

15. This agreement may be terminated by either party with 7 days written notice. At the termination of this agreement the Contractor agrees to return building access keys to Riverwood Community Centre Ltd.

Pauline Gallagher
Chairperson
Riverwood Community Centre Ltd

I, _____(Name) of _____(Organisation), hereby agree to accept the conditions set down in the Contract and Cleaning Specification (attached).

Signed by the said.....(CONTRACTOR)

In the presence of.....(WITNESS)

ON.....(DATE)

ANNEXURE 1

Description of work	<p>Riverwood Community Centre</p> <p>Refer to detailed specifications in Annexure 2.</p> <p><u>GROUND FLOOR:</u></p> <ul style="list-style-type: none"> • Hall • Kitchen • Reception • Offices and staff rooms • Toilet areas • Meeting rooms • Long Day Care area – all rooms, kitchen and toilet area • Out of school area – rooms and kitchenette • Basketball area <p><u>FIRST FLOOR:</u></p> <ul style="list-style-type: none"> • Conference rooms • Office areas • Office • Stairs front and back • Kitchen <p>Punchbowl Community Centre</p> <p>Refer to detailed specifications in Annexure 2.</p> <p><u>GROUND FLOOR:</u></p> <ul style="list-style-type: none"> • Hall • Kitchen • Offices • Toilet areas • Meeting rooms <p>Thurlow Street Community Hub</p> <p>Refer to detailed specifications in Annexure 2.</p> <p><u>GROUND FLOOR:</u></p> <ul style="list-style-type: none"> • Hall • Kitchen • Offices • Toilet areas • Meeting rooms
Contracted price	The contracted price being \$XXXX per month for cleaning as per the Cleaning Specifications in Annexure 2

ANNEXURE 2

SCOPE OF WORKS - CLEANING CONTRACTOR - Riverwood Community Centre

	ACTIVITY	Daily (M-F)	Weekly	Fortnightly	Monthly	Quarterly	6 Monthly	Annually	Comment
	Administrative Details								
1	Weekly reporting on cleaning services to RCC's CEO		✓						
2	Monthly meeting with Contractors Cleaning Manager to review cleaning services onsite				✓				
	Entrance Foyer, Recreational & Atrium Areas								
3	All entrance / exit areas (including fire exits) should be visibly clean and free of all rubbish, paper and other discarded materials. There shall be no evidence of gum and other foreign substances and spillages. Entrance doors shall be cleaned of smudges, marks and spots.	✓							
4	Detail Clean all Glass Doors and windows, as well as any Internal and External Glass to full height		✓						
5	Vacuum all carpeted areas	✓							
6	Clean all external entrance tiled/paved/concrete areas	✓							
7	Remove Marks from Wall				✓				
8	Wipe all Window Frames - Dust free	✓							
9	Dust and Wipe Skirting Boards		✓						
10	Dust all Fittings and Fixtures		✓						
11	Clean and sanitise all light fittings and power points.		✓						

12	Remove Cobwebs		✓						
13	Clean and sanitise door handles both internal and external / doorbell	✓							
14	All wall surfaces (including skirting) shall be clean and free of bodily substances, dust, dirt, debris, adhesive tapes, blue tac and spillages. Walls shall be free of streaks and spots. Walls shall be uniformly clean. Frames on doors, windows, mouldings etc shall be clean.	✓							
15	Clean & Sanitise tables, benches, chairs and furniture	✓							
16	Clean and sanitise all railings and fencing	✓							
17	Clean Corridors / Hallways		✓						
18	Clean and sanitise all built-in cupboard doors and door handles		✓						
19	Clean and polish pool table		✓						
20	Clean and sanitise all horizontal surfaces	✓							
21	Polish chrome sign stand base, frame and Perspex insert	✓							
22	Dust all walls and columns full height	✓							
23	Clean and vacuum furniture	✓							
24	Dust and damp wipe all architectural décor	✓							
25	Spot clean glazing	✓							
26	Pick up all loose rubbish from street levels fire door / alcoves etc.	✓							
27	Spot clean walls, fire doors, remove graffiti when necessary	✓							
28	Clean and sanitise Reception Desktops	✓							
29	Wall fixtures such as switches, sockets or data points shall be clean and be free of bodily substances, dust, dirt, debris and spillages.	✓							
30	Vacuum entrance mats. All mats must be clean and free of dust, dirt, debris and spillages.	✓							

