

**DISTRICT OF MACKENZIE**

**TENDER ON JANITORIAL SERVICES**

**INFORMATION TO BIDDERS**

1. Sealed bids plainly marked "Tender on Janitorial Services for RCMP and Courthouse Facilities" will be received at the Public Works Office for the District of Mackenzie, 10 Cicada Rd. until 4:00 p.m., Friday, November 13<sup>th</sup>, 2020.
2. The Contract Documents will consist of the following:
  - (a) "Information to Bidders"
  - (b) "Specifications and Conditions"
  - (c) "Form of Tender"
  - (d) "Cleaning Task Schedules"
  - (e) "Agreement between the District of Mackenzie and Contractor"
3. Bids must be submitted on attached "Form of Tender"; the Form of Tender must be completed in full.
4. Acceptance of any proposal will be in the form of an Agreement signed by the District of Mackenzie and the Contractor.
5. The District of Mackenzie reserves the right to reject any or all tenders; the lowest will not necessarily be accepted. The District of Mackenzie reserves the right to waive informalities in or reject any or all tenders or accept the tender deemed most favourable in the interests of the owner. Awards will be made on tenders that will give the greatest value based on quality, service and price.

The District of Mackenzie's intent is to enter into a contract with the Contractor who has the highest overall ranking based on the following criteria:

- (a) Budget – 75 points:
  - Rate the tender budget by multiplying the total available points (75), by the ratio of the lowest proposal cost versus the Contractor's proposal cost.
- (b) Historical performance – 25 points:
  - Rate the Contractor on past performance with the District of Mackenzie. If there is no past performance other references may be considered, but all decisions are the sole discretion of the District of Mackenzie.
6. The "Form of Tenders" submitted by the bidder will be firm until June 1<sup>st</sup>, 2021.
7. Site visits are mandatory: contractors who do not complete a site visit will have their tenders returned unopened. Prior to submitting tenders contact Kim Magee at 250-997-3288 to arrange the appointment(s) for site visit at RCMP facility and Maureen Jacob at 250-997-4270 to arrange a visit to the Courthouse/Service BC facility.

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VENDOR'S SIGNATURE

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DATE

**TENDER ON JANITORIAL SERVICES  
SPECIFICATIONS AND CONDITIONS**

The Contractor will supply to the RCMP and Courthouse Facilities "Janitorial Services" in accordance with the following "Specifications and Conditions".

1. The Contract will be from June 1<sup>st</sup>, 2021 to May 31<sup>st</sup>, 2022, unless either party gives thirty days' notice of termination in writing. An additional one-year option may be exercised, by mutual agreement, but must be declared on or before December 31<sup>st</sup>, 2021.
2. Personal injury and property damage liability insurance in the amount of \$2,000,000 (Two Million Dollars) inclusive will be carried by the Contractor. The District will be added as additionally insured.
3. The Contractor will have a District of Mackenzie Business Licence.
4. The District of Mackenzie will supply cleaning material and supplies. The Contractor must supply proper cleaning equipment.
5. The Contractor will be deemed to be self-employed and therefore responsible for the applicable regulations with respect to Employment Insurance, Canada Pension Plan, Income Tax and Workers Compensation Board remittances.
6. The Contractor will provide the District of Mackenzie with details of the work force to be employed in carrying out the duties at the work site. Ratification of this contract will be subject to the satisfactory security clearance of the Contractor and Persons employed at the work site.
7. The Contractor will ensure that alternate responsible personnel in the event of holidays or sickness carry out janitorial services by the Contractor's Staff.
8. All keys and security codes entrusted to the Contractor for the fulfilment of his/her contract will be fully protected always and not be duplicated unless authorized.
9. The time for the specified services will be scheduled and completed under arrangement with and to the satisfaction of each Department.
10. The quality standards will be strictly adhered to and services will be performed to the satisfaction of each Department.
11. The RCMP/Courthouse will routinely inspect the premises for cleanliness. They will communicate a list of any unacceptable conditions found to the Contractor. If the conditions are not rectified within one week of the Contractor being notified or subsequent inspections reveal consistent unkempt conditions the District of Mackenzie may terminate the contract.



