



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## **Scope of Works – National Sporting Facilities (Stadium & Arena) Cleaning Services**

### **Purpose:**

To provide thorough and professional cleaning of all toilet facilities and internal areas of the National Stadium and Arena. This includes maintaining hygiene and cleanliness across restrooms, grounds, and internal spaces used by the public and event participants.

The scope of works will generally include but no limited to one or a combination of the following:

### **General Responsibilities:**

1. Clean all designated restroom and facility areas Monday to Friday.
2. Report any maintenance issues (e.g., plumbing leaks, broken lights, blocked toilets, untidy grounds) to the Facilities & Parks Manager immediately.
3. Identify and report other issues or damages within or around the facilities.
4. Be available for additional cleaning requests for large-scale events or peak usage periods.
5. Record cleaning activity in the CIIC Smart Sheets monitoring system.

### **Tasks Per Clean (Toilets & Indoor Areas):**

- Refill and clean all paper towel dispensers.
- Check and report any faulty equipment or fixtures.
- Use appropriate cleaning agents and safe methods.
- Deep clean all toilets, urinals, basins and fixtures.
- Sanitize high-touch surfaces including walls, mirrors, switches, doors and handles.
- Mop and sanitize all flooring.
- Remove waste and dispose of it at the designated disposal area.
- Spot-clean walls and remove graffiti (where possible).

### **Tasks Per Clean (Facility Grounds & Arena Interior):**

- Collect rubbish from indoor/outdoor areas related to restroom zones.
- Keep walkways around toilet areas clean and free from debris.
- Identify and clean any markings or graffiti on facility property.

### **Schedule of Services**

<b>National Stadium &amp; Arena</b>	
<b>Time</b>	3hrs per day, Monday - Friday
<b>Frequency</b>	Daily
<b>Day</b>	<b>Tasks</b>
Monday	Regular checks, light & deep clean and restocking
Tuesday	Regular checks, light & deep clean and restocking
Wednesday	Regular checks, light & deep clean and restocking
Thursday	Regular checks, light & deep clean and restocking
Friday	Regular checks, light & deep clean and restocking



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