

# Shire of Cocos (Keeling) Islands

## SHIRE OF COCOS (KEELING) ISLANDS

### **CLEANING MAINTENANCE SPECIFICATION**

After review, intending Cleaning Maintenance Contract applicants are advised of the following information to assist in evaluating the viability of this contract:

1. The contract relates to Shire of Cocos (Keeling) Islands on both Home and West Island.
2. The period for the contract is for three (3) years commencing from the date of signing the contract. An option to renew the Contract for a similar period is provided subject to both parties being acceptable to an extension of the Contract.
3. All cleaning chemicals used must be of household or commercial strength.
4. All cleaning chemicals are to be used in accordance with the manufactures' instructions and personal protective equipment must be worn if handling hazardous chemicals.
5. All stored chemicals must have MSDS labelling on the chemical storage facility.
6. Effective sanitizers/disinfectants must be used for toilet areas and food preparation areas.
7. The Shire will provide all toiletries and consumables e.g., toilet paper, rubbish bags, deodorant etc
8. All cleaning equipment is to be provided by the contractor and must be maintained in good working condition by the contractor.
9. Cleaning methods used must prevent cross-contamination from occurring. That is, different cleaning cloths to be used for toilet and kitchen areas; toilets are to be cleaned after food/office areas.
10. Additional cleaning requests by nominated Shire staff shall be paid at the negotiated hourly rate.
11. All cleaning including dates and times applicable must be entered into the register kept on site at each cleaning location.
12. Contractor is required to fill out the Customer Feedback Form to record issues and required actions by the Shire.

In submitting an application for the Cleaning Maintenance Contract, the following information is required:

1. The amount tendered for the Cleaning Maintenance Contract shall detail the total annual cost of cleaning all of the facilities as listed in the tender specification documents, and the annual cost of cleaning each of the facilities listed in the tender specification documents.
2. The amount tendered must be site specific for each of the eight (8) sites outlined in the specification document.
3. The successful tenderer will be required to be registered as a business and for taxation purposes, provide to the Shire their Australian Business Number (ABN).
4. The successful tenderer will be required to hold Public Liability Insurance to a minimum value of \$10,000,000.00 and to provide a copy of the policy to the Shire prior to the signing of the contract.
5. Workers Compensation Insurance is to be provided for all workers involved in the cleaning of premises.

MAIN OFFICES (Home & West Island) AND COUNCIL CHAMBERS
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**NOTE:** Cleaning to be done between the hours of 4.00 pm and 7.00 am weekdays, Friday's cleaning may be done at a time convenient to the contractor during the weekend. All lights to be turned off when finished. West Island Office to be cleaned on Tuesday and Friday. Friday's cleaning must be done after midday or at a time convenient to the contractor over the weekend.

All security doors and windows to be locked when finished.

### Floor Maintenance

#### Council Chambers

- |   |        |
|---|--------|
| • Dust all furniture including desks, chairs, and sideboard | Weekly |
| • Vacuum all floor areas including storage room             | Weekly |

#### Office Carpeted Floors

- |                         |       |
|-------------------------|-------|
| • Vacuum thoroughly     | Daily |
| • Spot clean soil marks | Daily |

#### Staff Kitchen

- |                                 |       |
|---------------------------------|-------|
| • Clean sink and top of benches | Daily |
| • Put away washed dishes        | Daily |

**Note: contractor is not responsible for washing dishes etc**

- |  |        |
|--|--------|
| • Wipe the exterior interior surfaces of the microwave oven and refrigerator | Daily  |
| • Launder the tea towels   | Weekly |

## **Waste Disposal**

- |  |       |
|--|-------|
| • Empty all wastepaper bins, rubbish receptacles, and wipe clean | Daily |
| • Remove all rubbish to agreed location                          | Daily |

## **Dusting**

- |  |        |
|--|--------|
| • Dust all horizontal surfaces (low level)                           | Daily  |
| • Dust all high ledges, fittings etc. to 1.8 metres from floor level | Weekly |
| • Dust all vertical surfaces (walls, cabinets etc)                   | Weekly |

## **Desks**

- |   |       |
|---|-------|
| • Clean desk surfaces, damp wipe, clean, if necessary,  | Daily |
| • Clean countertop, especially where stamps leave marks | Daily |
| • Clean telephones                                      | Daily |