12. The Janitorial Services to be provided under this contract will include all specifications and conditions for the following:

SCHEDULE "A" -	"RCMP Facility"
SCHEDULE "B" -	"Courthouse Facility"

\_\_\_\_\_  
VENDORS SIGNATURE

\_\_\_\_\_  
DATE



**TENDER ON JANITORIAL SERVICES**  
**"FORM OF TENDER"**

We agree to supply Janitorial Services for the RCMP, and Courthouse as listed on the "Specifications and Conditions" form attached for the sum of:

YEAR ONE

RCMP Facility:  
Monday - Friday      \$\_\_\_\_\_/per month  
Start Time 3:30 pm

Courthouse Facility:  
Monday - Friday      \$\_\_\_\_\_/per month  
Start Time 3:30 pm

TOTAL    \$\_\_\_\_\_/PER MONTH

A separate rate of \$\_\_\_\_\_/per hour will be charged for services rendered other than that specified in schedules "A", and "B", as specifically requested by the District.

YEAR TWO

RCMP Facility:  
Monday - Friday      \$\_\_\_\_\_/per month  
Start Time 3:30 pm

Courthouse Facility:  
Monday - Friday      \$\_\_\_\_\_/per month  
Start Time 3:30 pm

TOTAL    \$\_\_\_\_\_/PER MONTH

A separate rate of \$\_\_\_\_\_/per hour will be charged for services rendered other than that specified in schedules "A", and "B", as specifically requested by the District.

The District of Mackenzie is in no way obligated to accept this tender.

By signing this tender, the bidder agrees that it can claim damages only to the amount that it cost the bidder to prepare the tender.

PLEASE PRINT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date



**AGREEMENT FOR SERVICES**

**THIS AGREEMENT** dated for reference this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BETWEEN:

**DISTRICT OF MACKENZIE**

Bag 340  
1 Mackenzie Boulevard  
Mackenzie, BC V0J 2C0

(the "**District**")

OF THE FIRST PART

AND:

**CONTRACTOR NAME**

ADDRESS  
ADDRESS  
ADDRESS

(the "**Contractor**")

OF THE SECOND PART

**WHEREAS:**

- A. The District called for bids for "Janitorial Services" and the Contractor in reply submitted a proposal. A copy of the call for bids is attached as Schedule "A" to this Agreement, and a copy of the Contractor's bid is attached as Schedule "B" to this Agreement.
- B. The District has agreed to engage the Contractor and the Contractor has agreed to provide the services described in Schedule "C" to this Agreement (the "**Services**") to the District on the terms and conditions set out in this Agreement.

**NOW THEREFORE** the District and the Contractor, in consideration of their mutual duties and responsibilities and in consideration of the payment to be made by the District to the Contractor agree as follows:

## **1.0 DEFINITIONS**

### **1.1** In this Agreement:

- (a) **"Services"** means the services to be provided by the Contractor, as described in Schedule "C" to this Agreement.

## **2.0 TERM**

- 2.1 The term of this Agreement is for the period commencing **June 1, 2021** and terminating on **May 31, 2022** (the **"Term"**), subject to earlier termination as provided in section 7 of this Agreement. An additional one-year option may be exercised by mutual agreement but must be declared on or before **December 31<sup>st</sup>, 2021**.

## **3.0 CONTRACTOR'S DUTIES AND RESPONSIBILITIES**

### **3.1** The Contractor must:

- (a) provide the District with the Services throughout the Term, in accordance with the specifications and requirements set out in Schedule "C" to this Agreement, and to the satisfaction of the District;
- (b) supply all labour, and certain equipment and materials as outlined in Schedule "C", and do all things necessary for the provision of the Services;
- (c) perform the Services for the District with that degree of care, skill and diligence normally utilized by contractors having similar qualifications and performing duties similar to the Services;
- (d) charge only the fees which the Contractor is entitled to under this Agreement for the provision of the Services;
- (e) obtain and maintain in force throughout the Term the insurance required under Schedule "D" to this Agreement;
- (f) be registered as an employer with WorkSafe BC, and maintain workers compensation coverage with WorkSafe BC for the Contractor and its employees;
- (g) provide satisfactory proof of the Contractor's WorkSafe BC coverage upon request by the District;
- (h) not subcontract any of its obligations under this Agreement without the District's prior written consent, except as described in the Contractor's Proposal attached as Schedule "B" to this Agreement;
- (i) not commit or purport to commit the District to the payment of any money to any person, firm or corporation, without the District's prior written consent;

- (j) keep proper and accurate books of account and records of any and all monies received and disbursed in the provision of the Services and make the books of account and records available for inspection and audit by the District or its authorized representatives upon request;
- (k) provide the Services in compliance with all applicable health and safety standards, rules, regulations, requirements and codes of practice prescribed under any federal, provincial or local government statute, regulation, bylaw or permit relating in any respect to the Contractor's provision of the Services; and
- (l) during the Term, not perform a service for or provide advice to any person, firm or corporation which gives rise to a conflict of interest with the duties and obligations of the Contractor to the District under this Agreement.

