

Cleaning Service Contract for the Consulate General of Spain in Lagos

SPECIFICATIONS

1 DESCRIPTION OF THE BUILDINGS AND CONSTRUCTION FEATURES.-

- Address: 21C Kofo Abayomi St. Victoria Island, Lagos.
- Building Size: 2.105 sq. meters, divided in:
 - Access building (security area and visitors toilets)
 - Main building, with three floors.
 - Generators' area
 - Boys' quarters (bathroom and kitchen)

2. SCOPE OF THE WORK.-

Offices:

| | |
|--|-------------|
| Wet dust all furniture & surfaces | Daily |
| Wet dust skirting boards, ledges & sills | Daily |
| Thoroughly sweep & mop all hard floors | Daily |
| Spot clean marks from walls & doors up to 2 metres | As required |
| Windows | Monthly |
| Empty rubbish bins | Daily |
| Vacuum fabric-type furniture | Weekly |
| Mop Stairs, railings and ledges | Daily |

Kitchen:

| | |
|--|--------|
| Scrub and disinfect sink area & lunch table, table tops, chairs, appliances and cabinets | Daily |
| Wet dust all horizontal surfaces | Daily |
| Sweep, mop and disinfect floor | Daily |
| Spot clean all kitchen appliances | Weekly |
| Empty rubbish waste | Daily |

Toilets:

| | |
|--|-------------|
| Sweep & wash floor | Daily |
| Clean & disinfect seats, urinals, basins, fittings & showers | Daily |
| Spot clean mirrors | Daily |
| Replenish toilet requisites | Daily |
| Empty rubbish waste | As required |

Public Areas: Waiting room and public toilets shall be cleaned twice a day.

3. PERSONNEL SPECIFICATIONS.-

3.1 Area Manager

The Area Manager will be the primary point-of-contact between the Contractor and The Consulate of Spain. He/she will coordinate, monitor, and evaluate performance, will arrange for additional services when required,

and will report to the Property's headquarters concerning performance. He/she must supervise, guide, schedule, train, inspect and correct the staff. The Area Manager will be responsible for the timely performance of all work schedule plans and ensuing inspections. He/she is responsible for the quality and the full accomplishment of all services detailed in this Specifications Sheet. The Cleaning Company must maintain a minimum of 2 weeks of supplies on site at all times.

The Area Manager shall maintain direct and open communication with The Consulate of Spain's Designated Representative. All requests or complaints will be promptly answered.

3.2 Employees

All employees of the Contractor are to wear PPE and a distinctive uniform at the Contractor's expense. The number of employees at The Consulate of Spain is 2 (two) cleaners.

Work schedule: Monday to Friday (7:00h to 15:00 h), except bank holidays approved by the Consulate.

All duties shall be performed in accordance with the work schedule that the Consulate of Spain will provide.

Contractor will pay to their employees at least the legal minimum salary, which is currently 70,000 NGN per month and will provide its employees with Social Security.

4. SUPPLIES, MATERIALS AND EQUIPMENT SPECIFICATIONS.-

The Contractor is to supply, hand soap, bin liners, toilet paper, cleaning chemicals, materials and cleaning equipment, and must keep sufficient supplies on site to perform the contract work and for emergency purposes.

Supplies and materials will be top quality and suitable for the type of surfaces. Manufacturers' instructions will be followed at all times. All products will meet industry standards and be non-slippery quality.

5. INTERNAL RULES AT THE CONSULATE OF SPAIN.-

All workers at the building shall be employees of the cleaning Company.

Employees of Contractor shall have proper identification and appropriate uniforms during working hours. All employees shall be properly trained according to their duties and responsibilities.

All employees will be at all times under the direction of the area Manager.

Employees of Contractor shall not disturb papers on desks, open drawers or cabinets, use telephones, televisions or radios. They shall report any open safes and cabinets.

The Area Manager must inform the person in charge at The Consulate of Spain of any problem or incident during the day, facilitating and maintaining a continuous communication and promoting a better use of building's facilities.

The Area Manager will be available to building management by telephone for emergencies. Adequate space shall be provided to the Contractor for the Storage of cleaning materials and equipment.

All damage caused by the Contractor is to be repaired at the Contractor's expense.

Immediate communication to the Consulate of Spain is required when unable to resolve a problem.