

A summary of the service to be provided to the University of Glasgow by Clearview (Services) for Equipment Hygiene Services for Keyboards and Mice is as follows:

Clearview (Services) will provide the service to University departments at their request.

University departments will contact the Supplier at the following address:

Clearview (Services)
North East Lodge
Barskimming Estate
Mauchline
KA5 5EZ

Tel: 01290 553319

Requests for service will be made on a correctly authorised University of Glasgow purchase order containing the University's Terms and Conditions of Purchase (copy attached). The purchase order will contain the following information: the name of the Department requesting the service and the location where the service is to be carried out, the number of the item(s) to be cleaned, a description of the item(s) to be cleaned, the frequency of cleaning required and the unit cost per unit depending on the frequency required.

The Supplier will only act upon the receipt of a correctly authorised University purchase order and at the instruction of the University Representative.

Clearview (Services) will provide the service to the Department for a period of two years starting from the date of the purchase order and notice must be given by either party at the visit preceding the final visit.

The service for cleaning keyboards and mice will typically be carried out as follows:

- Work will be carried out at a time convenient to the Customer.
- The Supplier's Representative will present I.D. and seek direction to the area concerned to avoid disruption to workflow.
- The Customer will temporarily log out of and switch off their workstation. Any equipment that is not logged out or switched off cannot be cleaned. The Supplier shall make every effort to ensure the safety of all equipment but cannot accept any liability for lost data, software problems or damage resulting from the cleaning process when the equipment has been logged out and switched off.
- The Supplier's Representative will check all lead connections for integrity and any faults will be reported prior to commencing the service.
- The Supplier's Representative will vacuum the entire surface of the keyboard to remove loose particles of dust, crumbs, skin flakes etc.
- The Supplier will use only non-hazardous cleaning solutions as per the attached COSHH information sheet.
- The Supplier's Representative will deep clean all plastic casings, keys, keyboard and mouse using a special cleaning fluid that also provides anti static and sanitising care.
- The Supplier's Representative will remove all ink marks as well as old labels and label residue.
- Where an asset number is accidentally removed, the Supplier's Representative must inform the Customer immediately.
- The Supplier's Representative will use a special card to clean the magnetic reader if a swipe slot is attached.

- The Supplier's Representative will remove the ball within the mouse for cleaning and will dust the interior of the mouse to ensure smooth mousing. The exterior of the mouse will be cleaned and treated as above. The mouse mat and cable will also be cleaned.
- The Supplier's Representative will check all cable connections.
- The Supplier's Representative will complete the Site Survey Sheet (sample attached) as necessary. A rating of the service provided will be provided by the Customer and signed. The Customer will keep a copy of the completed Site Survey Sheet to ensure that the details correspond with the subsequent invoice.

The cost to provide this service will be as follows for the period 01/12/05 to 30/11/06:

<u>Quarterly</u>	Up to 50	Up to 100	100 plus
Keyboard & Mouse	£4.00	£3.50	£3.00
<u>Six Monthly</u>			
Keyboard & Mouse	£4.50	£4.00	£3.50
<u>Annually</u>			
Keyboard & Mouse	£5.00	£4.50	£4.00

A minimum charge of £20.00 will apply should a separate visit be required outwith the regular visit.

The Supplier's Representative for this Agreement will be Mr Ronald Thomson, Clearview Services, Telephone: 01290 553319

The University Representative for this Agreement will be Mrs Julia Kerr, Deputy Head of Purchasing, Telephone: 0141 330 6899