

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Public Works and Government Services / Travaux
publics et services gouvernementaux**
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Janitorial Services CFB Trenton		
Solicitation No. - N° de l'invitation W8485-127199/A	Date 2012-05-18	
Client Reference No. - N° de référence du client W8485-12-7199		
GETS Reference No. - N° de référence de SEAG PW-\$KIN-560-5860		
File No. - N° de dossier KIN-1-36632 (560)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-03		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Bellmore, Heather		Buyer Id - Id de l'acheteur kin560
Telephone No. - N° de téléphone (613) 545-8208 ()		FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE DGAEPM CPO1 ADM (MAT) 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Solicitation No. - N° de l'invitation

W8485-127199/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin560

Client Ref. No. - N° de réf. du client

W8485-12-7199

File No. - N° du dossier

KIN-1-36632

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

To provide Janitorial Services, in accordance with the Statement of Work at Annex "A" at the Canadian Forces Base (CFB) located in Trenton Ontario including satellite locations. Locations include: CFB Trenton, Detachment Mountain View, Belleville Armouries, Cobourg Armouries, and Carrying Place. Additional locations may be added in the future and will be addressed at that time through Contract amendments or other means applicable at that time.

The Contractor shall provide scheduled routine janitorial services, project janitorial services and provide paper and sanitary supplies to all buildings as detailed in the Statement of Work. The frequency of routine and project janitorial services is specified in the attached Frequency Schedule at Annex "B".

When authorized in writing by the Technical Authority using the form entitled "Task Authorization Form DND 626" the Contractor shall provide additional unscheduled janitorial services and or sanitary supplies for additional locations.

All details of the Statement of Work are located in Annex "A" attached hereto.

The period of the resulting Contract will be from 1 October 2012 to 30 September 2015 with Canada having an irrevocable option to extend the Contract by two (2) additional years up to 30 September 2017.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on June 12, 2012 at 08:00am at 14 Alert Blvd 8 Wing Trenton, Ontario, K0K 3W0. Bidders must communicate with the Contracting Authority no later than three (3) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

6. Bidders Responsibility for Verification of Information

Measurements of floor surfaces provided in this document are approximate. Building area's, names and numbers may vary from those in the specification. It is the Bidder's responsibility to identify the building area's, take necessary measurements, make appropriate corrections and take those into account in its bid.

7. Ontario Labour Legislation

1. In accordance with the requirements of section 77(1) of the Employment Standards Act, 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached (Annex J):

(a) the employee's job classification or job description;

(b) the wage rate actually paid to the employee;

(c) a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;

(d) the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;

(e) the date on which the employer hired the employee;

(f) any period of employment attributed to the employer under section 10 of the Act;

(g) the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;

(h) a statement indicating whether either of the following subparagraphs applies to the employee:

(i) The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.

(ii) The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.

2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.

3. In addition to the above information, a copy of either the collective agreement (Annex K), union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.

4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.

5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.

6. Bidders who require clarification or further information may contact: Dan Soucie (905) 639-2171

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (two (2) hard copies)

Section II: Financial Bid (one (1) hard copy) AND (one (1) soft copy on CD or memory stick)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex "C". The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how each Mandatory Technical Criteria is met or addressed. Bidders must clearly indicate in their bid where the substantial information for each of the Mandatory Technical Criteria sections identified below can be found.

Bids not meeting all of the Mandatory Technical Criteria listed below will be given no further consideration.

	Mandatory Technical Criteria	Cross Reference to Bid (Page #)
1	<p>(a) The Bidder or a defined representative must have *certification from the Contracting Authority of their attendance of the Mandatory Site Visit.</p> <p><u>*Certification:</u> To receive Canada's certification of attendance of the Mandatory Site Visit, the Bidder's Representative must be in attendance each time attendance is checked by Canada, otherwise, certification will not be granted. Canada will publish a list of the Bidder's company name that received its certification of attendance in an amendment to the RFP that will be published after the Mandatory Site Visit. Bidder's, whose company name is included in this published attendance list, will have complied with this Mandatory Technical Criteria.</p>	
2	<p>Bidder's must provide with their bid, documentation to prove that the legal entity which is submitting the bid has a minimum of two (2) years of similar janitorial experience within the past five (5) years (from the bid closing date) cleaning a minimum of 1,000,000 square feet of floor space under a maximum of two (2) separate contracts. If the bid includes descriptions of more than this number of Contracts, Canada will decide in its discretion which ones to evaluate.</p> <p>For this Mandatory Technical Criteria, the Bidder must provide in their technical bid:</p>	

