

Annexure: II

Name of work: Mechanized housekeeping (cleaning) of various Buildings,
Annexes and offices inside factory area.

REVISED CLEANING SCHEDULE AND SCOPE OF HOUSE KEEPING BY MACHINES

SL. NO.	ITEM	JOB	MODE OF CLEANING	FREQUENCY
1	Office floor each Building	Floor Scrubbing	Single Disc scrubber & Wet Vacuum Cleaner	Weekly Once & AWR
2	Office floor each Building	Mopping	Mopping trolley system with fine broom	Weekly Once & AWR
3	Office floor each Building	Daily sweeping	Sweeping with broom manually	Daily once & AWR
4	Walls and roofs	Removal of dust & cob webs	Back Mounted Dry Vacuum Cleaner	Fortnightly
5	Drinking water taps & associated area	Cleaning of Muck	Cleaning with descaling chemicals & disinfectants	Daily once
6	Fans & Tube lights	Removal of dust & cob webs	Manual Dusting by cob web Brush	Monthly once
7	Office Glass & Windows	Cleaning of stains	Window cleaning set	Monthly once
8	Waste material	Hand pick	Hand pick up & clearing dust bin	One time/day
9	Clearing of dust bin	Emptying of dust bins	Hand pick up & cleared in dust bin	Daily once
10	Removal of garbage in front of annexe upto 2 metre from annexe	Daily sweeping	Sweeping with broom manually	Daily once

AWR-As & when required

Signature of Contractor & Seal

Sr.Engineer (C)FCX/PLG