

## Annex 1 – Scoring Method for Item 6.1 Site Cleanliness in Section 6 on General Obligations

6.1 Site Cleanliness	Criteria	Max. Mark
Is the site generally tidy and clean?	<ul style="list-style-type: none"> <li>• Adequate Number of rubbish bin provided</li> <li>• Rubbish collection point provided</li> <li>• Rubbish properly collected</li> <li>• No scattered loose debris and materials</li> <li>• No storage of materials on passageways</li> <li>• Dust adequately suppressed</li> <li>• No Dripping water</li> <li>• Adequate and suitable lighting</li> <li>• No projecting nails or sharp objects are used and left on site</li> <li>• Passageways kept free of obstruction</li> <li>• Demarcated walkway and storage area provided as required</li> </ul>	5
Has the contractor spent effort in keeping the site clean and tidy?	<ul style="list-style-type: none"> <li>• Cleaning team provided</li> <li>• Staff assigned for cleaning</li> <li>• Arrangement or daily cleaning</li> <li>• Records kept</li> <li>• Housekeeping plan provided</li> <li>• Toolbox training provided</li> <li>• Pest control measures adopted</li> <li>• Equipment is isolated prior to cleaning and routine maintenance operations</li> <li>• Adequate toilet for employees, male/female toilets</li> <li>• Hand washing facilities for employees, nature of work may require shower facilities</li> </ul>	3
Are materials, including materials required for temporary works, stored in an orderly manner?	<ul style="list-style-type: none"> <li>• No unstable storage of materials (Height &lt; 2m)</li> <li>• Cylindrical materials wedged</li> <li>• Chemicals properly labeled</li> <li>• No obvious overloading of floor or structure</li> <li>• DG / Chemical store provided</li> <li>• Demarcated area for storage provided</li> </ul>	4
Has the contractor maintained all public access within the site tidy?	<ul style="list-style-type: none"> <li>• Worker deploy to maintain the site entrance cleanliness</li> <li>• No storage materials at the public access</li> <li>• Dust suppression at the public access</li> <li>• Hoarding provided</li> <li>• Demarcated works area provided</li> <li>• Sufficient warning and lighting provided</li> <li>• Safe, approved methods for cleaning and/or maintaining equipment are used.</li> <li>• Equipment and work areas are cleaned/maintained according to agreed safety, preventative maintenance schedules, and where applicable, manufacturer specifications.</li> </ul>	5

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Has the contractor reacted promptly to complaints on untidy site conditions?	<ul style="list-style-type: none"> <li>Rectify the complaints made within the time limit specified by the RO with written rectification report provide to the client</li> <li>Any complaint hotline established</li> <li>Compliant hotline easily reachable</li> <li>Designated person responsible for handling complaints</li> <li>Verification with Meeting minutes / Monthly report</li> </ul>	4
Has the contractor reacted promptly to improve the tidiness and cleanliness on untidy site conditions after written warning? <b>A poor or very poor performance in this aspect will result in “Poor” or “Very poor” rating in item 6.1.</b>	<ul style="list-style-type: none"> <li>Rectify the complaints made within the time limit specified by the RO with written rectification report provide to the client</li> <li>Verification with Meeting minutes and Monthly Report</li> </ul>	5
<p>Score of this main item = <math>\frac{\text{Sum of marks obtained for all relevant sub-items}}{\text{Sum of maximum marks for all relevant sub-items}} \times 100\%</math></p>		
<p>Rating of Item 6.1 : <b>Very Good / Good / Satisfactory / Poor / Very Poor</b>            ( <math>\geq 85\%</math> / <math>&gt; 70-85\%</math> / <math>\leq 50-70\%</math> / <math>\leq 30-50\%</math> / <math>0-30\%</math> )</p>		