	<p>(i) The description of each similar Contract must include the following information about the area cleaned by the bidder: building address, square footage of floor area that was cleaned, duration of the contract, usage of the building; and</p> <p>(ii) To confirm the information provided by the Bidder in (i) either:</p> <p>(a) The name, title, telephone number and e-mail address (unless the individual does not have an e-mail address) for a customer reference. If the named individual is unavailable when required during the evaluation period the Bidder may provide the name and contact information of an alternative contact from the same customer. Canada will attempt to contact each reference provided by the Bidder a maximum of three (3) times. If there is no reply after three (3) attempts, Canada will not evaluate the Contract that was provided by the Bidder. Or;</p> <p>(b) A letter of reference (on the customer's letterhead) from that person which includes statements that verify all of the information in (i).</p> <p>If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid.</p>	
	<p>(iii) The Contract must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one (1) or more joint venture members, to meet the experience requirement - that is, one (1) similar Contract could be described for one (1) joint venture member and another Contract could be described for another joint venture member. If two (2) members of the joint venture worked on the same work site at the same time, it will only be counted as one (1) Contract with both areas that were cleaned combined.</p>	
3	Bidder's must hold a valid Designated Organizational Security (DOS) clearance, granted or approved by CISD (Canadian Industrial Security Directorate/PWGSC), at time of bid closing.	
4	Bidder's must provide pricing in Canadian currency for all items in the Basis of Payment Annex "C". The format of pricing must not be altered except with the inclusion of bidder's unit prices or mark up percentages.	
5	The Bidder's proposal must fully demonstrate that their proposed on-site Manager has a minimum of two (2) years of commercial building cleaning experience in the last ten (10) years (from the bid closing date) and has a minimum of three (3) years of experience	

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supervising ten (10) or more personnel within the past five (5) years (from the bid closing date).	
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1.2 Financial Evaluation

The Bidders unit price will be multiplied by the actual or estimated usage for all pricing periods of all pricing basis'. The total will be the evaluated price.

1.2.1 SACC Manual Clause

SACC Manual A0220T (2007-05-25) - Evaluation of Price

2. Basis of Selection - Mandatory Technical Criteria

- 2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
2. For additional information on security requirements, bidders should consult the "" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows: The Bidder or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:*

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES () NO ()**

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16) - Status and Availability of Resources

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex E;

(b) Industrial Security Manual (Latest Edition).

2. Statement of Work

To provide Janitorial Services, in accordance with the Statement of Work at Annex "A" at the Canadian Forces Base (CFB) located in Trenton Ontario including satellite locations. Locations include: CFB Trenton, Detachment Mountain View, Belleville Armouries, Cobourg Armouries, and Carrying Place. Additional locations may be added in the future and will be addressed at that time through Contract amendments or other means applicable at that time.

The Contractor shall provide scheduled routine janitorial services, project janitorial services and provide paper and sanitary supplies to all buildings as detailed in the Statement of Work. The frequency of routine and project janitorial services is specified in the attached Frequency Schedule at Annex "B".

When authorized in writing by the Technical Authority using the form entitled "Task Authorization Form DND 626" the Contractor shall provide additional unscheduled janitorial services and or sanitary supplies for additional locations.

All details of the Statement of Work are located in Annex "A" attached hereto.

3. Task Authorization Process

Task Authorization: The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

3.1 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

4.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

5. Term of Contract

5.1 Period of the Contract

The period of the Contract is from 1 October 2012 to 30 September 2015 inclusive.

