

Expressions of Interest - Contract Cleaning Services Staff Housing & Transit Accommodation

CLEANING CONTRACT: Staff Housing: Wurrumiyanga (Bathurst Island) Motel and Contractors Quarters – Wurrumiyanga (Bathurst Island)

STATEMENT: The Tiwi Island Regional Council requires the services of a reliable and proficient cleaner to ensure that their Staff Housing Accommodation are presented in a clean and maintained condition and to clean our Motel and Contractors Accommodations on the vacating of guests This is an “as required” service arrangement. The successful applicant will require an ABN and provide an insurance Certificate of Currency.

EXCLUSIONS: You will be responsible for your own travel arrangements and to provide the cleaning materials needed to carry out your duties.

SCHEDULE: Each site will be assessed by a staff member of Infrastructure and the Cleaner prior to cleaning to detail what is required and to estimate the hours needed to carry out the specified duties.

REPORTING: Any maintenance issues noted by the cleaner whilst carrying out their duties should be reported to Infrastructure as soon as possible.

CLEANING DUTIES

These will include when necessary **BUT NOT LIMITED TO** the following:

- Clean skirting boards, doors and door frames so they are free of dust.
- Clean inside windows and frames.
- Spot clean walls where necessary
- Clean stove, microwave, fridge/ freezer inside and out
- Clean inside and outside of kitchen cupboards.
- Clean and polish sink, tap and handles
- Clean bathroom and toilet and sanitize, ensure free of mould on all surfaces.
- Wipe down all furniture.
- Clean ceiling fans and kitchen exhaust.
- Sweep and mop all floors

If power is turned off in staff housing leave fridge and freezer doors open.

MOTEL AND CONTRACTORS TASKS

KITCHEN/LOUNGE:

- Wipe kitchen bench cupboards, shelves and doors inside and out. Refill dishwashing liquid.
- Clean and polish sink, tap and handles
- Wipe down kitchen window ledge. Ensure kitchen windows and sliding doors are clean.
- Wipe down jug and toaster.
- Ensure inside and outside of fridge/freezer, micro-wave, stove, oven is clean and empty of food.
- Refill bowl in fridge with milk, tea bags, sugar, coffee sachets.
- Empty rubbish bin, clean and replace with new rubbish bag.
- Wipe down coffee table, dining table, TV cabinet, TV, DVD, set-top box.
- Clean ceiling fans and kitchen exhaust fans
- Vacuum and mop floors.

BEDROOM:

- Wipe wardrobe shelving and wardrobe doors. Ensure clean and dust free.
- Wipe bedhead and bed end, side table and lamp.
- Strip bed remake with clean linen. Place clean towels (x2), face washer (1),mini soaps (2) on bed.
- Wipe window ledge and clean inside of window
- Vacuum and mop floor.

ENSUITE:

- Scrub and wipe down shower and door. Ensure that there is no mould.
- Clean inside toilet and sanitise.
- Clean toilet cistern, seat and pedestal.
- Ensure there is a spare toilet roll
- Clean basin. Clean and polish tap and handles.
- Clean Mirror.
- Hang Clean Bath Mat on Towel rail.
- Empty and clean rubbish bin.
- Vacuum and mop floor.

LAUNDRY:

- Wash all bed linen, towels etc. Hang on line outside Laundry. When dry fold and store in linen cupboard. Ensure that the laundry is kept locked at all times.

BREEZEWAY:

- Wipe table and chairs as necessary to keep free of dust.
- Clean glass sliding doors inside and out.
- Sweep Floors.

GENERAL:

- Report any faults / low stock levels of dishwashing liquid, soaps etc to Infrastructure.
- Liaise closely with Infrastructure re- motel bookings and cleaning schedule

TURN AIR CONDITIONERS OFF AND FANS ON WHEN LEAVING MOTEL

TERMS OF PAYMENT: 14 days from receipt of compliant invoice.

CONTACT: Infrastructure (08) -89709569 infrastructure@tiwiislands.nt.gov.au

DETAILS REQUIRED: Expressions of interest are to contain a description of relevant experience, ABN number, Insurance Certificate of Currency and proposed hourly rate for cleaning services provided.

CLOSING DATE: Expressions of interest will close on Friday the 26th of May 2017