

## SCOPE OF WORK

Public Space cleaning company of Rwanda

EFFECTIVE DATE: 2026

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Cleaning of the Kigali Marriott and Four Points by Sheraton public areas that includes all guest areas apart from inside guest rooms, any kitchens, bar area or restaurant areas which are cleaned by the stewarding department.

1. Maintenance, Buffing, polishing, crystallization of marble, granite, wooden floors
2. Cleaning of epoxy flooring
3. Be able to remove stains from hard floors
4. Have in depth knowledge on the following
  - Bonnet cleaning of carpets
  - Shampooing and hot water extraction of carpets
  - Encapsulation carpet cleaning
5. Be able to identify and remove stains on floors, walls
6. Be able to handle cleaning of fabric upholstery, leather and wood furniture.
7. Knowledge on identifying and removing stains on fabric upholstery, leather and wood furniture
8. Knowledge of maintenance and cleaning procedure for steam room and sauna room
9. Knowledge on how to clean windows and mirrors

Attached is an appendix of areas covered over the three shifts.

Payment: Monthly invoice submitted before end of each month for payment according to the finance departments' payment terms