meeting room, offices and toilets; 1 cleaning hour; 5th floor: kitchen, lift lobby, meeting room, offices and toilets; 1 cleaning hour).

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| **SCOPE OF WORKS** | | | |
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| **AREA OF THE EMBASSY AND LIST OF ACTIVITIES** | **Daily** | **Weekly** | **Monthly** |
| 1- Entrance, reception & waiting area | X |  |  |
| 2- 5th, 4th, 3th, 2nd, 1st floors and mezzanine | X |  |  |
| 3- Restricted areas, between 9am-10am |  | X |  |
| 4- External areas (front and back of the building) |  |  | X |
| 5- Basement | X |  |  |
| **KITCHENS (ALL FLOORS)** | X |  |  |
| 1- Clean equipment (inside and outside, to be cleaned with a disinfectant solution): refrigerators, food warmer, microwaves, ovens and kettles |  |  | X |
| 2- Clean sinks, taps and draining boards, worktop, under cabinets and sinks (all surfaces units to be cleaned with a disinfectant solution) | X |  |  |
| 3- Wash all walls and tiles |  | X |  |
| 4- Vacuum and mop hard floors |  |  | X |
| 5- Vacuum carpeted areas | X |  |  |
| 6- Empty bins and replace bin liners | X |  |  |
| 7- Wipe all surfaces and front of cupboards | X |  |  |
| 8- Dust furniture, ledges, skirting boards, sills & radiators | X |  |  |
| 9- Clean all ledges, sills and skirting boards |  | X |  |
| 10- High level dusting |  | X |  |
| 11- Hand basins to be cleaned with a disinfectant solution | X |  |  |
| 12- Replenish all consumables | X |  |  |
| **CORRIDOR STAIRS & LIFTS** | X |  |  |
| 1- Remove fingerprints from vision panels and glass | X |  |  |
| 2- Vacuum Carpets and soft furnishings |  | X |  |
| 3- Vacuum and mop hard floors | X |  |  |
| 4- Damp wipe stair nosings | X |  |  |
| 5- Dust ledges, skirting boards, sills & radiators |  | X |  |
| 6- High level dusting |  | X |  |
| 7- Clean stair balustrades ensuring smear free finish |  | X |  |
| 8- Clean lifts internally and externally | X |  |  |
| 9- Vacuum, dust fire escape stairs |  | X |  |
| **OFFICES, RECEPTION & MEETING ROOM** | X |  |  |
| 1- Empty bins and replace bin liners | X |  |  |
| 2- Vacuum carpets and soft furnishings | X |  |  |
| 3- Vacuum and mop hard floors | X |  |  |
| 4- Dust furniture, ledges, skirting boards, sills & radiators | X |  |  |
| 5- Vacuuming of all carpeted areas | X |  |  |
| 6- Wipe desks, doors and light switches | X |  |  |
| 7- Dust monitors, keyboards and telephone handsets, office machinery | X |  |  |
| 8- Remove fingerprints from vision panels and glass, radiators, light switches and other fixtures and fittings | X |  |  |
| 9- Flick dust to high levels to remove any cobwebs | X |  |  |
| 10- Spot clean any carpet spillages and any new marks on wall | X |  |  |
| 11- Dry buff and sanitise door fittings | X |  |  |
| **TOILETS (ALL FLOORS)** | X |  |  |
| 1- Floors, sweep and mop with disinfectant | X |  |  |
| 2- Clean walls and mirrors, remove splash marks to hand basins and surrounds | X |  |  |
| 3- Clean inside and outside of toilet seats, outlets and overflows | X |  |  |
| 4- Clean and polish metal works | X |  |  |
| 5- Flick dust to high levels and remove cobwebs | X |  |  |
| 6- Empty waste bins, wipe clean all surfaces and replace bin liners | X |  |  |
| 7- Scour toilet pan and wash basins using a mild acid toilet cleaner | X |  |  |
| 8- Replenish all consumables (toilet rolls, hand towels and soap dispensers) | X |  |  |
| 9- Wash down walls partitions and tiles |  | X |  |
| 10- Clean sink and taps | X |  |  |
| 11- Dust furniture, ledges, skirting boards, sills & radiators | X |  |  |
| 12- Extract grills to be vacuumed and dusted |  |  | X |