



INGQUZA HILL LOCAL MUNICIPALITY

FACILITIES MANAGEMENT POLICY

REVIEWED 2025

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1. Purpose Of Policy

The purpose of the policy is to maintain all rooms and facilities in a clean and hygienic manner. Cleaning is an important part of infection control or prevention within the municipality. To ensure the comfort, functionality, safety and efficiency of building or facility.

2. Definitions

Equipment

Tangible property that is used in the operations of business. Examples of equipment include, vacuum cleaner, mop, broom, bucket, and trolley.

Consumables

Consumables are goods or items that are used up, that may be destroyed, dissipated, wasted or spent. Examples of consumables include soap, cleaning material.

Cleaning Chemicals

Cleaning agents are substances, liquids, powders, sprays or granules that are used to remove dirt, including dust, stains, bad smells, and clutter on surfaces.

Clean

To free from dirt

Maintain

To keep something in existence, a certain state, or a specific condition

3. Policy Statement

Good workplace hygiene can lead to a drastic reduction of illness, increasing staff attendance and productivity. Thorough cleaning reduces contamination to such a degree that it significantly lowers the threat of contracting diseases. Cleaning is a form of disinfecting as it removes all surface dirt.

4. Legal Framework

- a. Occupational Health and Safety Act No.85 of 1993
- b. Municipal Finance Management Act No. 56 of 2003
- c. Basic conditions of employment Act No. 75 of 1997
- d. Labour Relations Act No.32 of 2000.

5. Policy Content

5.1 Scope Of Application

- 5.1.1 This shall apply to the offices of Councillors, Management and staff of The Municipality.
- 5.1.2 To the ablution facilities inside the municipal building of both units, Flagstaff and Lusikisiki.
- 5.1.3 The municipality is committed to protect all persons, Councillors, Management, Staff and Clients from disease and illness by minimising the potential for infection through: -
 - a. Implementing and following effective hygiene practices
 - b. Implementing infection control procedures to minimize the likelihood of cross-infection, and the spread of infectious diseases.
 - c. Illnesses to staff and any other persons in attendance at municipal premises.
 - d. Fulfilling the services duty of care requirement, to ensure that those involved with the service are protected from harm.
 - e. Informing Councillors, Staff and Clients of the Municipality about the importance of adhering to the policy to maintain a safe environment for all users and communicating the shared values responsibility between all involved in the operation of the service.
- 5.1.4 An infection can spread when an infected person attends the service premises and contamination occurs.
- 5.1.5 The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage.
- 5.1.6 Most effective methods of infection control are: -
 - a. Effective hand washing
 - b. Cleanliness in the workplace
 - c. Personal hygiene practice
 - d. Appropriate use of gloves during cleaning

5.2 Sanitation

Every employer shall provide sanitary facilities at a workplace in compliance with Regulations No.2.

5.3 Drinking Water

Every employer must make available an adequate supply of drinking water for his or her employees at their workplace.

5.4 Conditions Of Rooms and Facilities

Every employer shall maintain all rooms and facilities which are prescribed or provided for in terms of provisions of these regulations, in a clean, hygienic, leak-free condition, and in a good repair.

6 Related Documents

6.1 Basic Principles Of Cleaning Offices And Ablution Facilities

- a. To protect the right of all to a healthy environment.
- b. Clean from the furthest end to the entrance.
- c. Clean from top to bottom
- d. Complete dry-cleaning procedure before wet-cleaning procedures.
- e. Clean systematically

6.2 Cleaning Of Offices

- a. Empty paper/waste bins, wipe with wet cloth daily two times a day and five times a week.
- b. Vacuuming, dusting, cleaning of cupboards, shelves, picture frames, couches, chairs and desks
- c. Once a week cleaning, dusting, vacuuming of window-sides, doors, glass doors and glass partitions
- d. Twice a month wet cleaning of carpet.

6.3 Meeting And Conference Rooms

- a. Once a week cleaning, dusting, vacuuming of window sides, doors, glass doors and glass partitions.
- b. Empty waste bins, clean tabletops, chairs every day.
- c. Rearrange and check after each meeting daily.

6.4 Bathrooms/Rest Rooms

- a. Daily floors should be washed, fixtures cleaned and disinfected.
- b. Refilling hand soap, sanitizers when required, supply toilet papers and toilet disinfectants.

6.5 Kitchen

- a. Clean floors, tabletops, sinks, empty waste bins, washing kitchen towels, daily
- b. Replacing kitchen towels as and when required.

7. Appendices

7.1 Monitoring And Evaluation

- (a) Cleansing Supervisor should always ensure that daily allocation of duty roster is implemented.
- (b) Cleaning of municipal offices should begin from 7h00-15h30 Monday to Friday.
- (c) Cleansing Supervisor should always ensure that cleansing staff are displaying cleaning safety signs when cleaning floors.

7.2 Checklist

- (a) Daily monitoring and signing of toilet hourly checklist should be monitored and supervised on hourly intervals by Supervisors.
- (b) Daily monitoring and signing of passage and reception checklist should be monitored twice a day by the Supervisors.

I. Wearing PPE's

- a) The staff must wear PPE's when cleaning to avoid health hazard, that is gloves, mask, plastic aprons etc.

b) Cleaning Equipment or Tools by Cleansing Staff

- c) Cleaning Cloths and cleaning equipment should be cleaned and stored so it can stay dry between uses.
- d) Appropriate equipment includes mops and cloths should be washed with warm water and dried after use.
- e) Cloths used in the bathroom should be used once and then washed.
- f) All disposable items (paper towels, gloves) must be disposed of immediately after use.

14. APPENDICES

Enquiries regarding any matter relating to this policy will be directed to the Facilities Unit.

15. APPROVAL

This policy will come into effect on the date of adoption by Council and be signed off by the following:



CLLR S.B. Vatsha

The Honorable Speaker



Date