

TENDER NOTICE

Embassy of India, Tokyo invites tenders for annual Cleaning, Gardening and Allied services for 7 GoI owned properties in Tokyo.

The tenders shall be submitted in a sealed cover containing sealed envelopes (Financial and Technical bids) before 17:00 hrs on 13 June 2022 at Embassy of India, Tokyo (2-2-11 Kudan Minami, Chiyoda-Ku). Any tender received after this date and time will not be considered. Tender shall be opened on 14 June 2022.

Interested firms will be permitted for site inspection on request during which the scope of work will be shared. Please contact Head of Chancery.

E-mail: hoc.tokyo@mea.gov.in

**EMBASSY OF INDIA
TOKYO**

**Scope of Work
for**

CLEANING AND ALLIED SERVICES MANAGEMENT

Management Specification

Project	Chancery Building + India Culture Center		
Address	2-2-11 Kudan Minami Chiyoda-ku, Tokyo		
Use	Embassy ● Vivekananda Culture center		
Size	Basement: 1	Superstructure: 4	
	Total plot area:	4,096.37	m ²
	Building area:	1,840.91	m ²
	Total floor area:	5,942.65	m ²
	Covered area:	1,380.48	m ²
	Garden area:	284.00	m ²
	Garden area:	232.00	m ²
	(Inside the Bldg, including the roof garden)		
	Paved area:	1,952.71	m ²
Completion	March 31, 2009		

Contents

- A. Daily Management
 - 1. Cleaning & Sanitary Management
 - 2. Safety & Allied Services Management
 - 3. Plants Management

A. Daily Management

1. Cleaning & Sanitary Management

- (1) Cleaning & sanitary management
- (2) Table for scope of cleaning (Daily and regular cleaning)
- (3) Outline of cleaning
 - 1) Daily cleaning
 - 2) Regular cleaning

(1) Cleaning & Sanitary management

- 1) *Daily cleaning Excluding Saturday, Sunday, and holiday (Indian calendar)

Daily cleaning

- *Regular cleaning Regular cleaning work through the year

2) Areas included in the scope of cleaning and allied services:

- * All areas covering BF, 1 F, 2 F, 3 F and 4 F.
- * Cleaning of Exterior walls, Vents, Dust at high location, Furniture & fixture, Shutter, Blinds, Interior walls, PS & EPS (Pipe Space and Electrical Pipe Space), and Desktop
- * Supply of all sanitary consumables
- * Moving furniture & fixture inside and outside the building when required
- * Minor repair of all office doors, gates and locks
- * Supply of temporary labour service for handy work such as fixing of screws, nuts and bolts, Replacement of bulbs and tube lights at all Embassy of India properties; (excluding the cost of the bulbs) removing the snow, cleaning/removing broken tree/foliage in case of typhoons

(2) Table for scope of cleaning

【Embassy】

Floor	Area	Floor material	Daily	Regular
B1F	* Porch at parking, Entrance hall Entrance lobby * Sport gym, Locker room for men & women * Staircase	Porcelain tile Wooden flooring Long size vinyl chloride sheet		
1F	* Entrance hall, Lounge, Visa hall, Toilet for men & women * Hall * Workshop 1~4, Resources roof * Corridor, Toilet for staff, Kitchenette etc	Granite Wooden flooring Tile carpet Long size vinyl chloride sheet		
2F	* Offices, Meeting room etc	Tile carpet		
3F	* Corridor, Lounge for staff * Toilet for men & women,	Wooden flooring Long size vinyl chloride sheet		

4F	Offices, Waiting lounge, toilets etc	Wooden flooring Long size vinyl chloride sheet		
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(2) Table for scope of cleaning

【VCC Area】

Floor	Area	Floor material	Daily	Regular
B1F	* Multi-purpose room * Gallery * Corridor, Back stage * Gallery, Store * Pantry	Tile carpet Brick Wooden flooring Plastic tile Long size vinyl chloride sheet		
1F	* Foyer * Auditorium seat * Toilet for men & women * Stairs etc	Granite Wooden flooring Marble		
2F	* Foyer * Dance classroom, Music room * Toilet for men & women * Projection booth, Control room * Seating area	Wooden flooring Wooden flooring Marble Tile carpet Wooden flooring		
3F	* Library, Meeting space, Corridor * Office * Closed book stack, Kitchenette Toilet for staff * Toilet for men & women	Wooden flooring Tile carpet Long size vinyl chloride sheet Marble		
4F	* Yoga room, Corridor * Locker room for men & women	Wooden flooring Wooden flooring		

(3) Outline of cleaning

1) Daily cleaning

① Entrance hall, Foyer, Lounge, Visa hall

- a To clean the floor dust with a broom or a dust-mop
- b In the case of heavy dirt, to wipe away with wet cloth
- c To dispose of contents of ashtrays and wastepaper cases
- d To properly clean doors, glass windows
- e To properly clean metal parts with dry cloth
- f To clean the mats
- g To clean the stains on walls with dry / wet cloth, whatever applicable.
- h To clean the chairs for visitors in Visa Hall, wall mounted TV with dry cloth

② Office

- a To clean the floor, reception desk, chairs dust with a vacuum cleaner
- b To dispose of the contents of dustbins and wastepaper cases

- c To clean the stains on walls with dry / wet cloth, whatever applicable.
- d To clean decorative item like paintings, statues, other artifacts (whenever required)

③ Entrance hall, Corridor

- a.a To clean the floor dust with a broom or a dust-mop
- a.b To properly clean doors and glass windows
- a.c To properly clean metal parts with dry cloth
- a.d To clean decorative items like painting, statues, other artifacts (whenever required)

④ Toilet for men & women

- a.a To clean the floor with wet cloth
- a.b To dispose of the contents of wastepaper cases and sanitary containers
- a.c To clean sanitary wares and washbowls with neutral detergent and finish with wet cloth
- a.d To clean mirrors and circumferences
- a.e To properly clean doors, metal parts with dry cloth
- a.f To supply toilet papers, liquid soaps, air fresheners
- a.g To clean the stains on walls with dry / wet cloth, whatever applicable.