## **Walls, Paintwork**

- |  |        |
|--|--------|
| • Spot clean all surfaces (finger-marks etc) | Weekly |
|--|--------|

## **Glass and Metal Work**

- |                                      |       |
|--------------------------------------|-------|
| • Spot clean glass doors             | Daily |
| • Spot clean all low partition glass | Daily |
| • Clean all bright fittings          | Daily |

## **Windows and Partition Glass**

- |   |            |
|---|------------|
| • Clean front doors/windows                 | Daily      |
| • Clean both surfaces of all external glass | Bi-monthly |
| • Clean all window and door tracks          | Bi-Monthly |

## **Verandas**

- |                               |       |
|-------------------------------|-------|
| • Sweep and eliminate cobwebs | Daily |
|-------------------------------|-------|

## **Toilets and Washrooms**

- |  |       |
|--|-------|
| • Clean all floors with hot water and disinfectant solution                                | Daily |
| • Clean toilet bowls, seats, pans, lids, "S" bends and urinals using disinfectant solution | Daily |
| • Empty and clean waste receptacles  | Daily |
| • Clean all bowls, basins, and floor with deodorant solution                               | Daily |
| • Wipe clean all mirrors   | Daily |
| • Clean and polish all bright metal fittings   | Daily |
| • Spot clean walls, doors, and partitions  | Daily |

- Replenish soap, toilet paper and hand towels
- Wipe over walls to 1.8 metres from floor level

As Required  
Weekly

### **Spring Clean**

- Remove cobwebs from inside building
- Clean all electric light fittings
- Clean air-conditioner vents, exhaust fans ceiling fans

As required  
2 times/year  
2 times/year

### **Equipment and Supplies**

- Contractor to supply own equipment and chemicals
- Shire to provide all toiletries and consumables

## **SHIRE OF COCOS (KEELING) ISLANDS**

### **CLEANING AND MAINTNANCE SPECIFICATIONS**

#### **HOME ISLAND DEPOT**

**NOTE:** Cleaning to be done between the hours of 4.00 pm and 7.00 am weekdays, Friday's cleaning may be done at a time convenient to the contractor during the weekend. All lights to be turned off when finished. West Island Office to be cleaned on Tuesday and Friday. Friday's cleaning must be done after midday or at a time convenient to the contractor over the weekend.

All security doors and windows to be locked when finished.

#### **Staff Kitchen**

- |  |        |
|--|--------|
| • Clean sink and top of benches  | Daily  |
| • Put away washed dishes   | Daily  |
| Note: contractor is not responsible for washing dishes etc                   |        |
| • Wipe the exterior interior surfaces of the microwave oven and refrigerator | Daily  |
| • Launder the tea towels   | Weekly |

#### **Waste Disposal**

- |  |       |
|--|-------|
| • Empty all wastepaper bins, rubbish receptacles, and wipe clean | Daily |
| • Remove all rubbish to agreed location                          | Daily |

#### **Dusting**

- |   |        |
|---|--------|
| • Dust all horizontal surfaces (low level)                          | Daily  |
| • Dust all high ledges, fittings etc to 1.8 metres from floor level | Weekly |
| • Dust all vertical surfaces (walls, cabinets etc)                  | Weekly |

#### **Desks**

- |   |       |
|---|-------|
| • Clean desk surfaces, damp wipe, clean, if necessary,  | Daily |
| • Clean countertop, especially where stamps leave marks | Daily |
| • Clean telephones                                      | Daily |

#### **Walls, Paintwork**

- |  |       |
|--|-------|
| • Spot clean all surfaces (finger-marks) | Daily |
|--|-------|

#### **Glass and Metal Work**

- |                          |       |
|--------------------------|-------|
| • Spot clean glass doors | Daily |
|--------------------------|-------|

#### **Windows and Partition Glass**

- |   |       |
|---|-------|
| • Clean front doors/windows                 | Daily |
| • Clean both surfaces of all external glass | Daily |
| • Clean all window and door tracks          | Daily |