31	Carefully spot clean all walls, fire and raiser doors including removal of finger marks from lift panel indicator lights, call buttons and light switches	✓							
32	Clean all Light fitting and Sky Lights	✓							
33	Bins are to be emptied, cleaned and sanitised	✓							
	Commercial Kitchen - Downstairs								
34	Wash and clean all tiled floors including drain outlets using a germicidal detergent in clean water applied with a mop. Floors must be finished with a clean damp mop to remove all surface moisture.	✓							
35	Kitchen floor is to be scrubbed with a commercial grade scrubber to ensure there is no dirt or grime accumulated				✓				
36	Bins are to be emptied, cleaned and sanitised	✓							
37	Dusting and Cobweb removal	✓							
38	All vertical and horizontal surfaces including countertops, cabinet handles and appliance fronts shall be cleaned and sanitised.				✓				
39	Clean the ovens inside out and cooktops of the accumulated grease and fat				✓				
40	Immerse all the cook top cast iron parts, (pan and pot supports) in caustic soda and ensure that they are free of any grease or fat accumulation.				✓				
41	All floors including under floor mats shall be cleaned and sanitised.				✓				
	Kitchen - Upstairs								
42	Remove all Rubbish, clean and sanitise rubbish receptacles and bins.	✓							

43	Dusting and Cobweb removal	✓							
44	All vertical and horizontal surfaces including countertops, cabinet handles and appliance fronts shall be cleaned and sanitised.				✓				
45	All vertical and horizontal surfaces including countertops, cabinet handles and appliance fronts shall be cleaned and sanitised.	✓							
46	Wipe clean all surfaces including cupboards, walls and doors, refrigerators and microwave as required	✓							
	Basketball court area								
47	All entrance / exit areas (including fire exits) should be visibly clean and free of all rubbish, paper and other discarded materials. There shall be no evidence of gum and other foreign substances and spillages. Entrance doors shall be cleaned of smudges, marks and spots.		✓						
48	Floor is to be scrubbed with a commercial grade scrubber suitable for courts to ensure there is no dirt or grime accumulated					✓			
	Toilets - Disabled, Men's & Female Toilets (located near OOSH and near Basketball court area)								
48	Wash and clean all tiled floors including drain outlets using a germicidal detergent in clean water applied with a mop. Floors must be finished with a clean damp mop to remove all surface moisture.	✓							
49	Clean and wipe down vanity units, all surfaces must be free of dust and marks including water marks	✓							

50	Thoroughly clean and sanitise all fixtures such as, hand basins, basin stands and surrounding counters, taps, vents, shelving, partitions, mirrors, waste receptacles, wall surfaces, toilets, soap/paper towel dispensers, doorknobs, cabinet handles, toilets seats, toilet basins, toilets handles and other touchable surfaces. and polish all chrome and stainless-steel fittings. All hair and other causes of blockages should be removed from basin plug holes and floor drains.	✓							
51	Thoroughly clean and disinfect all toilet bowls and urinals. Urinals are fitted with strainers which should also be cleaned	✓							
52	Thoroughly clean and disinfect all toilet lids and seats on both sides	✓							
53	Wipe clean all cubicle partitions, doors and ceramic wall tiles, pay particular attention to door closures, jambs and surrounds	✓							
54	Clean and polish all mirrors and glass	✓							
55	Bins are to be emptied, cleaned and sanitised (with the exception of Sanitary Bins which are maintained by a 3rd Party).	✓							
56	Replenish and refill all Consumables i.e. toilet tissue, liquid soap, paper towels etc	✓							
57	Clean all air exhaust vents and immediate surrounds to ensure that no dust is visible	✓							
58	Clean dust and remove all cobwebs from walls, ceiling and windowsills	✓							
59	Toilet dispensers shall be cleaned and adequately stocked.	✓							
60	Clean and sanitise nappy change tables including sinks and vertical surfaces.	✓							
61	Clean and sanitise floors, including flooring under floor mats	✓							
62	Replenish and refill all Consumables i.e. toilet tissue, liquid soap, paper towels etc	✓							