#### **4.0 CONTRACTOR REPRESENTATIONS AND WARRANTIES**

4.1 The Contractor represents and warrants to the District that:

- (a) if the Contractor is a corporation, it is duly organized, validly existing and legally entitled to carry on business in British Columbia and is in good standing with respect to filings of annual reports according to the records of the Registrar of Companies of British Columbia; and
- (b) the Contractor has sufficient trained staff, facilities, materials, and appropriate equipment in place and available to enable it to fully perform the Services.

#### **5.0 FEES AND EXPENSES**

- 5.1 In consideration for the provision of the Services, the District shall pay to the Contractor the fee for all Services rendered under this Agreement according to the amounts and times of payment set out in Schedule "C" to this Agreement, plus any Goods and Services Tax applicable.
- 5.2 The District shall pay the disbursements listed in Schedule "C" if incurred by the Contractor in providing the Services, provided the total disbursements payable shall not exceed the estimate set out in Schedule "C".
- 5.3 Unless stated otherwise in this Agreement, all sums of money are in Canadian Dollars.

#### **6.0 INDEMNIFICATION**

- 6.1 The Contractor shall release, indemnify and keep indemnified the District, its elected officials, officers, employees, agents and contractors of and from all claims, costs, losses, damages, actions, causes of action, expenses and costs arising from any error, omission or negligent act of the Contractor, or its officers, employees, agents or contractors, in the performance of the Services.



## **7.0 TERMINATION**

- 7.1 If the Contractor is in default in the performance of any of its obligations under this Agreement, or if the Contractor becomes insolvent or is assigned into bankruptcy, then the District may terminate this Agreement by written notice to the Contractor.
- 7.2 The District may terminate this Agreement, without cause, at any time by giving not less than forty-five (45) days written notice to the Contractor.
- 7.3 In the event that this Agreement is terminated, the District shall pay the Contractor for Services performed to the date of termination and remaining unpaid, less any amounts necessary to compensate the District for damages or costs incurred by the District or any of its elected officials, officers or employees or any person on behalf of the District arising from the Contractor's default.

## **8.0 SECURITY CLEARANCE**

- 8.3 Upon being awarded the contract the Contractor will immediately provide the RCMP Mackenzie Detachment with details of the work force to be employed in carrying out the janitorial services. The contractor and all of their employees will be subject to satisfactory security clearance by the RCMP. The contractor will at any given time have a minimum of two employees that have a valid security clearance. The security clearance process takes approximately three to six months to complete so the Contractor must be diligent in ensuring that employees complete the paperwork without delay. Failure to maintain two security cleared employees is grounds for termination of the contract. The contractor and employees must be cleared prior to ratification of this contract.
- 8.4 That the Contractor will ensure that alternate personnel who have been security cleared are available in the event of holidays or sickness to carry out janitorial services by the Contractors Staff.
- 8.5 The quality standards will be strictly adhered to; services shall be performed for and to the satisfaction of the N.C.O. i/c Mackenzie RCMP Detachment.
- 8.6 The time and day of the week for the specified services shall be scheduled and completed under arrangement with and to the satisfaction of the N.C.O. i/c Mackenzie RCMP Detachment.

## **9.0 CONFIDENTIALITY**

- 9.1 The Contractor shall not disclose any information, data or confidential information of the District or its facility's tenants, to any person, other than representatives of the District duly designated for that purpose in writing by the District, and shall not use for its own purposes or for any purpose other than for the purpose of providing the Services any such information, data or confidential information it may acquire as a result of its engagement under this Agreement.



## **10.0 NOTICE**

10.1 Any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (a) if delivered by hand to the respective addresses in subclause 9.1(c), at the time of delivery;
- (b) if delivered by email or fax to the email or fax numbers set out below, upon acknowledgement of receipt by the recipient; and
- (c) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the District:

Bag 340  
1 Mackenzie Boulevard  
Mackenzie, BC V0J 2C0  
Attention: Travis Wall, Director of Operations  
Email: [travis@districtofmackenzie.ca](mailto:travis@districtofmackenzie.ca)  
Fax: 250-997-5186

if to the Contractor:

Address  
Attention:  
Email:  
Fax:

## **11.0 TIME**

11.1 Time is of the essence of this Agreement.

## **12.0 BINDING EFFECT**

12.1 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

## **13.0 SURVIVAL OF CERTAIN COVENANTS**

13.1 The covenants and agreements contained in sections 3.1(l), 6.1, and 8.1 survive the expiry or earlier termination of this Agreement and those sections are severable for that purpose.