⑤ Kitchenette

- a To clean the floor with a broom and in the case of heavy dirt, wipe away with wet cloth
- b To wipe away the dirt on the equipments like water heaters and so on
- c To carry used tea leaves and garbage out to the garbage place
- d To properly clean doors
- e To properly clean metal parts with dry cloth
- f To clean the stains on walls with dry / wet cloth, whatever applicable
- g To clean range filters

⑥ Board room, Reception room

- a To clean the floor dust with a broom or a dust-mop and in case of heavy dirt, to wipe away with wet cloth.
- b To dust the tables, chairs in Board room.
- c To dispose of the contents of ashtrays and wastepaper cases
- d To clean the stains on walls with dry/ wet cloth, whatever applicable.

⑦ Elevator

- a To clean the floor dust with a broom
- b To properly clean floor with wet cloth and in the case of heavy dirt, wipe away with neutral detergent
- c To wipe doors and walls
- d To properly clean boards with dry cloth, metallic parts with dry cloth etc

⑧ Auditorium

- a To clean the floor dust with a broom or a dust-mop.
- b In case of heavy dirt, to wipe away with wet cloth/ vacuum cleaner, whatever applicable
- c To properly clean seats

⑨ Other living rooms

- a.a To clean floors with the specifications
- a.b To dispose of the contents of ashtrays and wastepaper cases
- a.c To properly clean metallic parts with dry cloth
- a.d To clean the surface of tables, chairs, sofa, almirahs /cupboards, other furniture

a.e To clean the stains on walls with dry / wet cloth, whatever applicable

⑩ Indoor staircase

- a To clean the floor dust with a broom or a dust-mop
- b In case of heavy dirt, to wipe away with wet cloth
- c To properly clean doors
- d To properly clean handrails and windows sills with dry cloth
- e To properly clean metal parts with dry cloth

⑪ Perimeter (Including dry area)

- a To pick up rubbish with a broom
- b To properly sprinkle water
- c To remove rubbish in the drains and gutters
- d To clean the stains on walls with dry / wet cloth, whatever applicable
- e To clean the floor tiles / walls with wet brush whenever there is algal / black growth

⑫ Roof balcony, Rooftop

- a To pick up rubbish with a broom
- b To clean the floor with broom or vacuum cleaner properly
- c To remove rubbish in the drains and gutters

⑬ Skylight

- a To pick up rubbish with a broom
- b To properly sprinkle water

2) Regular cleaning

1. Stone (Floor) (6 times/year plus also in case of any spill / stain, etc)
 - a. To apply neutral detergent and clean with polisher
 - b. To wipe away dirt and finish with wet cloth
2. Vinyl tile, Rubber tile (6 times/ year)
 - a. To apply neutral detergent and clean with polisher
 - b. After wiping away dirt and drying, to apply wax
3. Wooden flooring (1 time/year plus also in case of any spill / stain, etc)
 - a. Proper cleaning
 - b. To apply wax (whenever required)
4. Tile carpet
 - a. To apply special detergent and wash with carpet cleaner
 - b. To vacuum dirty water and trim
5. Exterior glass of the building (6 times/year) (Including skylight)
 - a.a To apply neutral detergent on the surface of glass
 - a.b To wipe with wiper and clean
 - a.c To clean glass and frame supporting it, both inside and outside
 - a.d To clean window-frames, sashes, thrice a year
6. Light fixtures (1 time/year) (2 times/year)
 - a To clean whole area of lighting fixtures with sponge or cloth

7. Outlet, Intake (1 time/year) (2 time/year at beginning of summer and winter)
 - a To clean whole area of outlets and inlets and air filters with sponge or cloth
8. Fumigation for cockroaches, mosquitoes, other insects – As required
9. Degreasing of range hoods/ cleaning of kitchen chimney filters (2 times/ year)
10. Cleaning of filters of all air conditioners (2 times/ year)

2. Security & Safety Management

(1) Full-time security service

[Breakdown]

- Staff Full time: 1 person (Entrance gate)

* However, during busy times one more staff may be required for manning.

(Working hours: Monday ~ Saturday 8:00 a.m ~ 8:00 p.m. (After 8:00 p.m., signals are sent to AP)
Sunday (After 9:00 p.m., signals are sent to AP)

AP: Designated Security Assistant in the Staff Apartment)

[Duties incl Disaster prevention/ Patrolling]

Guidance / entrance and exit management (partly, duplication with reception duty)

- (1) Guidance to the visitors
- (2) To check in and out for suspicious individuals. To intercept and inform about the trespassers
- (3) Reception of Vendors

3. Plants Management

[Mandatory inspection by a professional gardening expert for advice on planting flowers and bulbs, fertilization, use of pesticide, tree, hedge and shrub pruning.]