63	All showers to be thoroughly cleaned and sanitised.	✓							
64	Door and cabinet handles shall be cleaned and sanitised.	✓							
	Retail Garbage Collection Room								
65	Collect rubbish from all areas	✓							
66	Bins are to be emptied, cleaned and sanitised	✓							
67	Sweep and scrub clean after waste collection	✓							
68	Ensure garage door is always locked	✓							
	External Window Cleaning (Ground Floor Commercial Areas Only)								
69	Clean all external glass surface areas (windows, fly screens etc.)						✓		
70	Clean internal common area glass surfaces in foyer areas						✓		
	Elevator								
71	Clean and polish all lift doors (internal and external), door frames and side panels	✓							
72	Vacuum and wet mop all lift car floors and tracks	✓							
73	Clean, sanitise and polish lift call buttons, panels and hand rails	✓							
74	Clean all car walls full height, dust ceiling clean	✓							
75	Clean all door sills - tracks and dust lambda sensors	✓							
76	Polish lift doors and frames	✓							
	Residential Levels - Ground - All Levels								
77	Clean all Tiled Area	✓							
78	Wipe All Window Frames Dust Free	✓							

SCOPE OF WORKS - CLEANING CONTRACTOR - Punchbowl Community Centre
44 Rossmore Ave, Punchbowl NSW 2196

	ACTIVITY	Three days a week	Weekly	Fortnightly	Monthly	Quarterly	6 Monthly	Annually	Comment
	Administrative Details								
1	Weekly reporting on cleaning services to RCC's CEO		✓						
2	Monthly meeting with Contractors Cleaning Manager to review cleaning services onsite				✓				
	Entrance Foyer, Recreational & Atrium Areas								
3	All entrance / exit areas (including fire exits) should be visibly clean and free of all rubbish, paper and other discarded materials. There shall be no evidence of gum and other foreign substances and spillages. Entrance doors shall be cleaned of smudges, marks and spots.	✓							
4	Detail Clean all Glass Doors and windows, as well as any Internal and External Glass to full height		✓						
5	Vacuum all carpeted areas	✓							
6	Clean all external entrance tiled/paved/concrete areas	✓							
7	Remove Marks from Wall				✓				
8	Wipe all Window Frames - Dust free	✓							
9	Dust and Wipe Skirting Boards		✓						
10	Dust all Fittings and Fixtures		✓						
11	Clean and sanitise all light fittings and power points.		✓						
12	Remove Cobwebs		✓						
13	Clean and sanitise door handles both internal and external / doorbell	✓							

14	All wall surfaces (including skirting) shall be clean and free of bodily substances, dust, dirt, debris, adhesive tapes, blue tac and spillages. Walls shall be free of streaks and spots. Walls shall be uniformly clean. Frames on doors, windows, mouldings etc shall be clean.	✓							
15	Clean & Sanitise tables, benches, chairs and furniture	✓							
16	Clean and sanitise all railings and fencing	✓							
17	Clean Corridors / Hallways		✓						
18	Clean and sanitise all built-in cupboard doors and door handles		✓						
19	Clean and sanitise all horizontal surfaces	✓							
20	Polish chrome sign stand base, frame and Perspex insert	✓							
21	Dust all walls and columns full height	✓							
22	Clean and vacuum furniture	✓							
23	Dust and damp wipe all architectural décor	✓							
24	Spot clean glazing	✓							
25	Pick up all loose rubbish from street levels fire door / alcoves etc.	✓							
26	Spot clean walls, fire doors, remove graffiti when necessary	✓							
27	Clean and sanitise Reception Desktops	✓							
28	Wall fixtures such as switches, sockets or data points shall be clean and be free of bodily substances, dust, dirt, debris and spillages.	✓							
29	Vacuum entrance mats. All mats must be clean and free of dust, dirt, debris and spillages.	✓							
30	Carefully spot clean all walls, fire and raiser doors including removal of finger marks from lift panel indicator lights, call buttons and light switches	✓							
31	Clean all Light fitting and Sky Lights	✓							
32	Bins are to be emptied, cleaned and sanitised	✓							
	Commercial Kitchen								

