

2 March 2018

Cleaning and Cartage – Duty list and Supervisors Allocations

The appended lists are as follows:

1. Cleaning Supervisors Building allocations – This is an indication of buildings that is aligned to Cleaning Supervisors
2. Cleaning duty list - This is the minimum requirements that is to be expected for these services

Thank you



Logan Vandeyar

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Founding Campuses:  Edgewood  Howard College  Medical School  Pietermaritzburg  Westville

Howard College & NRMSM - Cleaning Supervisor Allocation - March 2018			Supervisor			
Item	Building	Campus	Name	Ext	Mobile	Email
1	232 KING GEORGE V AVE OUTBUILD 116	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
2	232 KING GEORGE V AVENUE 106	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
3	238 KING GEORGE V AVENUE 121	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
4	ACCESS CONTROL POINTS G1 HC HC ACP G1	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
5	ACCESS CONTROL POINTS G10 HC HC ACP G10	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
6	ACCESS CONTROL POINTS G11 HC HC ACP G11	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
7	ACCESS CONTROL POINTS G2 HC HC ACP G2	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
8	ACCESS CONTROL POINTS G3 HC HC ACP G3	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
9	ACCESS CONTROL POINTS G4 HC HC ACP G4	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
10	ACCESS CONTROL POINTS G5 HC HC ACP G5	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
11	ACCESS CONTROL POINTS G6 HC HC ACP G6	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
12	ACCESS CONTROL POINTS G7 HC HC ACP G7	Howard College	THANDIWE NYAWOSE	1618	073 952 2838	Nyawoset1@ukzn.ac.za
13	ACCESS CONTROL POINTS G8 HC HC ACP G8	Howard College	BRIAN GUMBI	3246	073 952 2838	Gumbi@ukzn.ac.za
14	ACCESS CONTROL POINTS G9 HC HC ACP G9	Howard College	THANDIWE NYAWOSE	1618	073 952 2838	Nyawoset1@ukzn.ac.za
15	ADMINISTRATION ANNEXE 056	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
16	APPLIED CHEMISTRY 139	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
17	HUT 7 069	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
18	HUT 8 070	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
19	CHEMICAL ENGINEERING 086	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
20	CHEMISTRY-HC 059	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
21	CLINIC - STUDENT- Denis Shepstone Carpark 396	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
22	CRICKET CLUBHOUSE WESTERN CA 009	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
23	DENIS SHEPSTONE 010	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
24	DEPARTMENT OF MUSIC - BLOCK A 015	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
25	DEPARTMENT OF MUSIC - BLOCK B 016	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
26	DEPARTMENT OF MUSIC - BLOCK C 017	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
27	DEPARTMENT OF MUSIC - HUT 3 081	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
28	DESMOND CLARENCE 061	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
29	DURBAN CENTENARY BUILDING 051	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
30	DURBAN CENTENARY BUILDING EXT 051A	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
31	E G MALHERBE LIBRARY 391	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
32	ELECTRICAL ENGINEERING 001	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
33	ELIZABETH SNEDDON THEATRE 082	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
34	FRANCIS STOCK 054	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
35	G.C. SCULLY HALL 028	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
