



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

Scope of Works – Punanga Nui Market Cleaning Services

Purpose:

To provide consistent and high-standard cleaning and maintenance of the public toilet facilities and surrounding area at the Punanga Nui Market. This role is essential in ensuring a safe, hygienic and welcoming environment for all market users.

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

General Responsibilities:

1. Open and close the Public Toilet Facility as required.
2. Promptly report any building or plumbing maintenance issues (e.g., blocked toilets, leaking pipes, broken fixtures, inoperative lights, untidy grounds) to Punanga Nui Management.
3. Report any concerns or irregularities around the site.
4. Stock-take and report stock needs to Punanga Nui Management
5. Be available for additional cleaning duties during special events (e.g, Vaka Eiva, Te Maeva Nui, peak tourism periods).
6. Input daily cleaning activity into CIIC's online (Smart Sheets) monitoring system.

Tasks Per Clean (Toilet Block):

- Refill and wipe paper towel dispensers.
- Check dispenser functionality and report any faults.
- Use approved cleaning products and methods.
- Clean all toilets, urinals, basins and fixtures to a high standard.
- Sanitize interior walls, tiles, mirrors, switches, doors and handles.
- Sweep and mop floors with disinfectant.
- Remove all rubbish and dispose of it at the designated disposal area.
- Spot-clean and remove non-permanent graffiti.

Tasks Per Clean (Surrounding Grounds):

- Pick up and dispose of all trash and debris around the toilet area.
- Remove any non-permanent graffiti or markings on surrounding surfaces.

Schedule of Services

Punanga Nui Market & Terevete Park	
Time	<ul style="list-style-type: none">• 3hrs (between 8am – 2pm) Monday - Friday.• 4hrs (morning) Saturday
Frequency	Daily
Day	Tasks
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
Saturday	Regular checks, light & deep clean and restocking