

PARTICULAR SPECIFICATION PS.G10

Daily Cleaning and Weekly Tidying

Particular Specification for Daily Cleaning and Weekly Tidying

[1] Site Cleanliness and Tidiness – Daily Cleaning and Weekly Tidying

- (a) The Contractor shall perform Daily Cleaning and Weekly Tidying of the Site including Public Cleaning Areas. The extent of the Public Cleaning Areas required for cleaning are deemed to be within 2.5 metres on the periphery outside the barriers or hoardings, or determined by the Architect's Representative on site for each work location based on the requirements in the Particular Specification, and taking into account the actual site condition before work commences.
- (b) The Contractor shall draw up, in the Environmental Management Plan where appropriate, a system on waste management, and maintenance of cleanliness and tidiness of the Site including, but not limited to, the methods and provisions including the proposed areas for on-site sorting, separation, storage and disposal of waste materials, and the proposal of how to maintain the Site in clean and tidy condition. The Contractor shall provide the necessary facilities, receptacles and transport for the temporary storage, disposal and removal of different types of wastes.
- (c) Daily Cleaning
- (i) "Daily Cleaning" shall include cleaning and tidying up after work of tools, equipment, unused materials, storage areas and common areas such as passageways, daily removal of waste materials from works areas, removal of any rubbish and debris dumped into the Site by the public and, without derogating from the generality of the foregoing, shall include, but is not limited to, all the items subject to checking as listed in sub-clause (c)(ii).
- (ii) The Contractor shall develop inspection checklist for Daily Cleaning for the approval of the Architect's Representative. The inspection checklist shall be reviewed and updated whenever there is a change in work nature or work location and re-submitted for approval by the Architect's Representative. The inspection checklist shall include an assessment on the cleanliness and tidiness of all work locations, plus the Public Cleaning Areas. Items to be checked against for each work location shall include, but are not limited to, the following:
- Maintenance of passageways, common accesses and public areas free of obstruction;
 - Proper storage and stacking of materials;
 - Proper placement and storage of tools and equipment after work;
 - Proper sorting, storage and/or disposal of waste materials in accordance with the Environmental Management Plan;
 - Proper securing of hoarding, barriers, guarding, lighting, and signage of works;
 - Prevention and removal of water ponds and flooding;
 - Clearing of stockpiling and wastes arising from the Works;
 - Conditions of cleanliness and tidiness of the Site including Public Cleaning Areas in the perspective of the general public; and
 - Other cleaning requirements as instructed by the Architect's Representative.

(c) Daily Cleaning (Cont'd)

- (iii) The Contractor shall assign person(s) at supervising level or higher to inspect the Site after each Cleaning Day's work. To assist the Contractor in ensuring the cleanliness and tidiness of the Site, the assigned person shall check the site condition, complete the inspection checklist, record the areas requiring improvements, and take photographs of areas where cleaning and tidying up works have been done and where improvement actions are required.
- (iv) The Contractor shall notify the Architect's Representative the time schedule for Daily Cleaning on every Cleaning Day and the name of the assigned person as referred to in sub-clause (c)(iii) above responsible for the inspection and checking after each Cleaning Day.
- (v) The Contractor shall submit, at or before 10:00 a.m. of the day (which is not a General Holiday) following a Cleaning Day, the inspection checklist, records and photographs prepared pursuant to sub-clause (c)(iii) above to the Architect's Representative for checking and recording. Submission shall be in soft copy with one set of hard copy.
- (vi) The Architect's Representative may carry out daily inspections and surprise checks to verify the Contractor's performance on cleanliness and tidiness of the Site before the noon of the day (which is not a General Holiday) following a Cleaning Day. The Contractor shall not be entitled to any payment for the item for "Daily Cleaning" for a Cleaning Day if the performance of the Contractor on cleanliness and tidiness for any part of the Site on that Cleaning Day is not carried out to the satisfaction of the Architect's Representative. The Architect's Representative shall notify the Contractor and record in the Site Diary for any non-payment of the item for "Daily Cleaning" on a Cleaning Day and the areas of dissatisfaction for improvement by the Contractor.
- (vii) The Contractor shall in the morning of every Cleaning Day before work commences inspect and remove any rubbish and debris that may be littered by the public over the night within any area which cleanliness and tidiness the Contractor is required to maintain under this Contract before the inspection by the Architect's Representative.
- (viii) If a tropical cyclone warning signal (No. 8 or above), a Black Rainstorm warning or other special circumstances renders Daily Cleaning not possible or practical on a Cleaning Day (or if more than one Cleaning Day, Cleaning Days), the Contractor shall submit the detailed particulars of the circumstances for the consideration of the Architect's Representative. The Architect's Representative may, at his discretion, waive the Contractor's duties and obligations in respect of Daily Cleaning on that particular Cleaning Day (or if more than one Cleaning Day, those particular Cleaning Days) and in such event, the Contractor shall not be entitled to any payment in respect of Daily Cleaning on that particular Cleaning Day (or if more than one Cleaning Day, those particular Cleaning Days).