(1) Regular Management

- | | |
|--|---------------|
| 1) Tall trees pruning (above 2 meters) | Twice/year |
| 2) Middle trees pruning | 4 times /year |
| 3) Hedge pruning | 4 times/year |
| 4) Shrub pruning | Twice/year |
| 5) Ground cover plants pruning | 4 times/year |
| 6) Disease, insect pest, extermination | 4 times/year |
| 7) Fertilizer application | Twice/year |
| 8) Gravel/Pebbles
(cleaning and replenishing) | As required |
| 9) Cleaning of water pond | Weekly |

(2) Daily Maintenance

1) Watering

- | | |
|------------------------------|----------------|
| From March to mid-July | Once in 2 days |
| From mid July to mid Sep | Once a day |
| From mid Sep to mid Oct | Once in 3 days |
| From mid Oct to end February | Once in 5 days |

- Watering will be done in the morning from late autumn to early spring
- Watering will be done in the morning or evening from spring to early winter
- For the plants inside the building, automatic watering system will be installed

- | | |
|--|-----------------|
| 2) Weeding | Twice a month |
| 3) Cleaning (Fallen leaves) | Once a day |
| 4) Providing 3 bouquets of approximately
100 roses for the 3 Urliis located in Chancery
And VCC building | Once every week |

Management Specification

Project	Embassy Residence		
Address	Nishi Waseda, Shinjuku-Ku, Tokyo		
Use	Residence		
Size	1 basement	2 stories	
	Total plot area:	4,612.75	m ²
	Building area:	679.04	m ²
	Garden area:	3,132.35	m ²
	Paved area:	801.36	m ²
	Total floor area:	1,327.66	m ²
Wooden structure, Reinforced Concrete structure / basement			

Completion October 31, 2007

Contents

A. Regular management

1. Cleaning and Sanitary management
2. Plants Management

1. Cleaning and Sanitary management

1. Regular Cleaning & sanitary management
2. Table for scope of regular cleaning
3. Outline of regular cleaning

1. Regular Cleaning & sanitary management

- 1) Regular cleaning work through the year
- 2) The scope of cleaning
Exterior, garden and parking area

2) Table for scope of cleaning

Exterior

		Floor material	Regular
	Terrace	Large size tile Granite; steps, border	
	Pergola	Porcelain	
	Driveway	Asphalt paving Granite (parking space)	

3) Outline of regular cleaning

Exterior

1. Terrace/ Pergola/ Gazebo/ Sidewalks
 - a. To clean the floor with a broom
 - b. In the case of heavy dirt, to properly sprinkle water
2. Car porch, driveway
 - a. To pick up rubbish with a broom
 - b. To properly sprinkle water
 - c. To remove snow whenever needed
 - d. To clean the stains on walls with dry / wet cloth, whatever applicable
 - e. To clean the floor tiles/walls with wet brush whenever there is algal/black growth

2) Regular cleaning

- i. Porcelain tile (6 times/year)
 - a. To apply neutral detergent and clean with polisher
 - b. To wipe away dirt and finish with wet cloth
- ii. Wooden Floor (1 time/year) plus also in case of any spill / stain, etc)
 - a. Waxing of wooden floor
- iii. Vinyl tile, Vinyl sheet floor (6 times/year) plus also in case of any spill / stain, etc)
 - a. To apply neutral detergent and clean with polisher

- b. After wiping away dirt and drying, to apply wax
- iv. Exterior glass (24 times/year)
 - a. To apply neutral detergent on the surface of the glass
 - b. To wipe with wiper and clean
 - c. To clean glass both inside and outside
 - d. To clean window-frames, sashes, as required
- v. Awning above the terrace (1 time/month)
 - a. To clean with neutral detergent
- vi. Lighting fixtures (1 time/year)
 - a. To clean whole area of outlets with sponge or cloth
- vii. Outlet, Intake for AC (Incl AC filters 2 times/year)
 - a. To clean whole area of outlets and inlets with sponge or cloth
- viii. High pressure cleaning of drain (1 time/year plus also in case of any blockage, etc)
- ix. Degreasing of range hood and cleaning of filters and gas burners (2 times/year)
- x. Fumigation for cockroaches, mosquitoes, other insects - Six (6) times a year
- xi. Disposal of fallen leaves and branches from premises as required.
- xii. Vacuum cleaning of curtains (Twice a year)

2. Plants management

(1) Regular Maintenance

- | | |
|--|----------------------------------|
| 1) Tall trees pruning (above two meters) | As required (Avg 4 times a year) |
| 2) Middle trees pruning | 4 times /year |
| 3) Hedge pruning | 4 times /year |
| 4) Shrub pruning | As required |
| 5) Ground cover plants pruning | 4 times /year |
| 6) Disease, insect pest, extermination | 4 times /year |
| 7) Fertilizer | As required |
| 8) Gravel/Pebbles + Soil | As required |

(Cleaning and replenishing)

(2) Daily Maintenance

- | | |
|-----------------------------|-------------|
| 1) Watering | |
| 2) Weeding | Twice/month |
| 3) Cleaning (Fallen leaves) | Twice/week |
- ※Once in a day in the season of falling leaves

Summary of Garden Maintenance Jobs

- Daily Jobs
 - Cleaning of fallen leaves and its disposal
 - Raking of Zen Garden
 - Cleaning of the water body
 - Spray chemicals/insecticides as necessary
 - Keeping the entire garden premises including pathways neat and clean in general