## **14.0 RELATIONSHIP**

14.1 The legal relationship between the Contractor and the District is that of an independent contractor and purchaser of services, and, in particular and without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Contractor and the District to be that of employee and employer.

## **15.0 NO ASSIGNMENT**

- 15.1 The Contractor shall not assign its interest in this Agreement or any right, benefit or obligation conferred or imposed hereunder, in whole or in part, whether by operation of law or otherwise, except with the prior written consent of the District, which may be withheld for any reason.

## **16.0 WAIVER**

- 16.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

## **17.0 ENTIRE AGREEMENT**

- 17.1 This Agreement, including the Schedules attached to it, constitutes the entire agreement between the parties with respect to the matters herein.

## **18.0 INVALIDITY**

- 18.1 If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.

## **19.0 CONFLICT**

- 19.1 In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall prevail.

## **20.0 AMENDMENT**

- 20.1 This Agreement may not be modified or amended except by the written agreement of the parties.

## **21.0 LAW APPLICABLE**

- 21.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

## **22.0 HEADINGS**

- 22.1 The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.

## 23.0 INTERPRETATION

23.1 Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.

## 24.0 COUNTERPART

24.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

**IN WITNESS HEREOF** the District and the Contractor have executed this Agreement as of the day, month and year first above written.

**DISTRICT OF MACKENZIE**, by its  
authorized signatory(ies):

\_\_\_\_\_  
Diane Smith, Chief Administrative Officer

(Contractor), by its authorized signatory(ies):

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

**Witness signatures on the next page ----->**



in the presence of

Signature

Name

Address

Occupation

[illegible]

(Contractor)

	)	
Name _____	)	
	)	
	)	
Address _____	)	(Contractor)
	)	
	)	
	)	
Occupation _____	)	

**SCHEDULE "A"**

**Request for Tender**

**SCHEDULE B**

**Proponent's Bid**



## **SCHEDULE C**

### **C.1 SERVICES**

- The Contractor hereby covenants:
  - (a) To carry out the janitorial services for R.C.M.P./Courthouse Building as outlined in Schedules "A" through "B" of the Request for Tender inclusive, which are attached hereto and form part of this agreement.
  - (b) That the services will be carried out at a time that is convenient to the occupiers of the facilities as well as the Contractor.
  - (c) To ensure that janitorial services as outlined in this agreement are carried out by alternate personnel in the event of holidays or sickness by the Contractor or the Contractor's staff.

### **C.2 FEES**

- The District hereby covenants:
  - (a) To pay to the Contractor the sum of \$\_\_\_\_\_ plus applicable taxes per month for year 1 and the sum of \$\_\_\_\_\_ plus taxes per month for year 2.
  - (b) To provide the necessary supplies and equipment to perform the janitorial services as specified in Schedules "A" through "B".
  - (c) To pay to the Contractor the sum of \$\_\_\_\_\_ plus applicable taxes per hour for services rendered other than that specified in schedules "A" and "B" of the RFT attached as specifically requested by the District for year 1 and the sum of \$\_\_\_\_\_ plus applicable taxes per hour for year 2.

## SCHEDULE "D"

### INSURANCE

1. The Contractor shall at their expense, throughout the term of the contract secure, maintain and pay for a Comprehensive General Liability Insurance policy or policies with a limit of not less than \$2,000,000 inclusive per occurrence for Bodily Injury and Property Damage.

The policy or policies will include, but not necessarily be limited to the following coverage, including all premises and operations necessary or incidental to the performance of this agreement:

1. Contingent Employers Liability;
2. Owners Protective Liability;
3. "Broad Form" property Damage on an occurrence basis, including loss of use of property;
4. Contractual Liability assumed under this agreement
5. Cross Liability.

In all policies of insurance required under this Agreement (except automobile insurance on vehicles owned by the Contractor and professional liability insurance) **the District shall be named as an additional insured** and all such policies shall contain a provision that the insurance shall apply as though a separate policy had been issued to each named insured. All such policies shall provide that no cancellation or lapse of or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, lapse or alteration has been given to the District.

Any deductible amounts in the foregoing insurance which are payable by the policyholder shall be in an amount acceptable to the District.