5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the

extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Heather Bellmore
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
86 Clarence Street
Kingston Ontario

Telephone: 613-545-8208
Facsimile: 613-545-8067
E-mail address: heather.bellmore@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative - to be completed by Contractor

Name: _____
Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

7. Payment

The Contractor will be reimbursed using pricing stated in Pricing Basis "A" in the Basis of Payment in Annex "C", for the costs reasonably and properly incurred in the performance of the scheduled Work specified in the Statement of Work in Annex "A" and the task frequency list in Annex "B".

7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with Pricing Basis "B" in the Basis of Payment in Annex "C", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Canada's Obligation - Portion of the Work - Task Authorization

SACC Manual B9031C (2011-05-16) - Canada's Obligation - Portion of the Work - Task Authorization

7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be inserted at time of Contract award). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is included, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(a) when it is 75 percent committed, or

(b) four (4) months before the contract expiry date, or

(c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.4 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (to be inserted at time of Contract award) . Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum: when it is 75 percent committed, or four (4) months before the contract expiry date, or as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5 Method of Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

7.6 Indexing of the Basis of Payment

The Basis of Payment will be indexed for the optional 4th and 5th years of the Contract. Price indexation for the 4th year will be calculated by multiplying the 3rd year's unit prices in the Contract Basis of Payment by the Statistics Canada Unadjusted Consumer Price Index (CPI) for Ontario for the 12 month period ending two months before the expiration date of the 3rd year of the Contract. Similarly the pricing for the 5th year will be calculated by multiplying the 4th year's unit prices in the Contract Basis of Payment by the Statistics Canada Unadjusted Consumer Price Index (CPI) for Ontario for the 12 month period ending two months before the expiration date of the 4th year of the Contract. For reference this index is available at:

<http://www.statcan.ca/english/Subjects/Cpi/cpi-en.htm>

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

8.1 Invoicing for Routine and Monthly Periodic Work

Payment for routine and monthly periodic janitorial services listed in the Frequency Schedule shall be made in twelve (12) equal consecutive instalments as stated in the Annex C, entitled "Basis of Payment". The Contractor must provide the following information on its invoice:

- a. Name and address of company
- b. Contract number
- c. File number
- d. Destination and date of delivery of services
- e. Invoice serial number and date
- f. Cost of goods and services provided in the same format as Pricing Basis "A" table.
- i. Subtotal before HST
- j. Amount of HST
- k. Total of invoice
- l. HST registration number

8.2 Invoicing of Project Work Scheduled Less Frequently Than Once a Month

Janitorial Project Work which is scheduled in the Frequency Schedule at a frequency less often than once a month (i.e. annually) shall be invoiced monthly, upon completion. Invoicing for project work shall include the information listed in the preceding paragraph as well as the following items:

- a. A description and breakdown of the hours or units of work performed;
- b. The area where the work was performed;
- c. The date the work was completed.
- d. Amount and cost of supplies.
- e. Amount and cost of labour.

8.3 Invoicing of All Other Work

For Work not invoiced using 8.2 and 8.3 the Contractor must invoice on a monthly basis and shall include:

- a. Completed DND626 Tasking document
- b. A description and breakdown of the hours or units of work performed;
- c. Cost of goods and services provided in the same format as Annex C;
- d. The area where the work was performed;
- e. The date the work was completed.

9. Certifications

- 9.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Frequency Schedule;
- (e) Annex C, Basis of Payment;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, Security Requirements Check List;
- (h) Annex F, DND 626 Task Authorization Form;
- (i) Annex G, Building Descriptions;
- (j) Annex H, Floor Plans;
- (k) Annex I, Janitorial Address and Facility I.D;
- (l) Annex J, Employee Information;
- (m) Annex K, Collective Agreement; and
- (n) the Contractor's bid dated _____ .

12. Financial Security

1. The Contractor must provide the Contracting Authority with financial security within thirty (30) calendar days after the date of contract award. The financial security must be in the form of a security deposit as defined in clause E0008C in the amount of \$2,000,000.00 for the entire contract period, including any extension.

