

Advertising / Shelter Repair and Maintenance / Shelter Cleaning PROTOCOL

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1. SCOPE

- 1.1. The Advertising Contractor is responsible for selling advertising space on shelters and buses as part of the Advertising Contract.
- 1.2. The Advertising Contractor, as part of the contract, is responsible for the repairs, maintenance and cleaning of all MyCiTi bus stops and precincts as part of the Advertising Contract.
- 1.3. This protocol outlines the **reporting protocol** to be followed by the Advertising Contractor in terms of the:
 - Advertising on all approved MyCiTi shelters
 - Advertising on the back of all MyCiTi buses
 - Cleaning of all MyCiTi bus stop precincts as per tender specifications
 - Maintenance of and repairs to all MyCiTi bus stop infrastructure, both totem and shelters as per tender specifications.

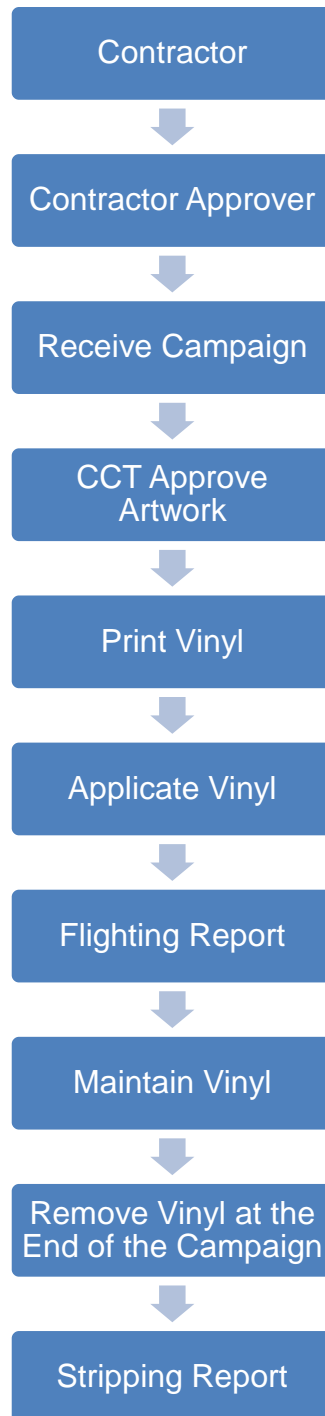
2. PRESCRIPTS

- 2.1. Cleaning of shelters must take place on a weekly basis as per cleaning schedule.
- 2.2. Maintenance and repairs must take place as soon as is reasonably possible after an incident is reported and recorded.
- 2.3. If the City reports an incident the Contractor has three working days to react and repair the damages or clean the stop.
- 2.4. In the event that there is a conflict between this protocol and the specifications in the tender document, the specifications in the tender document will be the deciding factor.

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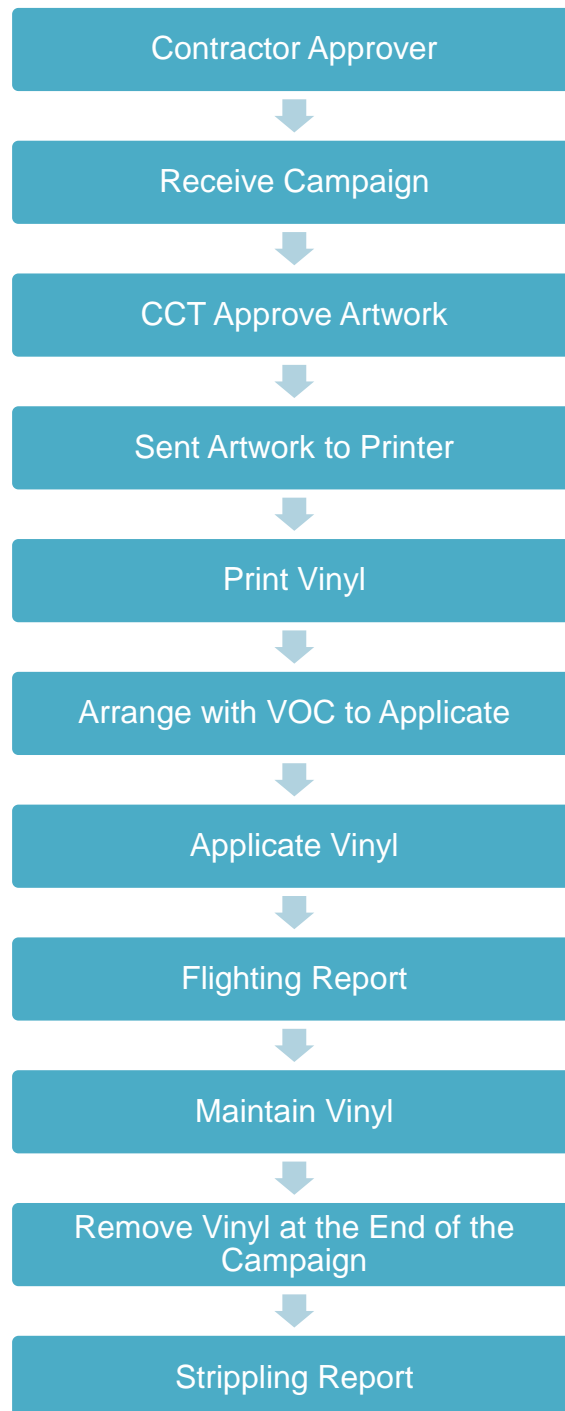
Process Flow – Shelter Advertising



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Process Flow – Bus Advertising



Note:

- When new buses become available, the bus handover only takes place when the first campaign vinyl gets applied to the new stock.

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Process Flow – Bus Stop Precinct Cleaning



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Process Flow – Stop and Shelter Maintenance and Repairs

