

2.2 Services shall consist of the following (the "Services")

A. Daily Services:

1. Cleaning of rooms and offices such as sweeping and mopping of floors, dusting of glass panels, doors and windows, and inspection of rooms to check for mosquito or insect infestation;
2. Cleaning of toilets using ordinary cleaning agents (except muriatic acid) to include cleaning of toilet bowls and lavatory, brushing of tiles, cleaning of mirrors and emptying of garbage bins, and checking for defective or leaking plumbing fixtures including water closet and faucets, pipes and reporting the same to the General Services Office (GSO);
3. Checking of room fixtures like door knobs, door locks, switches, light bulbs and windows to check if these are still in good working condition and make a report of the same to the GSO;
4. Cleaning of hallways, lobbies and stairs, walls, including mopping and sweeping of floors and stairs and dusting of railings;
5. Collection of solid wastes from every room and proper disposal of solid wastes;
6. Watering of plants;
7. Cleaning of cobwebs in all assigned areas.

B. Weekly Services

1. Cleaning of ceiling and corner walls;
2. Application of floor wax;
3. Floor polishing every after application of floor wax;
4. Cleaning of glass windows of classrooms and offices;
5. Disinfection of toilets;
6. Trimming of grasses and plants;
7. Cleaning of walls using cleaning agents; and

C. Monthly Services

1. Washing and shampooing of rugs and carpets;
2. Cleaning of water closet using reagents.

D. Quarterly Services

1. Cleaning of Venetian blinds;
2. Disinfecting of walls using Lysol;
3. Washing of glass windows using high pressured sprayer and ladder;
4. Cleaning of carpets and rugs using vacuum cleaner; and
5. Planting of ornamental plants;
6. Cleaning of roofs;
7. Cleaning and oiling of electric fans

E. Other Services

1. To perform other related janitorial and sanitation services; and
2. To perform other related services upon the request of the School Administrator.

2.3 For the Performance of the Services, the AGENCY shall furnish the UNIVERSITY thirty (30) of its own personnel who are healthy, physically fit, neat, properly attired, professionally trained and carefully selected. Should the UNIVERSITY find it to be in the best interest of the services, the UNIVERSITY may require the AGENCY to remove and replace any personnel furnished by the AGENCY to render services under the Contract.

2.4 All services shall be performed eight (8) hours daily from Monday to Saturday except Sundays and Holidays (including Muslim and Chinese Holiday), services of which shall be at the discretion of the UNIVERSITY in the exigency of service. Payment of