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| **Job Description** | **Job Scope for Sagamu plant Janitorial Services** | | | | |
| **PR Number** |  | **Document Date** | | **16 May. 22** | |
| **Plant Section/Area** | **Organization & Human Resources** | | | **Plant Line** | **L1** |
| **Lafarge LSCC** | **Corporate Services** | | | | |
| **Originating Department** | **Corporate Services** | **Prepared by:** | **Tolulope Oladele** | | |
|  |  |  |  | | |

* 1. **Summary:**

1. Carry out risk assessment as a team before taking up cleaning task-Tool box talk
2. Access height using certified /tagged scaffolds.
3. Safety harness to be used while accessing a height of 1.8meters and above
4. Ensure proper usage of PPEs by all site personnel on the job.
5. Plan execute Quarterly deep cleaning for all toilet facility
6. Monthly cleaning of all water dispensers.
7. The personnel working hours between 6:00am – 3:00pm
8. Ensure a good housekeeping of work areas at all times.
9. The contractor shall submit a quarterly report on its performance of the services to the authorized representative of the Company. The contractor shall make available for inspection all its reports and records upon demand by the company.

**2.0 KPI**

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| --- | --- | --- | --- | --- |
|  | Janitorial Services | Attendance | 100% daily attendance of assigned staff | Develop janitorial register and present to the Lafarge weekly for review & approval |
| PPM | Adequate assignment of janitors to locations of duty | Establish janitorial schedule on a month basis and present for review with Lafarge Establish a stock bin for janitorial materials Conduct monthly deep cleaning |
| Service Delivery (quality) | Average of 90% customer satisfaction rating for janitorial services | Monthly customer satisfaction survey |
| Leadtime & response time | 100% completion of janitorial activities on or before daily resumption time (8:00am).  Maximum response time for unplanned cleaning requests at any location | Track the close-out time of morning duties of all the janitors in the register, update & share weekly reports accordingly   Develop & track restroom cleaning schedule with a maximum periodicity of 15mins. Share weekly report |

* 1. **Locations:**

|  |  |
| --- | --- |
| **Description:** | **Details** |
| Sweeping and cleaning of Clinic offices and toilets | 8 offices 12 restrooms |
| Cleaning of Cloakroom, | 10 male restrooms and 5 female restrooms |
| security gate and Community IT Center | 6offices 11 restroom |
| Safety Training School | 5 offices 2 classroom, 1 dining 1 kitchenette 5 restrooms (male and female) and the surroundings. |
| Biometric | 6 offices and 2restrooms |
| Canteen | 4 restroom, 2 offices and dining area. |
| Quality lab | 12 offices 3 restrooms |
| Administrative building | 28 offices, 12 restrooms |
| Cleaning of mechanical workshop, IT office, MPD | 17 offices, 8 toilets |
| Inventory | 4 offices, 8 restrooms |
| Rawmill, Union office and Quarry | 9 offices, 6 restrooms |
| Electrical Repairs Workshop | 3 offices, 4 restrooms and the surroundings |
| Cement mills and Packing plant | 4 offices, 7 restrooms |
| Logistics | 12 offices, 10 restrooms and sweeping of Tarmac |

***2.2 Scope Definition:***

1. Sweeping - Includes brush or mop sweeping compound if required, or mechanical brush-vacuum sweeping, without damage or disfigurement of furniture, doors or base trim. Remove cobwebs
2. Damp-Mopping - Cleaning of floor surfaces using mops, appropriate stain removal agents, heated water and detergent, if required, using as small amount of water as possible.
3. Floor Scrubbing - Cleaning of floors by use of deck brush, cylindrical or disc type machine, or automatic machine scrubber and detergent solution using as small amount of water as possible, followed by plain water rinse and pick-up. This scrubbing will be followed by the application of one coat of wax or finish and buffing.
4. Floor-Dry-Cleaning - Cleaning to remove marks, imbedded dirt and debris by buffing with steel wool disc or drum on machine having vacuum soil pick-up.
5. Glass Windows and Door (Internal/External)- Use a microfiber cloth or a sponge and clean the whole surface use a mix of water and white vinegar and do the same.
6. Dusting - Removal of dust from walls, ceilings, and other structural components; equipment and fixtures above six-foot reach from floor, with hand dusters or vacuum cleaner.
7. Door Handle/Aluminum

***Note:*** Prior to the quarterly scrubbing and general deep cleaning of all the facility in a heavily soiled areas, a pre-treatment of an aggressive alkaline-based solution will be used to assist to break the bond between ground-in particulate and contaminants from the tiles, WC’s WHB etc. In extremely soiled areas, a pile lifter will also be required. Rinsing/extracting will be accomplished with a very mild acidic solution or Ph neutral water rinse cleaner, to remove soil and the detergent residue from past cleanings.

**3.0. Special Note**

1. The job completion form must be submitted for approval upon a successful completion of the task.
2. Approval is subject to adherence to the scope of work stated above.

**3.1 PAYMENT PER KPI**

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| --- | --- | --- | --- |
| **No of complaints of inefficiency / month** | > 1 | 1 | 0 |
| **Action/Impact / month** | -10% of contract cost | Normal price | + 10% of contract cost |

**Weekly safety audit**

***The company shall conduct a random safety audit and based on the result, the following shall suffice (Zero tolerance for safety violations):***

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| --- | --- | --- | --- |
| **Safety Audit** | >2 unsafe acts | 2 unsafe acts | <2 unsafe acts |
| **Action/Impact** | Termination of contract | -10% of the contract price / month | -5% of the contract price per month |

***The company shall conduct a random tools audit and based on the result, the following shall suffice*:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tools Audit** | >2 Non-conformities | 2 Non-conformities | <2 Non-conformities |
| **Action/Impact** | Termination of contract | -10% of the contract price / month | -5% of the contract price per month |