36	GEORGE CAMPBELL 062	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
37	GREENHOUSE - 126	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
38	HAMMONDFIELD CRICKET PAVILION 153	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
39	HOWARD COLLEGE 018	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
40	HUT 10 072	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
41	HUT 11 073	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
42	HUT 9 071	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
43	INNOVATION CENTRE 114	Howard College	THANDIWE NYAWOSE	1618	073 952 2838	Nyawoset1@ukzn.ac.za
44	JUBILEE CENTRE 026	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
45	K-RITH BUILDING 997	Howard College	PRISCILLA CHETTY	4268	081 320 7414	Chettyse@ukzn.ac.za
46	K-RITH PARKING GARAGE 999	Howard College	PRISCILLA CHETTY	4268	081 320 7414	Chettyse@ukzn.ac.za
47	KILLIE CAMPBELL LIBRARY 067	Howard College	BRIAN GUMBI	3246	076 996 6685	Gumbi@ukzn.ac.za
48	MECHANICAL ENGINEERING 052	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
49	MECHANICAL ENGINEERING - SOLVE 053	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
50	MEMORIAL TOWER BUILDING 020	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
51	NURSERY - STAFF ROOMS 143	Howard College	THANDIWE NYAWOSE	1618	073 952 2838	Nyawoset1@ukzn.ac.za
52	OPEN AIR THEATRE 127	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
53	RICK TURNER STUDENTS UNION 060	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
54	SCHL OF ENGINEERING: UNITE 700	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
55	SCIENCE LECTURE THEATRES 019	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
56	SPEECH AND DRAMA - STUDIO 1 075	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
57	SPEECH AND DRAMA - STUDIO 2 076	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
58	SPEECH AND DRAMA - STUDIO 3 077	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
59	SPEECH AND DRAMA - STUDIO 4 078	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
60	SPEECH AND DRAMA - STUDIO 5 079	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
61	SPEECH AND DRAMA - STUDIO 6 080	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
62	SPEECH AND DRAMA BUILDING 074	Howard College	MONICA KHWELA	2282	078 054 6752	Khwelam@ukzn.ac.za
63	STUDENT COUNSELLING CENTRE 057	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
64	STUDENT COUNSELLING CENTRE - L 058	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
65	T.B. DAVIS LECTURE THEATRES 068	Howard College	TERRESA MAZIBUKO	2328	084 360 7642	MazibukoB@ukzn.ac.za
66	UNIVERSITY COMPOUND 100	Howard College	PRISCILLA MTHETHWA	3379	063 174 0028	MthethwaZ1@ukzn.ac.za
67	10 GLASTONBURY ROAD 123	NRMSM	PRISCILLA CHETTY	4268	081 320 7414	Chettyse@ukzn.ac.za
68	ACP 1 - UMBILO ROAD MS ACP G1	NRMSM	GLORIA DLAMINI	4268	072 117 7305	dlaminib11@ukzn.ac.za
69	ACP 2 - GLASTONBERRY ROAD MS ACP G2	NRMSM	GLORIA DLAMINI	4268	072 117 7305	dlaminib11@ukzn.ac.za
70	DORIS DUKE MEDICAL RESEARCH 124	NRMSM	GLORIA DLAMINI	4268	072 117 7305	dlaminib11@ukzn.ac.za
71	FACULTY OF MEDICINE - UMBILO R 011	NRMSM	GLORIA DLAMINI	4268	072 117 7305	dlaminib11@ukzn.ac.za
72	GATEHOUSE MEDICAL SCHOOL 135	NRMSM	PRISCILLA CHETTY	4268	081 320 7414	Chettyse@ukzn.ac.za
73	MEDICAL MICROBIOLOGY 470	NRMSM	GLORIA DLAMINI	4268	072 117 7305	dlaminib11@ukzn.ac.za
	Cartage and Furniture placements	ALL	NDUDUZO MFUSI	3246	060 704 6398	Mfusin@ukzn.ac.za
	All other queries relating to Cleaning and Cartage- Contact the Cleaning and Cartage Coordinator	ALL	Ms Lorna Strydom	2476	082 462 6050	strydoml@ukzn.ac.za
	When requesting additional services this must be logged on our call centre - cmsfm@ukzn.ac.za or call ext 4000					

