

KVA/PROP/881/3/2012

CHARTER OF DUTIES FOR CLEANING

- (1) Cleaning of the entire office area of the High Commission of India at 28th Floor, Mont Kiara
- (2) Cleaning of the washrooms of the floor
- (3) Cleaning of all pantries of the floor in the premises. The services would include cleaning with broom, mop, vacuum and other equipment etc with material required to clean the floors, washrooms, pantries, glass window, doors, furniture/equipment and office desk etc
- (4) Scrub the whole floor areas of the floor building once every three months with scrubbing machines
- (5) To provide toilet tissues, hand soap and chemicals for urinals and toilets for all the washrooms and also two sets of hand towels for each washrooms. One set of hand towels would be kept in the designated washrooms which would be replaced with another set the next week
- (6) To provide minimum 4 cleaning staff each working day of Mission. However, in case it decides to provide more than 4 cleaning staff, it would be at no extra cost.
- (7) The cleaning staff would report together every day at 8 am in the morning and would depart at 4 pm in the evening during week days.
- (8) The lunch break for the cleaning staff is one hour from 1 pm to 2pm.
- (9) To provide cleaning staff services for one day in a calendar month upto six hours with prior information, as desired by the High Commission.
- (10) The cleaning staff should be well mannered and would be expected to observe office discipline and decorum.