

## **11 SITE CLEANLINESS AND TIDYNESS**

11.1 The Contractor shall perform Daily Cleaning and Weekly Tidying of the Site including the Public Cleaning Areas. The extent of the Public Cleaning Areas required for cleaning shall include, but not limited to, areas within 10 metres on the peripheral outside the barriers or hoardings, or as determined by the Engineer's Representative on site for each work location based on the requirements of the Contract, and taking into account the actual site condition before work commences.

### **11.2 Daily Cleanliness**

- A. "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 onto the Site by the public and, without derogating from the generality of the foregoing, shall included, but not limited to, all the items subject to checking as listed.
- B. The Contractor shall develop inspection checklist for Daily Cleaning for the approval of the Engineer'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 Engineer'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 not limited to, the following:
  - i. Maintenance of passageways, common accesses and public areas free of obstruction;
  - ii. Proper storage and stacking of materials;
  - iii. Proper placement and storage of tools and equipment after work;
  - iv. Proper sorting, storage and /or disposal of waste materials in accordance with the Waste Management Plan;
  - v. Proper securing of hoarding, barriers, guarding, lighting and signing of works.
  - vi. Prevention and removal of water ponds, stagnant water and flooding;
  - vii. Conditions of cleanliness and tidiness of Site including Public Cleaning Areas in the perspective of the general public; and
  - viii. Other cleaning requirements as instructed by the Engineer's Representative.
- C. The Contractor shall assign a person to inspect the Site after each Daily Cleaning. The assigned person shall check and ensure the cleanliness and tidiness of the Site, 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.

- D. The Contractor shall notify the Engineer's Representative the time schedule for Daily Cleaning and the name of an assigned person responsible for inspection and checking after each Daily Cleaning.
- E. The Contractor shall submit, in the morning of the day (which is not a General Holiday) following a Daily Cleaning, the inspection checklist, records and photographs prepared pursuant to the Engineer's Representative for checking and recording.
- F. The Engineer's Representative may carry out inspection 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 Daily Cleaning. The Contractor shall not be entitled to any payment for the item for "Daily Cleaning" for any day if the performance of the Contractor on cleanliness and tidiness for any part of the Site on that day is not carried out to the satisfaction of the Engineer's Representative. The Engineer's Representative shall notify the Contractor and record in the Site Diary for any non-payment of the item for "Daily Cleaning" on that day in question and the areas of dissatisfaction for improvement by the Contractor.
- G. The Contractor shall in the morning of every day, and before work commences, inspect and remove any rubbish and debris that may be littered by the public over the night within the Site including the Public Cleaning Area prior to the inspection by the Engineer's Representative.

### 11.3 Weekly Tidying

- A. "Weekly Tidying" shall include the cleansing and tidying up of the common areas and accesses, cleaning and/or re-conditioning of hoardings, barriers, guarding, lighting, signage and/or traffic cones, cleansing of external covers for plant and equipment, hoardings, as well as Site as a whole, are clean and tidy in the perspective of the general public and, without derogating from the generality of the foregoing shall include, but not limited to all the items subject to checking the following list.
- B. The Contractor shall develop inspection checklist for the Weekly Tidying for the approval of the Engineer's Representative. The inspection shall be reviewed and updated whenever there is a change in work nature or work location and re-submitted for approval by the Engineer's Representative. The inspection checklist shall include an assessment on the cleanliness and tidiness of the site conditions at various work locations, include the Public Cleaning Areas. Items to be checked against each work location shall include, but not limited to, the following:
  - i. Thorough cleansing of passageways, common accesses and public areas;
  - ii. Re-organizing of the storage materials for better utilization of storage spaces if appropriate;
  - iii. Maintenance of re-conditioning of tools and equipment;
  - iv. Cleansing of external covers for plant and equipment;
  - v. Collection and removal of disposed waste materials off site in accordance with the waste management plan;
  - vi. Cleansing, re-conditioning and/or replacement of hoarding, barriers, guarding, lighting, and signage of works to good working condition;
  - vii. Clearing of drains and channels to prevent flooding; and
  - viii. Other cleansing requirements as instructed by the Engineer's Representative from the perspective of the general public.
- C. The Contractor shall assign a person to inspect the Site after each Weekly Tidying. The assigned person shall check and ensure the cleanliness and tidiness of the Site, 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
- D. The Contractor shall notify the Engineer's Representative the time schedule for Weekly Tidying and the name of an assigned person responsible for inspection and checking after each Weekly Tidying.
- E. The Contractor shall submit, in the morning of the day (which is not a General Holiday) following a Weekly Tidying, the inspection checklist, records and photographs prepared pursuant to the Engineer's Representative for checking

and recording.

- F. The Engineer'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 Weekly Tidying. The Engineer's Representative shall advise whether his performance is to his/her satisfaction, or if not, where improvement actions are required.
  - G. The Contractor shall promptly rectify the defects identified by the assigned person, and/or the Engineer's Representative. The Contractor shall not be entitled to any payment for the item for " Weekly Tidying" for that particular Weekly Tidying of the Contractor fails to rectify the identified defects pursuant to the satisfaction of the Engineer's representative before the end of the day (which is not a General Holiday) following the Weekly Tidying.
- 11.4 The Daily Site Cleanliness Checklist and Weekly Site Tidying Checklist is presented in Appendix E and F respectively.