

APPENDIX “A”

SERVICES TO BE PROVIDED

1. Service Outputs:

A standard of cleanliness to meet visual expectations of occupants as well as health and hygienic standards. Also to ensure maximum life cycle of building components (i.e., floor finishes, painted surfaces, etc.).

2. Service Components:

The cleaning of offices, corridors, washrooms, reception area, kitchens, council chambers, interior windows, carpets, blinds, etc. Also, the removal of garbage, recycling and minor pest control functions.

This includes all non-capital equipment purchases, plus their upkeep. Pest-control costs are also charged to cleaning. Cleaning services are provided at a level negotiated and agreed upon with the occupant, but at a level no lower than is customary for comparable premises in the marketplace. Included are salaries, material and contract costs for cleaning all common and occupant(s) space in the building.

APPENDIX “B” PERFORMANCE OF SERVICES

Village Office

Weekly Duties:

- Vacuum all carpeted areas in the bottom area of the building. Top floor is not included in the janitorial contract, but interior stairs leading up to the upper level must be cleaned.
- Clean & sanitize washroom & fixtures
- soap dispensers to be filled
- replenish paper towels, toilet paper and air freshener as required
- empty waste receptacles
- Clean all counters, desks & work stations
- Clean front entrance glass doors
- All lino / tiled areas cleaned and waxed as necessary.
- all waste receptacles emptied
- all recycle bins emptied and materials taken to recycling bins
- Kitchen area to be cleaned – sink, microwave, fridge to be cleaned as required, empty waste receptacles
- Council Chambers - vacuum & dust, clean desk tops

The following duties shall be performed on a monthly basis:

- polish all desk tops & work stations
- dust window sills, baseboards, ledges, light fixtures, etc.
- wash fingerprints, stains, etc. from doors, casings & furnishings
- sanitize telephones

The following duties shall be performed twice per year

- clean interior and exterior of all first floor windows

Health & Wellness Centre Common Areas & Medical Clinic

The following duties shall be performed on a weekly basis:

- dust all equipment
- all window sills dusted
- all waste receptacles emptied
- all recycle bins emptied and materials taken to recycling bins
- sweep and wet mop all floor surfaces

Washrooms:

- clean counters, sinks, and floors with disinfectant
- clean toilets with disinfectant
- soap dispensers to be filled
- replenish paper towels, toilet paper and air freshener as required
- clean mirrors
- all waste receptacles emptied