

TERMS OF REFERENCE

Cleaning Services (Daily)

- Cleaning main office and container office on daily basis
- Sweep and mop all the floor areas in office and container office on daily basis
- Dust/wipe furniture, fixtures and all the office equipment.
- Cleaning and maintaining the washrooms (08 Nos.) four times a day
- Clean/wipe the main glasses (glass doors and windows) on daily basis.
- Handling and removing of waste materials.
- Cleaning and maintaining the conference rooms on a daily basis.
- Sanitizing all door handles/knobs four times a day

Outdoor and Garden Area (Daily)

- Cleaning and maintaining the car park at least two times a day
- Cleaning and maintaining garden area around the office
- Watering the plants
- Cleaning of the drains
- Remove of waste material and garbage
- Removal of weeds on paving and other garden areas

Preparation of Tea and Serving (Daily)

- Making and serving tea/coffee for the staff (twice a day)
- Making and serving tea/coffee for meetings (depending on number of participants)
- Serving ordered refreshments for the meeting participants
- Washing of the cups, saucers, dishes and other cutleries
- Cleaning and maintaining the pantry/lunchroom

Weekend (Saturday)

- Thorough cleaning and disinfecting of office tables, chairs, computers, phones and printers
- Scrubbing, washing and detail cleaning of the washrooms
- Glass cleaning (cleaning of all the glasses thoroughly in main office and container office)
- Cleaning of office tables, cupboards, racks and furniture, and all machines and equipment thoroughly etc.,
- Mopping/Vacuuming of floors
- Once in two months polishing the floor areas
- Cleaning of drains in the premises thoroughly
- Weekly cleaning of roof gutters (by adhering to safety measures)
- Once a month vacuuming of office and conference room chairs
- Once a month cleaning of stand fans, lights, fittings and switches etc.

Conditions

- Office timing for Janitorial staff Monday to Friday 07:00 a.m. to 5:00 p.m. and Saturdays 08:00 a.m. to 2:00 p.m. (including one hour's lunch break)
- All Poya days which fall on weekdays and Saturdays are working days in WHO (all workers should be present on Poya days)
- Number of Janitorial Staff required 05nos (including 02 males) 01 male janitor to be an experienced gardener. Preferably 3 male and 2 female staff
- The age of the Janitors should be between 25 to 55 years, pleasant and healthy. At least one or two of the janitors should have a basic knowledge of English (understanding/speaking). Please share their bio-data, experience, medical conditions
- Janitors are to be physically introduced to WHO prior their deployment.
- WHO Officer in Charge to be briefed of the janitors prior to deploying for duty at WHO
- One designated supervisor should be allocated, preferably one day before from WHO for any changes in deploying janitors other than the contracted staff.
- Each janitor should be provided at least 3 uniforms, colour-coded if possible Uniform should be with top and bottom part.
- Staff rotation / replacement at an emergency with NO COST
- Janitorial staff to be changed annually.
- A log book should be maintained by the company supervisor on daily and weekend duties and should be submitted to WHO Officer in Charge
- On cleanliness of Janitorial staff:
- To maintain cleanness of the janitors a minimum of 03nos of uninforms per janitor is to be provided including masks, transparency face cover, gloves for daily use (uninforms washing facility will be provided by WHO)
- Site supervisor must visit three times per week and spot visits/checks are mandatory.
- The checklist and log book to be maintained on daily basis.
- All janitors should be briefed properly, so that if one janitor is unwell, the remaining janitors should be able to run the operations smoothly
- The janitors are not allowed to bring any visitors/outside to WHO premises.
- Janitors cannot be employed by WHO staff for their personal work during the duration of the contract period with WHO.
- If a janitor feels unwell during the work in WHO office- it must be conveyed to WHO coordinator immediately and he / she should refrain from work until appropriate decisions are taken.
- If they develop fever, cough, runny nose, sore throat should not report to the work and inform immediately to WHO.
- Need to inform WHO beforehand if they need to go on leave etc,
- Clearly follow the instructions given on wearing the mask properly, maintaining distance at the WHO office, cleaning of hands, respiratory etiquette and cleaning and disinfecting the surfaces.

Price Schedule

Description	Per month (LKR)	Per year (LKR)
Tea services labor charges		
Gardner		
Janitors charges		
Equipment and chemical charges		
Administrative charges		
Overtime charges per hour		
Any other allowances		
Total		