

Office Complex Janitorial Requirements

Building Access

- Only those employees whose names appear on the contractor’s payroll will be allowed access to the work site.
- All keys entrusted to the contractor for the fulfillment of his contract will be fully protected at all times.
- Security Access Code provided and kept confidential.

General

- The hours during which this work is to be performed are to be coordinated with the Director of Corporate Services. Cleaning is to be performed twice weekly.
- The items for cleaning and schedules listed below are listed as a general guideline. The contractor is expected to use a commonsense approach to the cleaning and make adjustments as required.
- Cleaning supplies and equipment are supplied by the Town.
- Paper products and light bulbs will be supplied by the Town.
- Maximum of 6 hours a week.

Cleaning Frequency Code

- a) W.-----Weekly
- b) TW.-----Twice Weekly
- c) E2W-----Every Second Week
- d) M-----Monthly
- e) E6M-----Every Sixth Month
- f) A.-----Annually
- g) AR-----As Required

General Office

Includes main office and Council Chambers

Floors

- a) Vacuum carpeted floor area-----TW
- b) Wash tiled floor area-----TW

Walls

- a) Spot clean for fingerprints and marks-----AR
- b) Dust baseboards, ledges and moldings-----M



Windows and Glass

- a) Clean inside and out-----E6M
- b) Clean door glass & panels -----W

Furniture and Fixtures

- a) Empty wastepaper receptacles -----TW
- b) Dust and remove stains from vertical surfaces-----W
- c) Dust and remove stains from horizontal surfaces-----W
- d) Dust telephones, calculators and computers -----W
- e) Dust pictures and wall hangings -----M
- f) Vacuum / wipe down upholstered furniture -----AR

Washrooms and Kitchen

- a) Wash sinks with a germicidal solution -----TW
- b) Wash toilets and urinals with a germicidal solution-----TW
- c) Wash floors -----TW
- d) Empty wastepaper receptacles -----TW
- e) Replenish paper supplies -----AR
- f) Clean & polish mirrors -----TW
- g) Kitchen & Bathroom receptacles -----TW