

**SCHEDULE OF LIQUIDATED DAMAGES (CLEANING OF PTB 1, 2,3 & 4)**

S/N	Description	Amount of Damages
1	Failure to provide Supervisor/Foreman per shift per day	\$200/- per shift or part thereof
2	Failure to provide cleaner/ helper / attendant	
(a)	For Monday – Saturday	1) \$150/- per shift per day for 1 <sup>st</sup> and 2 <sup>nd</sup> cleaners, 2) \$200/- per shift per day for 3 <sup>rd</sup> and 4 <sup>th</sup> absentees, 3) \$300/- per shift per day for 5 <sup>th</sup> absentee and above.
(b)	For Sunday and Public Holidays	2 times the penalties for weekdays.
	* Any late reporting will not be treated as Headcount	
3	Falsification or misrepresentation of attendance or deployment of Supervisor or Cleaner.	\$300/- per cleaner per occasion
4	Failure to respond to or act upon SO's instructions whether through telephone calls or paging within 30 minutes	\$100/- per instruction
5	Failure to provide serviceable equipment for the proper execution of the work specifications as specified in the contract.	\$200/- per equipment per day
6	Failure to maintain/ upkeep common areas and contractor's premises either rented or used under the contract	\$200/- per occasion
7	Failure to keep the cleaning equipment/ tools clean and safe	\$100/- per occasion
8	Failure to comply with safety guidelines	\$100/- per cleaner per occasion
9	Failure to wear uniform	\$50/- per cleaner per occasion
10	Unauthorized absence of cleaner during shift hour	\$20/- per cleaner per occasion
11	Unauthorized/ extended break	\$20 /-per cleaner per occasion
12	Unsatisfactory Performance	\$300 per area per job per day and subsequent increase of \$100 for every following day
13	Allowing water to flow freely without attendance	\$300/- per occasion
14	Allowing electricity to run on any cleaning equipment without attendance	\$300/- per occasion
15	Allowing any cleaning equipment, tools or signage unattended along any passageways	\$20/- per occasion
16	Improper attire, such as, long hair, unkempt fingernails, dress code, etc.	\$20/- per occasion
17	Committed any irregularities such as failure to comply with specific instructions given by SO, omitting the use of cleansing materials or machines, using inferior materials, delaying and/ or omitting any approved operational frequency, any cleaning works and workmanship, disregarding safety requirement, or creating nuisance (eg. theft, peeping tom, fighting, threatening, act of gangsterism, etc) in the premises to the inconvenience of the SO, SAS personnel or the public or other acts which are likely to bring the SO into disrepute, and vandalising or abusing facilities and breach of security.	Not exceeding \$2000/- per occasion
18	Leaving building without prior consent from the SO	\$300/- per cleaner per occasion