- Lawn
 - Cutting, maintaining in proper health
 - Weeding
 - Mowing to maintain correct height
 - Use of necessary fertilizer to prevent infection/damage by insects
 - Periodic inspection by concern expert to ensure the proper health

- Trees/ Plants/ Shrubs/ Moss/ Lichen etc:
 - Pruning /cutting of low branches (including trees above two meters in height)
 - Pest Control
 - Use of fertilizer as necessary
 - Periodic inspection by concern expert to ensure the proper health
 - Waste disposal

- Flowering plants
 - Planting in appropriate season, Use of fertilizer and insecticides to prevent infection, Supply of pots/vases for the seasonal / ornamental flowers and plants as necessary

- Water Body + Zen Garden
 - Cleaning of the Water Body, Collection of fallen leaves and other debris
 - Proper scrubbing periodically of the bottom surface to get rid of slime. Keeping the water outlet/drains clean & Waste disposal

- Fish Pond: - Cleaning of filters 2 times in a year and maintenance of water pump associated with the fish pond. Proper scrubbing periodically of the bottom surface to get rid of slime. Keeping the water outlet/drains clean and Waste disposal

Management Specification

Project	Residence of Deputy Chief of Mission		
Address	Daizawa, Setagaya-Ku, Tokyo		
Use	Residence		
Size	1 basement	2 stories	
	Total plot area:	862.24	m ²
	Building area:	288.09	m ²
	Total floor area:	441.82	m ²
	Covered area:	227.12	m ²
	Garden area:	274.00	m ²
	Paved area:	361.12	m ²

Reinforced Concrete structure (Box type)
Completion September 29, 2008

Content

A. Regular management

1. Cleaning and sanitary management
2. Plants Management

1. Cleaning and Sanitary management

1. Regular cleaning & sanitary management
2. Table for scope of regular cleaning
3. Outline of regular cleaning

1. Regular cleaning & sanitary management

- 1) Regular cleaning work through the year
- 2) The scope of cleaning - Exterior, garden and parking area

2. Table for scope of regular cleaning

Exterior

		Floor material	Regular
	Approach	Granite stone	
	Front space of the gate	Precast concrete paving block	
	Outdoor machine space	Concrete trowel finish	
	Around the building	Asphalt	

3. Outline of regular cleaning

1) Approach

- a. To clean the floor with a broom
- b. In the case of heavy dirt, to properly sprinkle water
- c. To properly clean doors
- d. To properly clean metal parts with dry cloth

2. Front space of the gate

- a. To pick up rubbish with a broom
- b. In the case of heavy dirt, to properly sprinkle water

3. Outdoor machine space

- a. To pick up rubbish with a broom
- b. To properly clean the gutter
- c. To properly clean machines with dry cloth

4. Around the building

- a. To pick up rubbish with a broom
- b. To properly sprinkle water
- c. To remove rubbish in the drains and gutters
- d. To remove rubbish outside the boundary wall

2) Regular cleaning

①Stone (Floor) (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. To wipe away dirt and finish with wet cloth

②Wooden Floor (1 time/year)

- a. Waxing of wooden floor

- ③Exterior glass and blinds (12 times/ year)
 - a. To apply neutral detergent on the surface of glass
 - b. To wipe with wiper and clean
 - c. To clean glass both inside and outside
 - b. To clean window-frames, sashes, once a year
- ④Stone (Wall) (1 time/year)
 - a. In the case of heavy dirt, sprinkle water
- ⑤Lighting fixtures (1 time/year)
 - a. To clean whole area of lighting fixtures with sponge or cloth
- ⑥Outlet, Intake (1 time/year)
 - a. To clean whole area of outlets with sponge or cloth
- 7. Cleaning of drains (1 time/year) or at the time of blockage
- 8. Cleaning of AC filters (2 times/ year)

2. Plants management

(1) Regular Maintenance

- | | |
|--|------------------|
| 1) Tall trees pruning (above 2 meters) | Twice/ year |
| 2) Middle trees pruning | Twice/ year |
| 3) Hedge pruning | Twice/ year |
| 4) Shrub pruning | 3 times/ year |
| 5) Ground cover plants pruning | Four times/ year |
| 6) Disease, insect pest, extermination | Twice/year |
| 7) Fertilizer | Twice/year |

8) Gravel/Pebbles As required
(Cleaning and replenishing)

(2) Daily Maintenance

- | | |
|--|----------------|
| 1) Watering | |
| From March to the mid-July | Once in 2 days |
| From the mid of July to the mid of Sep | Once in a day |
| From the end of Sep to the mid of Oct | Once in 3 day |
| From November to February | Once in 5 day |

※It applies in a morning from late autumn to early spring.

※It applies in a morning or evening from spring to early winter.