(d) Weekly Tidying

- (i) “Weekly Tidying” shall include the cleansing and tidying up of the common areas and accesses, cleansing and/or re-conditioning of hoardings, barriers, guarding, lighting, signage and/or traffic cones, cleansing of external covers for plant and equipment, removal of waste and debris etc. so as to ensure that the plant and equipment, hoardings, as well as the Site as a whole, to be clean and tidy in the perspective of the general public and, without derogating from the generality of the foregoing, shall include, but is not limited to, all the items subject to checking as listed in sub-clause (d)(ii).
- (ii) The Contractor shall develop inspection checklist for Weekly Tidying for the approval of the Architect’s Representative. The inspection checklist shall be reviewed and updated whenever there is a change in work nature or work location and re-submitted for approval by the Architect’s Representative. The inspection checklist shall include an assessment on the cleanliness and tidiness of the Site conditions at various work locations, including the Public Cleaning Areas. Items to be checked against for each work location shall include, but are not limited to, the following:
- Thorough cleansing of passageways, common accesses and public areas;
 - Re-organizing of storage materials for better utilization of storage spaces and safe stacking if appropriate;
 - Maintenance and re-conditioning of tools and equipment;
 - Cleansing of external covers for plant and equipment;
 - Collection and removal of disposed waste materials off site in accordance with the Environmental Management Plan;
 - Cleansing, re-conditioning and/or replacement of hoarding, barriers, guarding, lighting, and signage of works to good working condition;
 - Clearing of drains and channels to prevent flooding; and
 - Other cleansing requirements as instructed by the Architect’s Representative from the perspective of the general public.
- (iii) The Contractor shall assign an Environmental Officer / Assigned Person(s) to inspect the Site after each Cleaning Week Day’s work. To assist the Contractor in ensuring the overall cleanliness and tidiness of the Site, the Environmental Officer / Assigned Person(s) shall check the site condition, complete the inspection checklist, record the areas requiring improvements, and take photographs of areas where overall site cleaning and tidying up actions have been done and where improvement actions are required.
- (iv) The Contractor shall notify the Architect’s Representative the time schedule for Weekly Tidying on every Cleaning Week Day, and the name of the Environmental Officer / Assigned Person(s) as referred to in sub-clause (d)(iii) above responsible for the inspection and checking after each Cleaning Week Day.
- (v) The Contractor shall submit, at or before 10:00 a.m. of the day (which is not a General Holiday) following the Cleaning Week Day, the inspection checklist, records and photographs prepared pursuant to sub-clause (d)(iii) above to the Architect’s Representative for checking and recording. Submission shall be in soft copy with one set of hard copy.

(d) Weekly Tidying (Cont'd)

- (vi) The Architect's Representative shall, together with the Site Agent, check and inspect the overall cleanliness and tidiness of the Site on the day (which is not a General Holiday) following the Cleaning Week Day. The Architect's Representative shall advise the Contractor whether his performance is to his/her satisfaction, or if not, where improvement actions are required.
- (vii) The Contractor shall promptly rectify the defects identified by the Environmental Officer / Assigned Person(s) as referred to in sub-clause (d)(iii) above, and/or the Architect's Representative. The Contractor shall not be entitled to any payment for the item for "Weekly Tidying" for a Cleaning Week Day if the Contractor fails to rectify the identified defects pursuant to sub-clauses (d)(iii) and (d)(vi) above to the satisfaction of the Architect's Representative before the end of the day (which is not a General Holiday) following the Cleaning Week Day.
- (viii) The Contractor shall in the morning of every Cleaning Week Day before work commences inspect and remove any rubbish and debris that may be littered by the public over the night within any area which cleanliness and tidiness the Contractor is required to maintain under this Contract before the inspection by the Architect's Representative.
- (ix) If a tropical cyclone warning signal (No. 8 or above), a Black Rainstorm warning or other special circumstances renders Weekly Tidying not possible or practical on a Cleaning Week Day, the Contractor shall submit the detailed particulars of the circumstances for the consideration of the Architect's Representative. The Architect's Representative may, at his discretion, waive the Contractor's duties and obligations in respect of Weekly Tidying on that particular Cleaning Week Day and in such event, the Contractor shall not be entitled to any payment in respect of Weekly Tidying on that particular Cleaning Week Day.