CLEANING TASK LIST	
DESCRIPTION	FREQUENCY
LECTURE VENUES, LANS & LABS	
Sweep floors	daily
Vacuum carpets / Mopping	weekly
Clean green/black boards	daily
Dust /damp wipe furniture	daily
Place chalk and dusters	when required
Stripping & Sealing/steam clean carpets	bi- annually
Set up desk and chairs	daily
Clean windows (Where Accessible)	quarterly
OFFICES	
Empty waste bins	daily
Dust furniture	daily
Polish furniture	twice a month
Damp wipe doors/window sill/walls	daily
Vinyl floors - strip & seal	bi-annual
Vinyl floors buff	weekly
Sweep floors	daily
Vacuum carpets	weekly
ABLUTIONS	
Clean toilet seats & urinals & disinfect	daily
Wash and clean wash basins and taps	daily
Sweep & mop floors	daily
Strip & seal	bi-annual
Toilet paper replenishment	3 x daily
Damp wipe mirrors/window sills/doors	daily
Hygiene consumables replenish	daily
Clean wall tiles (Where Accessible)	daily

CLEANING TASK LIST	
DESCRIPTION	FREQUENCY
CORRIDORS	
Sweep	daily
damp wipe walls/window sills	weekly
damp wipe notice boards	weekly
Buff floors	monthly
Steam clean carpets	bi- annual
Strip & sea floors	bi- annual
ENTRANCES	
Sweep including stairways	daily
Damp wipe glass doors/walls	daily
Mop floors daily	daily

CLEANING TASK LIST	
DESCRIPTION	FREQUENCY
KITCHENS	
Sweep floors	daily
Damp wipe fridges,microwave & kettles	daily
Clean inside fridges & cupboards	monthly
Mop floors	daily
Damp wipe window sills	daily
Stripping & Sealing vinyl floors	bi- annually
Clean windows (Accessible)	quarterly

CLEANING TASK LIST	
DESCRIPTION	FREQUENCY
EXTERNAL WALLS & PASSAGES	
Remove posters on walls	weekly
Remove Graffiti	weekly
LIFTS	
Sweep floors	daily
Damp wipe mirrors	daily
Remove Graffiti	daily
Remove bubble gum on floors	daily
Mop floors	daily
Clean walls/stainless steel	daily
CLEANING TASK LIST	
DESCRIPTION	FREQUENCY
WASTE	
Empty office bins & disinfect	daily
Remove waste within buildings & carryto designated collection areas	daily

CLEANING & CARTAGE TASK LIST	
DESCRIPTION	FREQUENCY
UNDERCOVER PARKINGS	
Sweep/blow floors	weekly
Sweep/blow floors Med. Schl.	twice a week
Spot wash floors	when required
Wash/Remove oil marks	when required
FURNITURE	
Collect & deliver according to requests	when required
Collect redundant furniture in/around the buildings take to the dump	weekly & when required
Collect & deliver student desks & chairs & set up for exams, tests, etc.	bi-annual &
Deliver trestle tables & plastic chairs for events	when required

All maintenance related issues in common areas are escalated to Supervisors on a regular basis to log requests

* All these frequencies and duties are subject to change dependant on resources

** These may not apply in areas where departments had resources aligned within there organogram for specialised cleaning

LORNA STRYDOM	BRIAN GUMBI
	
PRISCILLA MTHETHWA	MONICA KHWELA
	

THERESA MAZIBUKO



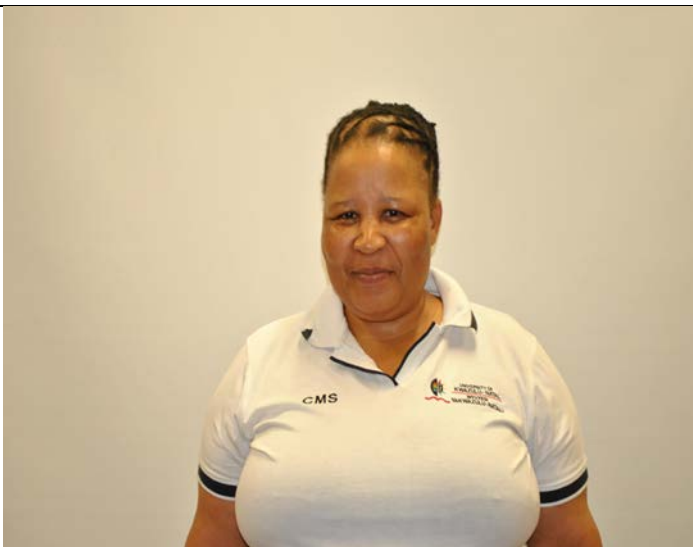
THANDIWE NYAWOSE



NDUDOZO MFUSI



GLORIA DHLAMINI



PRISCILLA CHETTY