- | | |
|-----------------------------|---------------|
| 2) Weeding | Twice/ month |
| 3) Cleaning (Fallen leaves) | 4 times/ week |

※Once in a day in the season of falling leaves

Summary of Garden Maintenance jobs

- Plants, Shrubs and Moss/Lichen:
Pruning/cutting low branches (including trees above two meters
In height) incl waste disposal
- Flowering plants
Supply of seasonal flower and decorative plants as per season
and plantation of the same - Three times / year
Supply of pots/vases for the flower plants as necessary

Management Specification

Project	Shiroganedai Apartments		
Address	Shiroganedai, Minato-ku, Tokyo		
Use	Apartments		
Size	1 basement	9 stories	
	Total plot area:	787.68	m ²
	Building area:	292.69	m ²
	Total floor area:	1,802.42	m ²
	Covered area:	130.30	m ²
	Garden area:	102.00	m ²
	Paved area:	555.38	m ²
	Common area:	305.05	m ²
Reinforced Concrete structure			
Completion	October 31, 2008		

Content

A Daily management

1. Cleaning & sanitary management
2. Plants management

A. Daily management

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 - (1) Cleaning & sanitary management
 - (2) Table for scope of cleaning (Daily and regular cleaning)
 - (3) Outline of cleaning
 - 1) Daily cleaning
 - 2) Regular cleaning

1. Cleaning & sanitary management

1) *Daily cleaning Basically excluding Saturday, Sunday, and holidays (Indian Calendar)
 Daily cleaning (But in case of more than three consecutive holidays like long weekend then one of the holidays also)

*Regular cleaning Regular cleaning work through the year

- 2) The scope of cleaning
- * Common area except the inside of dwelling units
 - * Exterior garden and parking area

2. Table for scope of cleaning

Floor	Area	Floor material	Daily	Regular
B1F	* EV hall Corridor	Vinyl tile Vinyl composition tile	○	○
1F	* Entrance hall, EV hall Lobby Pantry, Restroom	Porcelain tile Wooden flooring Stoneware tile		
Stair 1 EV hall	* B1F~8F	Vinyl sheet floor Porcelain tile		
	* Parking * Garbage storage * Outdoor Machine space * Emergency Stairs * Front yard, Court yard, Driveway * Terrace	Liquid-applied membrane waterproofing Dust proofing paint Concrete trowel finish Painted checkered steel plate Precast concrete paving block Artificial wooden floor		

(3) Outline of cleaning

1) Daily cleaning

① Entrance hall, Lobby

- a. To clean the floor dust with a broom or a dust-mop
- b. In the case of heavy dirt, to wipe away with wet cloth
- c. To properly clean doors
- d. To properly clean metal parts with dry cloth

② EV hall

- a. To clean the floor dust with a broom or a dust-mop
- b. In the case of heavy dirt, to wipe away with wet cloth
- c. To properly clean doors
- d. To properly clean metal parts with dry cloth

③ Pantry

- a. To clean the floor dust with a broom or a dust-mop
- b. To properly clean doors
- d. To properly clean metal parts with dry cloth

④ Restroom

- a. To clean the floor with wet cloth
- b. To dispose of the contents of wastepaper cases and sanitary containers
- c. To clean sanitary wares and washbowls with neutral detergent and finish with wet cloth
- d. To clean mirrors and circumferences
- e. To properly clean doors
- f. To properly clean metal parts with dry cloth
- g. To supply toilet papers and liquid soaps

⑤ Elevator

- a. To clean the floor dust with a broom
- b. To clean the floor with wet cloth and in the case of heavy dirt, wipe away with neutral detergent
- c. To wipe doors with cloth
- d. To properly clean baseboards with dry cloth
- e. To clean metallic parts with dry cloth and clean gloves

⑥ Parking area

- a. To pick up rubbish with a broom

⑦ Around the building

- a. To pick up rubbish with a broom
- b. To properly sprinkle water
- d. To remove rubbish in the drains and gutters

2) Regular cleaning

① Porcelain tile (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. To wipe away dirt and finish with wet cloth

② Vinyl tile, Vinyl sheet floor (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. After wiping away dirt and drying, to apply wax

③ Wooden flooring common area (1 time/year)

a. After cleaning, to remove existing wax

b. To apply wax

④Exterior glass (12 times/year) (Including skylight)

a. To apply neutral detergent on the surface of glass

b. To wipe with wiper and clean

c. To clean glass both inside and outside

d. To clean window-frames, sashes, once a year

⑤Lightning fixtures (1 time/year)

a. To clean whole area of lightning fixtures with sponge or cloth

⑥Outlet, Intake for AC's (1 time/year)

a. To clean whole area of outlets + cleaning of filters of AC's inside each dwelling unit (2 times/ year)

7. Cleaning of drains (1 time/year) + inside the apartments in case of blockage

8. Fumigation for cockroaches, mosquitoes (Inside Apts as well) -Two (2) times a year

9. Kitchen gas stove & Chimney cleaning – (As needed)

10. Windows glass cleaning of each apartment – twice a year

11. Garbage storage area – twice/year (cleaning floor, walls properly)

12. Checking any malfunctioning light (like bulb/CFL etc), light sensor in common area, checking any problem in door locks etc of main door and door for parking/rooftop etc

2. Plants Management

[Mandatory inspection by a professional gardening expert for advice on planting flowers and bulbs, fertilization, use of pesticide, tree, hedge and shrub pruning.]

(1) Regular Maintenance

1) Tall trees pruning (above 2 meters)	Twice/year
2) Middle trees pruning	Twice/year
3) Hedge pruning	Twice/year
4) Shrub pruning	Thrice/year
5) Ground cover plants pruning	Four times/year
6) Disease, insect pest, extermination	Twice/year
7) Fertilizer	Twice/year
8) Gravel/Pebbles (cleaning and replenishing)	As required

(2) Daily Maintenance

1) Watering	
From March to mid-July	Once in 2 days
From the mid of July to the mid of Sep	Once in a day
From the end of Sep to the mid of Oct	Once in 3 day
From November to February	Once in 5 day

※It applies in a morning from late autumn to early spring.

※It applies in a morning or evening from spring to early winter.