33	Wash and clean all tiled floors including drain outlets using a germicidal detergent in clean water applied with a mop. Floors must be finished with a clean damp mop to remove all surface moisture.	✓							
34	Kitchen floor is to be scrubbed with a commercial grade scrubber to ensure there is no dirt or grime accumulated				✓				
35	Bins are to be emptied, cleaned and sanitised	✓							
36	Dusting and Cobweb removal	✓							
37	All vertical and horizontal surfaces including countertops, cabinet handles and appliance fronts shall be cleaned and sanitised.				✓				
38	Clean the ovens inside out and cooktops of the accumulated grease and fat				✓				
39	Immerse all the cook top cast iron parts, (pan and pot supports) in caustic soda and ensure that they are free of any grease or fat accumulation.				✓				
40	Drain and empty Bain Marie and ensure that it is ready for use				✓				
41	All floors including under floor mats shall be cleaned and sanitised.				✓				
	Toilets - Disabled, Mens & Female Toilets								
42	Wash and clean all tiled floors including drain outlets using a germicidal detergent in clean water applied with a mop. Floors must be finished with a clean damp mop to remove all surface moisture.	✓							
43	Clean and wipe down vanity units, all surfaces must be free of dust and marks including water marks	✓							

44	Thoroughly clean and sanitise all fixtures such as, hand basins, basin stands and surrounding counters, taps, vents, shelving, partitions, mirrors, waste receptacles, wall surfaces, toilets, soap/paper towel dispensers, doorknobs, cabinet handles, toilets seats, toilet basins, toilets handles and other touchable surfaces. and polish all chrome and stainless-steel fittings. All hair and other causes of blockages should be removed from basin plug holes and floor drains.	✓							
45	Thoroughly clean and disinfect all toilet bowls and urinals. Urinals are fitted with strainers which should also be cleaned	✓							
46	Thoroughly clean and disinfect all toilet lids and seats on both sides	✓							
47	Wipe clean all cubicle partitions, doors and ceramic wall tiles, pay particular attention to door closures, jambs and surrounds	✓							
48	Clean and polish all mirrors and glass	✓							
49	Bins are to be emptied, cleaned and sanitised (with the exception of Sanitary Bins which are maintained by a 3rd Party).	✓							
50	Replenish and refill all Consumables i.e. toilet tissue, liquid soap, paper towels etc	✓							
51	Clean all air exhaust vents and immediate surrounds to ensure that no dust is visible	✓							
52	Clean dust and remove all cobwebs from walls, ceiling and windowsills	✓							
53	Toilet dispensers shall be cleaned and adequately stocked.	✓							
54	Clean and sanitise nappy change tables including sinks and vertical surfaces.	✓							
55	Clean and sanitise floors, including flooring under floor mats	✓							
56	Replenish and refill all Consumables i.e. toilet tissue, liquid soap, paper towels etc	✓							
57	All showers to be thoroughly cleaned and sanitised.	✓							
58	Door and cabinet handles shall be cleaned and sanitised.	✓							

SCOPE OF WORKS - CLEANING CONTRACTOR - Thurlow Street Community Hub
31 Thurlow Street, Riverwood NSW 2210