2. If, for any reason, Canada does not receive the security deposit in the amount set out above within the specified period, the Contractor will be in default. Canada may, at its discretion, accept another bid, reject all bids or issue a new bid solicitation.

3. If the security deposit is in the form of government guaranteed bonds with coupons, all coupons that are unmatured at the time the security deposit is provided must be attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

4. If the security deposit is in the form of a bill of exchange, Canada will deposit the bill of exchange in an open account in the Consolidated Revenue Fund. Bills of exchange that are deposited to the credit of the Consolidated Revenue Fund will bear simple interest, calculated on the basis of the rates which are in effect during the period the deposit is held. These rates are published monthly by the Department of Finance and are set to be equal to the average yield on 90-day Treasury Bills, less 1/8 of 1 percent. Interest will be paid annually or, when the security deposit is returned to the Contractor, if earlier. The Contractor may, however, request Canada to hold and not cash the bill of exchange, in which case no interest will become payable.

5. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.

6. When Canada so converts the security deposit:

(a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and

(b) if Canada enters into a contract to have the Work completed, the Contractor will:

(i) be considered to have irrevocably abandoned the Work; and

(ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

7. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

8. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

12.1 Security Deposit Definition

SACC Manual Clause E0008C (2011-05-16) - Security Deposit Definition

13. Ontario Labour Legislation

SACC Manual Clause A0075C (2010-01-11) - Ontario Labour Legislation

14. Insurance

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation

W8485-127199/A

Client Ref. No. - N° de réf. du client

W8485-12-7199

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-1-36632

Buyer ID - Id de l'acheteur

kin560

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE



Solicitation No. - N° de l'invitation

W8485-127199/A

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Buyer ID - Id de l'acheteur

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Client Ref. No. - N° de réf. du client

W8485-12-7199

CCC No./N° CCC - FMS No/ N° VME

**JANITORIAL CLEANING SERVICES
FOR VARIOUS LOCATIONS
CFB TRENTON AND SATELLITE LOCATIONS**

TABLE OF CONTENTS TO STATEMENT OF WORK

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Glossary:	Technical Authority = TA	

SECTION A

GENERAL SCOPE OF WORK

1. SCOPE OF WORK

A. General

To provide complete janitorial cleaning services for various buildings at Canadian Forces Base (CFB) Trenton including satellite locations.

Locations include CFB Trenton, Detachment Mountain View, Belleville Armouries, Cobourg Armouries, and Carrying Place. Additional locations may be added in the future and will be addressed at that time through contract amendments or other means applicable at the time.

2. SITE ACCESS

The movement of personnel, material and equipment within the Base and buildings will be subject to the approval of the Wing Construction Engineering Officer (WCEO), or his representative hereafter referred to as the Technical Authority (TA). Operational activities may affect access to the locations identified and this information will be provided to the contractor without undue delay from DND.

3. STANDARDS

A. Throughout the various sections and subsections of this specification, reference is made to domestic, national and international standards. These standards shall be considered an integral part thereof and must be read in conjunction with the specification as if they were reproduced herein. The Contractor must therefore be fully familiar with their contents and requirements. The latest edition of all standards will be applicable unless a specifically dated edition is mentioned.

B. When reference is made to certain detailed specifications or similar related data as published by equipment suppliers, the Contractor will be solely responsible for obtaining these from the described sources.

4. SCHEDULE OF WORK

A. The Contractor must arrange his work in such a manner as to cause the least inconvenience to the building occupants where they may be affected.

B. The Contractor must work in cooperation with other building occupants where applicable.

C. Janitorial services will be provided at varying times identified throughout this specification, but will not be required for statutory holidays including:

- I. New Years Day
- II. Good Friday
- III. Easter Monday
- IV. Victoria Day
- V. Canada Day
- VI. August Civic Holiday
- VII. Labour Day

- VIII. Thanksgiving
- IX. Remembrance Day
- X. Christmas Day and
- XI. Boxing Day

Family Day (which occurs on the 3rd Monday in February) is not a statutory holiday at Canadian Forces Base (CFB) Trenton including satellite locations. The Contractor must provide all scheduled janitorial services at no additional charge on Family Day.