2) Weeding Twice/month

3) Cleaning (Fallen leaves) Twice/week

※Once in a day in the season of falling leaves

Summary of Garden Maintenance jobs

- Plants, Shrubs and Moss/Lichen:

Pruning/cutting low branches (including trees above two meters

In height)

- Flowering plants

Supply of seasonal flower and decorative plants as per season

and plantation of the same - Three times / year

Supply of pots/vases for the flower plants as necessary

Waste disposal

Management Specification

Project	Azabu Court
Address	Moto Azabu, Minato-ku, Tokyo
Use	Apartments
Size	4 stories
	Total plot area: 574.54 m ²
	Building area: 318.30 m ²
	Total floor area: 1,212.50 m ²
	Covered Area: 314.23 m ²
	Garden Area: 33.10 m ²
	Paved area: 227.21 m ²
	Common area (indoors): 309.22 m ²
	Reinforced Concrete structure
Completion	March 31, 2009

Content

A. Daily management

1. Cleaning & sanitary management
2. Plants management

A. Daily management

1. Cleaning & sanitary management
 - (1) Cleaning & sanitary management
 - (2) Table for scope of cleaning
(Daily and regular cleaning)
 - (3) Outline of cleaning
 - 1) Daily cleaning
 - 2) Regular cleaning

1. Cleaning & sanitary management

1) *Daily cleaning Basically excluding Saturday, Sunday, and holiday (Indian Calendar)
(But in case of more than three consecutive holidays like long weekend then one of the holidays)

Daily cleaning
*Regular cleaning Regular cleaning work through the year

2) The scope of cleaning

* Common area except the inside of dwelling units (however AC filter cleaning of dwelling units and cleaning of gas stove & chimney is including)

* Exterior garden rooftop and backside of building, parking area

(2) Table for scope of cleaning

Floor	Area	Floor material	Daily	Regular
B1F	* EV hall Corridor	Vinyl tile Vinyl composition tile	○	○
1F	* Entrance hall, EV hall Lobby Pantry, Restroom	Porcelain tile Wooden flooring Stoneware tile		
Stair 1 EV hall	* B1F~8F	Vinyl sheet floor Porcelain tile		
	* Parking * Garbage storage * Outdoor Machine space * Emergency Stairs * Front yard, Court yard, Driveway * Terrace * Rooftop	Liquid-applied membrane waterproofing Dust proofing paint Concrete trowel finish Painted checkered steel plate Precast concrete paving block Artificial wooden floor		

(3) Outline of cleaning

1) Daily cleaning

1 . Entrance hall, Lobby

- a. To clean the floor dust with a broom or a dust-mop
- b. In the case of heavy dirt, to wipe away with wet cloth
- c. To properly clean doors
- d. To properly clean metal parts with dry cloth
- e. To remove the stains from the walls

2 . EV hall

- a. To clean the floor dust with a broom or a dust-mop
- b. In the case of heavy dirt, to wipe away with wet cloth
- c. To properly clean doors
- d. To properly clean metal parts with dry cloth

3 . Pantry

- a. To clean the floor dust with a broom or a dust-mop
- b. To properly clean doors
- d. To properly clean metal parts with dry cloth

4 . Elevator

- a. To clean the floor dust with a broom
- b. To clean the floor with wet cloth
and in the case of heavy dirt, wipe away with neutral detergent
- c. To wipe doors with cloth
- d. To properly clean baseboards with dry cloth
- e. To clean metallic parts with dry cloth and clean gloves

5 . Parking

- a. To clean floor dust – twice /week (by broom or by machine cleaning)
- b. To pick up rubbish with a broom

6 . Around the building (including the emergency stairway area)

- a. To pick up rubbish with a broom
- b. To properly sprinkle water
- d. To remove rubbish in the drains and gutters

7 . Rooftop

- a. To pick up rubbish with a broom
- b. To clean floor by water – once a week
- c. To remove rubbish in the drains

8 . Garbage storage area -- twice/year (cleaning floor, walls properly)

9. Kitchen gas stove & Chimney cleaning (of each dwelling unit) – once a year or as needed

10. Checking any malfunctioning light (like bulb/CFL etc), light sensor in common areas including parking, checking any problem in door locks etc of main door and door for parking/rooftop etc

11. Window glass cleaning of each apartment – twice a year

12. Fumigation for cockroaches, mosquitoes (Inside Apts as well) -Two (2) times a year

2) Regular cleaning

① Porcelain tile (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. To wipe away dirt and finish with wet cloth

② Vinyl tile, Vinyl sheet floor (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. After wiping away dirt and drying, to apply wax

③ Wooden flooring common area (1 time/year)

- a. After cleaning, to remove existing wax
- b. To apply wax

④ Exterior glass (12 times/year) (Including skylight)

- a. To apply neutral detergent on the surface of glass
- b. To wipe with wiper and clean
- c. To clean glass both inside and outside
- d. To clean window-frames, sashes, once a year

⑤ Lightning fixtures (1 time/year)

- a. To clean whole area of lightning fixtures with sponge or cloth

⑥ Outlet, Intake for AC's and AC's filter cleaning (of each dwelling unit) (2 times/year)

- a. To clean whole area of outlets with sponge or cloth

7. Cleaning of drains (1 time/year) incl inside the apartments in case of blockage

2. Plants Management

[Mandatory inspection by a professional gardening expert for advice on planting flowers and bulbs, fertilization, use of pesticide, tree, hedge and shrub pruning.]