	ACTIVITY	Twice a week	Weekly	Fortnightly	Monthly	Quarterly	6 Monthly	Annually	Comment
	Administrative Details								
1	Weekly reporting on cleaning services to RCC's CEO		✓						
2	Monthly meeting with Contractors Cleaning Manager to review cleaning services onsite				✓				
	Entrance Foyer, Recreational & Atrium Areas								
3	All entrance / exit areas (including fire exits) should be visibly clean and free of all rubbish, paper and other discarded materials. There shall be no evidence of gum and other foreign substances and spillages. Entrance doors shall be cleaned of smudges, marks and spots.	✓							
4	Detail Clean all Glass Doors and windows, as well as any Internal and External Glass to full height		✓						
5	Vacuum all carpeted areas	✓							
6	Clean all external entrance tiled/paved/concrete areas	✓							
7	Remove Marks from Wall				✓				
8	Wipe all Window Frames - Dust free	✓							
9	Dust and Wipe Skirting Boards		✓						
10	Dust all Fittings and Fixtures		✓						
11	Clean and sanitise all light fittings and power points.		✓						
12	Remove Cobwebs		✓						
13	Clean and sanitise door handles both internal and external / doorbell	✓							

	Toilet									
34	Wash and clean all tiled floors including drain outlets using a germicidal detergent in clean water applied with a mop. Floors must be finished with a clean damp mop to remove all surface moisture.	✓								
35	Clean and wipe down vanity units, all surfaces must be free of dust and marks including water marks	✓								
36	Thoroughly clean and sanitise all fixtures such as, hand basins, basin stands and surrounding counters, taps, vents, shelving, partitions, mirrors, waste receptacles, wall surfaces, toilets, soap/paper towel dispensers, doorknobs, cabinet handles, toilets seats, toilet basins, toilets handles and other touchable surfaces. and polish all chrome and stainless-steel fittings. All hair and other causes of blockages should be removed from basin plug holes and floor drains.	✓								
37	Thoroughly clean and disinfect all toilet bowls and urinals. Urinals are fitted with strainers which should also be cleaned	✓								
38	Thoroughly clean and disinfect all toilet lids and seats on both sides	✓								
39	Wipe clean all cubicle partitions, doors and ceramic wall tiles, pay particular attention to door closures, jambs and surrounds	✓								
40	Clean and polish all mirrors and glass	✓								
41	Bins are to be emptied, cleaned and sanitised (with the exception of Sanitary Bins which are maintained by a 3rd Party).	✓								
42	Replenish and refill all Consumables i.e. toilet tissue, liquid soap, paper towels etc	✓								
43	Clean all air exhaust vents and immediate surrounds to ensure that no dust is visible	✓								
44	Clean dust and remove all cobwebs from walls, ceiling and windowsills	✓								
45	Toilet dispensers shall be cleaned and adequately stocked.	✓								

General Items

All personnel shall be well-trained, efficient and reliable. Their police record shall be satisfactory. If the Contractor employs others to clean the abovementioned areas, they should seek the permission of the Corporate Services Manager in writing, providing details of the people concerned. Any employees engaged in cleaning are to be permanently employed by the Contractor and are to be regularly rostered for such work. Contractors are to provide evidence of appropriate workers compensation cover.

1. MATERIALS AND EQUIPMENT

Riverwood Community Centre will provide the toilet paper, bin liners, soap and hand towels and chemical cleaner for the basketball court unless agreed with the contractor and in such case these materials will be included in the monthly invoice. Commercial scrubbing machine will be provided by Riverwood.

2. RUBBISH

All rubbish shall be placed in the Dumpex, outside the building. Recycling bins will be emptied in the large recycle bin at the side of the building.

3. SECURITY

The Contractor shall be responsible for all keys issued to him/her and sign a Key Register book. Keys shall not be left in doors and employees are not to admit anyone whilst they are working on the premises. All doors shall be closed and locked and checked prior to leaving the premises. The Contractor will be responsible for accessing the alarm and resetting prior to leaving the premises. Should this not be done and a patrol sent from the Alarm company, the cost of the call will be deducted from the payment for that month. The cleaners will sign in and out each clean.