



# BLACK EAGLE XKK2 SECURITY AND PROJECTS (PTY) LTD

## BACKGROUND

Black Eagle XKK2 Security and Projects (Pty) Ltd is a 100% black owned small company, registered in 2012 to provide security services and cleaning projects. We have the drive to exceed expectations at all times, offering various tailor made services at competitive rates. Our motto is derived from government's "Batho Pele Service" as we abide by governmental legislation, regulations, policies and prescripts.

Our vision is to provide professional and high-quality cleaning services to the public sector and commercial sector through the use of advanced technology, synchronized action of professionally supervised teams.

Our objectives are to render

The company envisages to broaden its national footprint by establishing offices in other metro cities.

## MANAGEMENT

The Director is the company has knowledge and understanding on cleaning offices from various projects rendered at organisations such as Land Bank, ..... He also has extensive knowledge and experience customer service, change management, relationship management and public relations.

He is committed to adhering to principles of good governance, legislative and regulatory prescripts within the cleaning environment.

## RECRUITMENT AND DEPLOYMENT STRATEGY

BE XKK2'S has a comprehensive recruitment plan that will tailored-made for each organisation's needs. One of the options would be recruiting cleaners currently rendering the services at the respective site(s) to ensure a smooth handover/transition. They will however, follow the screening and appointment process.

All cleaners will be paid in line with the Labour Department's Contract Cleaning Sectoral Wage Determination, government gazette and in accordance to the Basic Conditions of Employment Act 75 of 1997.

## CLEANING SERVICES OFFERED

Black Eagle XKK2 offers the following cleaning services to all levels of government, National, Provincial and Local governments as well as to the private sector:

1. Cleaning offices, shopping centres, warehouses, residential housing, etc.
2. Window Cleaning
3. Carpet Cleaning
4. COVID-19 Disinfecting/Fogging services
5. Pest Control
6. Vehicle cleaning and disinfecting services
7. Garden Services

- Normal working hours for the cleaners will be from Monday to Friday, 07h00 – 16h00, but can be altered and arranged in accordance with various business requirements.
- Every cleaner will receive two full sets of uniforms annually, including winter items.
- Clients need to provide water and electricity for the daily cleaning duties with a space to lock up all equipment and chemicals safely.
- Trained relievers will be readily available.

## TRAINING & SKILLS DEVELOPMENT

All cleaners will be given an induction course prior to commencing with the cleaning project covering the following areas:

- a) Basic cleaning process and procedures
- b) Site Orientation
- c) Equipment and machine usage
- d) Colour coding processes and implementation
- e) Occupational Health and Safety
- f) COVID-19 health care procedures and policies

## AREAS TO BE CLEANED

Office spaces, passages & balconies  
 Reception areas  
 Meetings rooms (if applicable)  
 Kitchens & pause areas  
 Ablutions on all floors  
 Basement parking (if applicable)  
 All staircases and emergency stairs  
 Lifts (if applicable)  
 Generator room (if applicable)  
 Store rooms (where applicable).

### Offices

- Vacuuming floors twice a week
- Dusting and polishing all furniture and other surfaces daily.
- Cleaning walls, doors, windows (inside) and skirting per client's requirements
- Removal of rubbish bins twice a day (morning and afternoon).
- Mopping tiled floors, passage and stairs **frequently** per day.
- Removing of dirty spots on wooden and aluminium doors daily

### Kitchens, pause areas

- Washing cups/dishes and other kitchen utensils **frequently** on a daily basis.
- Clean walls, cupboards and mopping floors.
- Emptying dust bins **frequently per day** and washed with a disinfectant daily.
- Cleaning of microwave ovens, fridges daily
- Mopping kitchens and pause areas twice a day.

### Ablution areas, i.e. toilets:

- Cleaning the toilet bowls, seats, urinals, walls and mirrors using relevant sanitizers and disinfectants at least three times a day.

- Emptying hand-towel bins frequently.
- Sanitary bins to be emptied twice a week

## **DEEP CLEANING SERVICES**

Cleaning and disinfecting toilets, urinals, hand wash basins and sinks on monthly basis.

## **FOGGING/DISINFECTING SERVICES**

This service is critical for combating airborne pathogens in the workplace in the event of COVID-19 cases or as a precautionary measure. The team to be deployed will wear all the necessary PPE for protection with disposable gloves, masks and overalls.

All OHS and COVID-19 protocols to be followed/adhered to by team members.

Various methods can be used, depending on the client's requirements, the following standard procedures will be deployed:

- Isolate the contaminated area or buildings
- Fogging of the building, allow at least 24 hours to allow for decontamination
- Allow the cleaning teams to sanitise and de-contaminate the area.
- Use concentrated detergents and apply a non-corrosive, non-hazardous sanitising agent.
- Commence with deep clean and wipe down touch areas of the building, cleaning all vertical and horizontal surfaces such as floors, walls, doors, workstations, countertops, bookshelves, etc. Spraying only touch points or spraying walls and ceilings.
- Post decontamination inspection to be undertaken for quality assurance purposes
- Waste material will sealed and classified as hazardous waste.

## **MANAGEMENT AND MONITORING OF SITE**

- ◆ Inspect the cleaners and their uniforms to ensure that they are presentable
- ◆ Monthly delivery of stock in line with the quantities agreed upon
- ◆ Regular inspection of equipment to ensure that it's in good working order.

Monthly scheduled meetings will held with the client for performance management purposes and customer satisfaction report.

## **CLEANING COLOUR CODING**

Black Eagle XKK2 uses the colour coding system for all its cleaning operations to minimise the risk of cross contamination and/or the spreading of bacteria. This will also assist with maintaining high standard of good and healthy facilities.

RED	This colour will be used for all toilet facilities due to the high risk of bacteria
BLUE	This will be used for office areas and surfaces.
GREEN	This colour will be applied in kitchens and pause areas.
YELLOW	This will be used for highly infectious areas where necessary.