(1) Regular Maintenance

- | | |
|--|-----------------|
| 1) Tall trees pruning (above 2 meters) | Twice/year |
| 2) Middle trees pruning | Twice/year |
| 3) Hedge pruning | Twice/year |
| 4) Shrub pruning | Thrice/year |
| 5) Ground cover plants pruning | Four times/year |
| 6) Insects or pest extermination | Twice/year |

8) Gravel/Pebbles	7) Fertilizer As required (Cleaning and replenishing)	Twice/year
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(2) Daily Maintenance

- 1) Watering

From March to mid-July	Once in 2 days
From the mid of July to the mid of Sep	Once in a day
From the end of Sep to the mid of Oct	Once in 3 day
From November to February	Once in 5 day

 - *It applies in a morning from late autumn to early spring.
 - *It applies in a morning or evening from spring to early winter.
 - 2) Weeding Twice/month
 - 3) Cleaning (Fallen leaves) Twice/week
- *Once in a day in the season of falling leaves

Summary of Garden Maintenance jobs

- Plants, Shrubs and Moss/Lichen:
Pruning/cutting low branches (including trees above two meters In height)
- Flowering plants
Supply of seasonal flower and decorative plants as per season and plantation of the same - Three times / year
Supply of pots/vases for the flower plants as necessary
Waste disposal

Management Specification

Project	Nishihara Apartments		
Address	Nishihara, Shibuya-ku, Tokyo		
Use	Apartments		
Size	3 stories		
	Total plot area:	335.49	m ²
	Building area:	189.13	m ²
	Total floor area:	430.32	m ²
	Covered area:	145.20	m ²
	Garden area:	53.00	m ²
	Paved area:	169.29	m ²
	Common area:	70.32	m ²
Reinforced Concrete structure (Box type)			
Completion	June 15, 2008		

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1. Cleaning & sanitary management

1) *Daily cleaning Basically excluding Saturday, Sunday, and holiday (Indian Calendar)
(But in case of more than three consecutive holidays like long weekend then one of the holidays)

*Regular cleaning Daily cleaning
Regular cleaning work through the year

2) The scope of cleaning

* Common area except the inside of dwelling units (however AC filter cleaning of dwelling units and cleaning of gas stove & chimney is including)

* Exterior garden, rooftop, 2nd floor terrace, backside of building and parking area as well

2. Table for scope of cleaning

Floor	Area	Floor material	Daily	Regular
B1F	* Entrance hall	Porcelain tile		
	Stair hall	Porcelain tile		
Stair 1	* 1F~3F	Vinyl sheet floor		
Exterior	* Porch * Parking * Bicycle parking * Garbage storage * Rooftop	Porcelain tile Asphalt paving Concrete trowel finish Dust proofing paint	○	○

3. Outline of cleaning

1) Daily cleaning

① Entrance hall

- a. To clean the floor dust with a broom or a dust-mop
- b. In the case of heavy dirt, to wipe away with wet cloth
- c. To properly clean doors
- d. To properly clean metal parts with dry cloth

e. To remove the stains from the walls

② Stair hall

- a. To clean the floor dust with a broom or a dust-mop
- b. In the case of heavy dirt, to wipe away with wet cloth
- c. To properly clean doors
- d. To properly clean handrail and parts with dry cloth
- e. To properly clean metal parts with dry cloth

③ Parking

- a. To clean floor dust – twice /week (by broom or by machine cleaning)
- b. To pick up rubbish with a broom

④ Around the building (including the emergency stairway area)

- a. To pick up rubbish with a broom
- b. To properly sprinkle water
- c. To remove rubbish in the drains and gutters

5. Rooftop

- a. To pick up rubbish with a broom
- b. To clean floor by water – once a week
- c. To remove rubbish in the drains

6. Garbage storage area – twice/year (cleaning floor, walls properly)

7. Kitchen gas stove & Chimney cleaning – once a year

8. Checking any malfunctioning light (like bulb/CFL etc), light sensor in common areas, checking any problem in door locks etc of main door and door for parking/rooftop etc

9. Fumigation for cockroaches, mosquitoes (Inside Apts as well) -Two (2) times a year or as needed

10. Window glass cleaning of each apartment – twice a year

2) Regular cleaning

1. Porcelain tile (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. To wipe away dirt and finish with wet cloth

2. Vinyl tile, Vinyl sheet floor (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. After wiping away dirt and drying, to apply wax

3. Wooden flooring (1 times/year)

- a. After cleaning, to remove existing wax
- b. To apply wax

4. Exterior glass (12 times/year) (Including skylight)

- a. To apply neutral detergent on the surface of glass
- b. To wipe with wiper and clean
- c. To clean glass both inside and outside

- d. To clean window-frames, sashes, once a year
- 5. Lightning fixtures (1 time/year)
 - a To clean whole area of lightning fixtures with sponge or cloth
- 6. Outlet, Intake for AC's, AC's filter cleaning of each dwelling unit (2 times/year)
 - a To clean whole area of outlets with sponge or cloth
- 7. Drain cleaning (1 time/year) incl inside the apartments in case of blockage

2. Plants Management

[Mandatory inspection by a professional gardening expert for advice on planting flowers and bulbs, fertilization, use of pesticide, tree, hedge and shrub pruning.]

