

## ***SCOPE OF WORK: 191N6018Q0001- NIH – HOUSEKEEPING SERVICES***

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### **Consulate Solicitations: Request for Housekeeping services.**

SERVICE REQUIRED at NIH located at TB research Centre, Spur Tank Road, Chetpet, Chennai.

**Purchase Order and payment will be from American Consulate General, 220 Anna Salai, Chennai, India.**

### **Scope of Work**

1. Cleaning of all the Labs once a day with broom. Apply Mop using disinfect.
2. Cleaning of Toilets Twice a day using disinfects and mop floor as and when required.
3. Replace empty Toilet paper rolls, tissue papers & refilling of soap dispensers.
4. Empty dustbins to nearest place given by ICMR
5. Replace empty tissue papers and refilling soap dispensers in all labs
6. Clean and spillage as asked.

### **OUR DAILY SERVICES**

- ✓ Mechanized sweeping of entire inside floor by easy mop and flipper machine at outer area
- ✓ Cleaning all the carpets, doormats and screens by vacuum cleaner.
- ✓ Wet mopping the floor with R-7 chemicals by roots easy mop
- ✓ Dry mopping for entrance wooden area by easy mop
- ✓ Cleaning all passages and polishing the staircase handles.
- ✓ Cleaning all tables, chairs and other furniture.
- ✓ Cleaning all computers and accessories by R2 /Cleenex polish.
- ✓ Cleaning all telephones and intercoms with disinfection chemicals
- ✓ Cleaning all dustbins and keeping it with garbage cover and timely clearing garbage.
- ✓ Cleaning all washrooms & Toilet tiles by R1.
- ✓ Cleaning all commode and wash basins with R6
- ✓ Checking toiletries every day and keeping relevant consumables.
- ✓ Keeping Dining hall neat and clean before and after every meal.
- ✓ Cleaning all conference rooms, discussion rooms before and after meeting.
- ✓ Keeping all area inside the office spic and span condition.

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- ✓ Spray perfume for all area by R5 and cabins by special room spray.
- ✓ Updating the check list every day
- ✓ Assist to plumber to Attending simple problems and coordinate with Plumber and Electricians.
- ✓ Updating all activities to your co-ordinator.

### **OUR WEEKLY SERVICES**

- ✓ Removing cobweb from all ceilings.
- ✓ Cleaning Venetian / Vertical blinds, fans, tube lights, lampshades and AC grills.
- ✓ Cleaning stains from all floors including parking area
- ✓ Cleaning all cupboards and side racks.
- ✓ Cleaning all window grills and outer area.
- ✓ Cleaning all signboards and brasso /silver polishing.
- ✓ Removing dust from hard area.

### **OUR MONTHLY SERVICES**

- ✓ Deep cleaning at hard areas
- ✓ Co-ordinate Electrician for thorough cleaning of high rise electrical fixtures.
- ✓ Thorough cleaning of all computer and other accessories with special chemical
- ✓ And attending all work as per monthly schedule.
- ✓ Conducting monthly training programme.