## Verandas

- Sweep and eliminate cobwebs Daily

## Toilets and Washrooms

- Clean all floors with hot water and disinfectant solution Daily
- Clean toilet bowls, seats, pans, 'S' bends and urinals using disinfectant Solution Daily
- Empty and clean waste receptacles Daily
- Clean all bowls, basins, and floor with deodorant solution Daily
- Wipe clean all mirrors Daily
- Clean and polish all bright metal fittings Daily
- Spot clean walls, doors, and partitions Daily
- Replenish soap, toilet paper and hand towels As Required
- Wipe over walls to 1.8 metres from floor level Daily

## Spring Clean

- Remove cobwebs from inside building As required
- Clean all electric light fittings 2 times/yr
- Clean air-conditioner vents, exhaust fans & ceiling fans 2 times/yr

## Equipment and Supplies

- Contract to supply own equipment and chemicals
- Shire to provide all toiletries and consumables

**SHIRE OF COCOS (KEELING) ISLANDS**  
**CLEANING AND MAINTENANCE SPECIFICATION**

<b>PUBLIC TOILETS</b>
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**Public toilets are located as follows:**

- Small Business Centre
- Public Toilet near crane shed
- Sandy Point (to be cleaned Monday and Friday only)

**BY 10.00AM EACH DAY**

- |  |       |
|--|-------|
| • Remove all rubbish   | Daily |
| • Clean convenience and wipe down dispensers   | Daily |
| • Sweep and mop floor  | Daily |
| • Replenish toiletries   | Daily |
| • Clean toilet bowls, seats, pans, lids, "S" bends and urinals using disinfectant solution | Daily |

**NOTE:**

- Floors to be left in a non-slip and safe condition (appropriate signage is to be erected and displayed during works)
- Report any vandalism, breakages, or urgent maintenance requirements to Council Office as required

**Equipment and Supplies**

- Contractor to supply own equipment and chemicals
- Shire to provide all toiletries and consumables

## **SHIRE OF COCOS (KEELING) ISLANDS**

### **CLEANING MAINTENANCE SPECIFICATION**

<b>COMMUNITY RESOURCE CENTRE</b>
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**NOTE: Cleaning to be performed each Monday, Wednesday & Friday**

- |  |             |
|--|-------------|
| • Clean public foyer adjacent to IOGTA and CBA bank office                                 | Each Visit  |
| • Sweep and mop floor with hot water and disinfectant solution                             | Each visit  |
| • Clean toilet bowls, seats, pans, lids, "S" bends and urinals using disinfectant solution | Each visit  |
| • Clean window, glass door and door side panels  | Each visit  |
| • Sweep veranda and remove accumulated leaves in carpark                                   | Each visit  |
| • Remove cobwebs inside and out  | As required |

**NOTE:**

- Floors to be left in a non-slip and safe condition
- Report any vandalism, breakages, or urgent maintenance requirements to Council Office as required.

#### **Equipment and Supplies**

- Contractor to supply own equipment and chemicals
- Shire to provide all toiletries and consumables



**SHIRE OF COCOS (KEELING) ISLANDS**  
**CLEANING MAINTENANCE SPECIFICATION**

<b>COMMUNITY PONDOK</b>
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**NOTE: Cleaning to be performed each Monday & Friday**

- |  |             |
|--|-------------|
| • Sweep all deck areas, steps, and ramp  | Mon/Fri     |
| • Clean basin and bench  | Mon/Fri     |
| • Clean toilet bowls, seats, pans, lids, "S" bends and urinals using disinfectant solution | Daily       |
| • Replenish toiletries   | Daily       |
| • Remove cobwebs inside and out  | As required |
| • Remove litter in the immediate vicinity  | Mon/Fri     |

**NOTE:**

- Floors to be left in a non-slip and safe condition (appropriate signage is to be erected and displayed during works)
- Report any vandalism, breakages, or urgent maintenance requirements to Council office as required.

**Equipment and Supplies**

- Contractor to supply own equipment and chemicals
- Shire to provide all toiletries and consumables

## **SHIRE OF COCOS (KEELING) ISLANDS**

### **CLEANING MAINTENANCE SPECIFICATION**

<b>MUSEUM BUILDING</b>
------------------------

**NOTE: Cleaning to be performed Monday, Wednesday, and Friday**

- |  |             |
|--|-------------|
| • Vacuum Floor   | Each Visit  |
| • Sweep Entrance   | Each Visit  |
| • Dust all high ledges, fittings et c to 1.8m from floor level | Weekly      |
| • Dust all horizontal surfaces (low level)                     | Weekly      |
| • Clean glass on all display cabinets                          | Each Visit  |
| • Empty waste bins   | Each Visit  |
| • Remove cobwebs inside and out                                | As required |

#### **Chula Copra Drying Shed**

- Removal of leaves
- Blower clean flooring
- Wipe down/dust exhibits
- Remove cobwebs from rafters and walls

**NOTE:**

- Floors to be left in a non-slip and safe condition, (appropriate signage is to be erected and displayed during works)
- Report any vandalism, breakages, or urgent maintenance requirements to Council as required.