(1) Regular Maintenance

- | | |
|--|-----------------|
| 1) Tall trees pruning | Twice/year |
| 2) Ground cover plants pruning | Four times/year |
| 3) Disease, insect pest, extermination | Twice/year |
| 4) Fertilizer | Twice/year |
| 5) Maintenance and planting of seedlings | As required |

(2) Daily Maintenance

- | | |
|--|----------------|
| 1) Watering | |
| From March to mid-July | Once in 2 days |
| From the mid of July to the mid of Sep | Once in a day |
| From the end of Sep to the mid of Oct | Once in 3 day |
| From November to February | Once in 5 day |
| *It applies in a morning from late autumn to early spring. | |
| *It applies in a morning or evening from spring to early winter. | |
| 2) Weeding | As required |
| 3) Cleaning (Fallen leaves) | Twice/week |

Summary of Garden Maintenance jobs

- Plants, Shrubs and Moss/Lichen:
Pruning/cutting low branches (including trees above two meters in height)
- Flowering plants
Supply of seasonal flower and decorative plants as per season and plantation of the same - Three times / year
Supply of pots/vases for the flower plants as necessary
Waste disposal

Management Specification

Project	Staff Apartments 1 & 2, Kudan Minami
Address	Kudan Minami, Chiyoda-ku, Tokyo
Use	Apartments
Size	4 stories
	Total plot area: 4,096.37 m ²
	Building area (In Sq m): 186.01 (1) 284.20 (2)
	Total floor area: 733.82 (1) 1,211.50 (2)
	Covered area: 178.17 (1) 274.88 (2)
	Garden area (Roof): 19.50 each for 1 & 2
	Paved area: 26.13 each for 1 & 2
	Common area (indoor): 248.80 (1) 250.10 (2)
Reinforced Concrete structure	
Completion	Mar 31, 2009 (For Staff Apts 1) & Mar 30, 2008 (For 2)

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1. Cleaning & sanitary management

1) *Daily cleaning Basically excluding Saturday, Sunday, and holiday (Indian Calendar)
(But in case of more than three consecutive holidays like long weekend then one of the holidays)

Daily cleaning

*Regular cleaning Regular cleaning work through the year

2) The scope of cleaning

* Common area except the inside of dwelling units (however AC filter cleaning of dwelling units and cleaning of gas stove & chimney is including)

* Exterior garden, other roofs extending over balcony and parking area

(2) Table for scope of cleaning

Floor	Area	Floor material	Daily	Regular
1F	* Pilotis Entrance hall Playroom	Porcelain tile Vinyl sheet floor Wooden deck Vinyl sheet floor (Storage)		
Stair 1	* 1F~4F	Vinyl sheet floor		
Exterior	* Bicycle Parking * Garbage storage * Pump room * Roof terrace	Dust proofing paint Dust proofing paint Concrete trowel finish Wooden deck	○	○

(3) Outline of cleaning

1) Daily cleaning

1. Entrance hall/ Stairs etc

a.a To clean the floor dust with a broom or a dust-mop

a.b In the case of heavy dirt, to wipe away with wet cloth

a.c To properly clean doors

- a.d To properly clean metal parts with dry cloth
- a.e To clean the stains on walls with dry / wet cloth, whatever applicable
- a.f To clean the floor tiles / walls with wet brush whenever there is algal / black growth

2. Bicycle parking

- a. To clean the floor with a broom
- b. In the case of heavy dirt, to wipe away with wet cloth

3. Garbage storage

- a To clean the floor with a broom
- b In the case of heavy dirt, to wipe away with wet cloth
- c To pick the garbage on daily basis
- d To clean garbage storage completely twice/year

4. Roof terrace, roof area above the balconies (extending outside)

- a To pick up rubbish with a broom
- b To properly sprinkle water
- a To remove rubbish/moss/algae in the drains and on the surface

5. Around the building including the rooftops extending over balcony (including the emergency stairway area)

- a. To pick up rubbish
- b. To properly sprinkle water
- c. to remove the algae etc

6. Garbage storage area – twice/year (cleaning floor, walls properly)

7. Kitchen gas stove & Chimney cleaning – once a year

8. Fumigation for cockroaches, mosquitoes (Inside Apts as well) -Two (2) times a year

9. Window glass cleaning of each apartment – twice a year

2) Regular cleaning

① Porcelain tile (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. To wipe away dirt and finish with wet cloth

② Vinyl tile, Vinyl sheet floor (6 times/year)

- a. To apply neutral detergent and clean with polisher
- b. After wiping away dirt and drying, to apply wax

③ Exterior glass (6 times/year) (Including skylight)

- a. To apply neutral detergent on the surface of glass
- b. To wipe with wiper and clean
- c. To clean glass both inside and outside
- d. To clean window-frames, sashes, thrice a year

4. Lighting fixtures (1 time/year)

- a. To clean whole area of lightning fixtures with sponge or cloth

5. Outlet, Intake for AC's; AC's filter cleaning (2 time/year)
 - a To clean whole area of outlets with sponge or cloth and inlets and air filters (of each dwelling unit)
6. High pressure drain cleaning (1 time/year) incl inside of apartments in case of blockage
7. Degreasing of range hood and cleaning of filters (2 times/year)

2. Plants Management (Roof terrace)

(1) Regular Maintenance

- | | |
|--|---------------|
| 1) Ground cover plants pruning | 4 times /year |
| 2) Disease, insect pest, extermination | 4 times /year |
| 3) Fertilizer | As required |

(2) Daily Maintenance

- | | |
|-------------|-------------|
| 1) Watering | |
| 2) Weeding | As required |