2. The Contractor shall provide to the District at the commencement of the Term, and at any time during the Term upon request by the District, a certificate or certificates of insurance as evidence that the insurance required under this Agreement is in force.
3. Maintenance of such insurance and the performance by the Contractor of its obligation under this Schedule "D" shall not relieve the Contractor of liability under the indemnity provisions under the Agreement.
4. It will be the full responsibility of the Contractor to determine their own additional insurance coverage, if any, including Worksafe BC, that are necessary and advisable for its own protection and/or to fulfil its obligations under this contract. Any such additional insurance shall be provided and maintained by the Contractor at their expense.

CLEANING TASK SCHEDULE  
**SCHEDULE A**

CLIENT NAME:	ADDRESS: <b>RCMP FACILITY</b> <b>#64 CENTENNIAL DRIVE</b>
DISTRICT OF MACKENZIE	

TASK	FREQUENCY	TASK	FREQUENCY
FOYERS, WAITING AREAS AND ROOMS. OFFICES (OPEN AREA & ENCLOSED) CORRIDORS		<b>STAIRWAYS</b>	
Empty, clean all waste receptacles	D	Clean handrails, ledges, etc.	W
Change and replace liners in receptacles	D	Clean stairs, risers, landings, etc.	W
Empty, clean all ashtrays/urns	D	<b>ALL FLOORS - NON-CARPET</b>	
Damp dust all furniture, frames, file cabinets, bookcase, computers, TV, spot clean fabric, etc.	W	Damp mop floors	D
Clean all windowsills	E2W	Wash and wax all floors	M
Dust artificial plants and clean containers	E2W	<b>BLINDS/DRAPE</b>	
Clean all non-carpet floor surfaces	W	Dust, damp clean venetian and vertical blinds	W
Vacuum/spot clean all carpets and mats	D	Sweep concrete floor and spot clean	M
Damp mop all floors	D	Wash concrete floor	A
Spot clean walls, doors, woodwork, partitions, etc.	D	<b>VERTICAL SURFACES, HIGH CLEANING DOWN TO WINDOWSILLS</b>	
Clean with germicidal agent all surfaces in kitchen area and surrounding wall surfaces	D	Clean all pictures, frames, etc.	E3W
Wash with dishwasher detergent all cups, plates, bowls, silverware, clean coffee pots, spot clean microwave oven/fridge, etc.	D	Clean all exposed pipes, wall louvers, clocks, fire bells, fire extinguishers, cabinets, door frames, etc.	E3W
Clean cupboard fronts in all areas	AR	<b>LIGHT FIXTURES AND VENTS</b>	
Clean all metal kick plates, push bars, etc.	AR	Dust light lenses	W
Clean leather, vinyl and leatherette upholstered furniture in exec. offices and boardrooms	AR	Remove insects	AR
<b>SHOWERS</b>		Dust all wall and ceiling vents, air diffusers	AR
Wipe all surfaces with cleaner disinfectant	D	Replace burnt out lights	N/A
Wash down walls and scrub floors with detergent containing "sequestering agents" to remove scum	AR	<b>WINDOWS, PLEXIGLAS</b>	
<b>STORAGE AREAS, BASEMENT</b>		Spot clean all glass	D
Clean floors	W	Wash windows inside and out	E6M
High dust	W	<b>ALL PUBLIC AND PRIVATE WASHROOMS</b>	
<b>CELLS</b>		Clean with germicidal detergent inside and out, all sinks, showers, tubs, toilet seats, urinals, plumbing and fixtures	D
Wash all sinks and toilets with germicidal solution	W	Replace 4oz deodorant block in urinals	AR
Pour pail of clean water into all floor drains	W	Remove liners, clean with germicidal agent all sanitary and waste receptacles, replace liners	D
Wipe down walls and scrub floors using a cleaner disinfectant/germicidal solution	W	Clean with germicidal detergent and restock all receptacles, dispensers, holders, etc.	D
Vacuum all intake grills and air diffusers	W	Spot clean all partitions, walls, enamel, tile, etc.	D
Dust or vacuum ledges, top of partitions, high areas	W	Wash all partition walls, attachments	D
<b>MISCELLANEOUS</b>		Clean all mirrors, bright work, etc.	D
Clean exposed radiator and convector covers	E6M	Clean, wet mop with germicidal detergent all floor surfaces	D
Dust ledges, tops of partitions, pipes, hanging light fixtures and conduit 1.8m or more above floor	E6M	Wash floors	D
<b>GYM</b>		Wash and wax floors	E6M
Clean walls/mirrors and wipe equipment	W	<b>GARAGES</b>	
Damp mop floors	W	Sweep and scrape floor to remove foreign matter	W
		Wash down garage floor	E6M
		<b>COVID-19 disinfecting - may be additional cleaning</b>	D