#### **Equipment and Supplies**

- Contractor to supply own equipment and chemicals
- Shire to provide all toiletries and consumables

## **SHIRE OF COCOS (KEELING) ISLANDS**

### **CLEANING MAINTENANCE SPECIFICATION**

#### **CYCLONE SHELTER**

**NOTE: Cleaning is to be performed on a weekly basis, and as required depending on special occasions, such as school concerts or at the request of the Shire nominated staff**

All lights to be turned off when finished.

All security doors and windows to be locked when finished.

#### **General (includes communications room, former generator room & kitchen storeroom)**

- |   |             |
|---|-------------|
| • Sweep/vacuum all floor areas          | Each Visit  |
| • Damp mop and buff or spray buff       | Each Visit  |
| • Remove all rubbish to agreed location | Each Visit  |
| • Remove cobwebs                        | As required |

#### **Toilets**

- |   |            |
|---|------------|
| • Clean convenience and wipe down dispensers  | Each Visit |
| • Wipe and clean all mirrors  | Each Visit |
| • Sweep and mop toilet floors with hot water disinfectant solution                      | Each Visit |
| • Replenish toiletries  | Each Visit |
| • Clean toilet bowls, seats, pans, lids, "S" bends and urinals<br>disinfectant solution | Each Visit |

#### **Kitchen**

- |   |            |
|---|------------|
| • Damp Mop Floor with hot water disinfectant solution | Each Visit |
| • Wipe down all stainless-steel benches               | Each visit |

#### **Dusting**

- |  |            |
|--|------------|
| • Dust all horizontal surfaces (low level)                           | Each Visit |
| • Dust all high ledges, fittings etc. to 1.8 metres from floor level | Each Visit |

**Glass and Metal Work**

- Spot clean glass doors Each Visit

**Veranda**

- Sweep and eliminate cobwebs Each Visit

**Windows**

- Clean all windows 3 monthly

**NOTE:**

- Floors to be left in a non-slip and safe condition.
- Report any vandalism, breakages, or urgent maintenance requirements to Council Office as required.

**Equipment and Supplies**

- Contractor to supply own equipment and chemicals
- Shire to provide all toiletries and consumables

## **SHIRE OF COCOS (KEELING) ISLANDS**

### **CLEANING MAINTENANCE SPECIFICATION**

<b>GYMNASIUM</b>
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**NOTE: Cleaning is to be performed twice a week, and as required depending on special occasions at the request of the Shire nominated staff**

All lights, fans, and air conditioners to be turned off when finished.

All security doors and windows to be locked when finished.

#### **General**

- |  |             |
|--|-------------|
| • Sweep/vacuum all floor areas   | Each Visit  |
| • Damp mop floor areas with hot water and disinfectant solution                  | Each visit  |
| • Remove all rubbish   | Each Visit  |
| • Remove cobwebs   | As required |
| • Wipe down and clean all gym equipment with hot water and disinfectant solution | Each visit  |

#### **Dusting**

- |  |            |
|--|------------|
| • Dust all horizontal surfaces (low level)     | Each Visit |
| • Dust all high ledges, fittings, windows etc. | Each Visit |

#### **Windows**

- |                                   |           |
|-----------------------------------|-----------|
| • Clean/Wipe all internal windows | 3 monthly |
| • Clean all external windows      | 6 monthly |

#### **Veranda**

- |                                |             |
|--------------------------------|-------------|
| • Sweep Floor and remove leave | Each Visit  |
| • Remove cobwebs               | As Required |

#### **NOTE:**

- Floors to be left in a non-slip and safe condition.

- Report any vandalism, breakages, or urgent maintenance requirements to Council Office as required.

### **Equipment and Supplies**

- Contractor to supply own equipment and chemicals
- Shire to provide all toiletries and consumables