**FREQUENCY KEY**

D - Daily (Monday to Friday)  
W - Weekly - Monday  
2W - Twice Weekly  
M - Monthly  
E2M - Every Second Month  
E3M - Every Third Month

3W - Three Times Weekly  
E2W - Every Second Week  
E3W - Every Third Week  
E6M - Every Sixth Month  
A - Annually  
AR - As Required



# CLEANING TASK SCHEDULE SCHEDULE "B"

CLIENT NAME:	ADDRESS: <b>Service BC/Courthouse Facility</b> <b>#64 Centennial Drive</b>
<b>DISTRICT OF MACKENZIE</b>	

TASK	FREQUENCY	TASK	FREQUENCY
<b>FOYERS, WAITING AREAS AND ROOMS.</b>		<b>ALL FLOORS - NON CARPET</b>	
<b>OFFICES, PROBATION OFFICES</b>		Damp mop floors	D
<b>CORRIDORS, COUNCIL CHAMBERS</b>		Wash and wax all floors	M
Empty, clean all waste receptacles	D		
Change and replace liners in receptacles	D	Remove all floor wax and redo	A
Empty, clean all ashtrays/urns	D	<b>VENETIAN BLINDS/VERTICAL BLINDS</b>	
Damp dust all furniture, frames, file cabinets, bookcase, computers, TV, etc.	D	Dust, damp clean	E3M
Spot clean fabric		Remove and wash venetian blinds	A
Clean all window sills	W	<b>VERTICAL SURFACES, HIGH CLEANING</b>	
		<b>DOWN TO WINDOW SILLS</b>	
		Clean all pictures, frames, etc.	E3M
		Clean all exposed pipes, wall louvers, clocks, fire bells, fire extinguishers, cabinets, door frames, etc.	E3M
Clean all non-carpet floor surfaces	D	<b>LIGHT FIXTURES AND VENTS</b>	
Vacuum/spot clean all carpets and mats	D	Dust light lenses	W
Damp mop all floors	D	Remove insects	AR
Spot clean walls, doors, woodwork, partitions, light switches, etc.	3W	Dust all wall and ceiling vents, air diffusers	E3M
Spot clean partition glass and door glass	E3M	Replace burnt out lights	N/A
Clean with germicidal agent all surfaces in kitchen area and surrounding wall surfaces	NA	Wash all light fixtures	A
Wash with dishwashing detergent all cups, plates, bowls, silverware, etc and clean coffee pots and spot clean microwave oven	3W	<b>WINDOWS, PLEXIGLAS</b>	
Clean fridge in kitchen area	3W	Spot clean all	3W
Clean cupboard fronts in all areas	AR	Wash windows inside & out	E6M
Clean all metal kick plates, push bars, etc.	3W	<b>ALL PUBLIC &amp; PRIVATE WASHROOMS</b>	
<b>STORAGE AREAS, BASEMENTS</b>		Clean with germicidal detergent inside and out all sinks, showers, tubs, toilet seats, urinals, plumbing and fixtures	D
Clean floors	NA	Remove liners, clean with germicidal agent all sanitary and waste receptacles, replace liners	D
High dust	E3M	Clean with germicidal detergent and restock all receptacles, dispensers, holders, etc.	D
<b>JANITOR ROOMS, ETC.</b>		Spot clean all partitions, walls, enamel, tile etc.	D
Clean floors, sinks, walls, shelves, equipment	W	Wash all partition walls, attachments	D
Clean supply of cloths, mops, etc.	N/A	Clean all mirrors, bright work, etc.	D
All chemicals and containers including sprayers labeled in accordance with W.H.M.I.S. regulations, irrespective of where purchased	D	Clean, wet mop with germicidal detergent all floor surfaces	D
No banned products		Wash and wax all floors	M
M.S.D.S. binder on site.	D		

## FREQUENCY KEY:

D - Daily (Monday to Friday)	M - Monthly
2W - Twice Weekly	E2M - Every Second Month
3W - Three Times Weekly	E3M - Every Third Month
E2W - Every Second Week	E6M - Every Sixth month
E3W - Every Third Week	A - Annually
	AR - As Required
	N/A - Not Applicable