5. USE OF PREMISES

- A. Areas to permit storage of supplies and equipment at identified locations will be provided at no cost to the Contractor.
- B. The Contractor must confine his apparatus, storage of materials and operations of his personnel to limits indicated by law, ordinance or the direction of the TA, and must not unreasonably encumber the site.

6. SITE VISIT (Pre-Commencement Meeting)

Upon award of the contract and prior to commencing any work, the Contractor must report to the TA in this specification. This initial post award visit will serve to permit the contractor to acquaint himself with all conditions that may affect his work prior to visiting the work site .

7. SUPPLY AND/OR INSTALLATION

The Contractor will be responsible for the supply of all cleaning material including (but not limited to): ladders, vacuums, mops, buckets, paper towel, liquid soap, two-ply toilet paper and all other equipment necessary for the completion of cleaning activity.

8. RESPONSIBILITY

- A. The responsibility for the requirement and work included in this specification document rests solely with the Contractor.
- B. The responsibility for measurements and quantities rests solely with the Contractor.
- C. The Contractor will be responsible for location and protection of underground and overhead utilities and must contact utility companies as required.

9. DAMAGE TO EXISTING FACILITIES

The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused shall be resolved without undue delay and at no expense to the owner.

10. SPECIFICATIONS

The Contractor must have at all times on the site, a complete, up to date set of specifications which will be provided to the contractor by DND upon contract award during the pre-commencement meeting.

11. CLEAN UP

The Contractor must perform a daily clean up of the debris resulting from his / her work, and all hazardous impediments must be removed from the site at the end of each days work, subject to the satisfaction of the Technical Authority.

12. FIRE SAFETY PLAN

A. Fire Safety Plan

- (1) Contractors and their personnel shall be familiar with this section and its regulations.
- (2) The Construction Engineering Technical Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-commencement meeting by the Wing Fire Chief or their Representative before any work commences.
- (3) Contractors must have their own written emergency safety plan for their personnel.

B. Reporting Fires

- (1) Contractor's employees must know the location of nearest fire alarm pull station and telephone, including the emergency phone number.
- (2) Contractor's employees must immediately report all fire incidents to the Fire Department as follows:
 - (a) Activate nearest fire alarm pull station,
 - (b) For all emergencies, including but not limited to fire, hazardous material spills, medical, and technical rescue, dial 9-1-1. Using any DND telephone this will automatically be routed to the Military Police. If not using a DND telephone, the Contractor must notify the emergency responder that they are located at CFB Trenton. All fires, large and small, must be reported to the Wing Fire Hall either by pull station or telephone, including those which have been extinguished by the user. For all non-emergency fire reporting, call the Wing Fire Hall's non-emergency number at 613-392-2811 extension 3511,
 - (c) Person activating fire alarm must exit building and remain in area to direct Fire Department to scene of fire, and provide other details as required, and
 - (d) When reporting a fire by telephone, give name, civic address and location of the fire and be prepared to verify the location.

C. Interior and Exterior Fire Protection and Alarm Systems

- (1) Fire protection and alarm systems must not be:
 - (a) Obstructed.
 - (b) Shut off.
 - (c) Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- (2) Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Wing Fire Chief. If using a fire hydrant, the Contractor must have a back flow protector that is certified. The certification certificate must be presented to the Wing Plumbing Shop.

Contractor's connections must not be left on the hydrant. Hydrants must be serviceable for firefighting at all times.

D. Fire Extinguishers

Contractor's employees shall acquaint themselves with the location of the nearest fire extinguishers, safety equipment, eye wash stations, emergency showers and exit locations within their place of work.

E. Blockage of Roadways

The 8 Wing Fire Hall must be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearances as prescribed by the Fire Chief, erecting of barricades or digging of trenches.

F. Smoking Precautions

Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in the POL Compound or around any flammable liquids.

G. Rubbish and Waste Materials

- (1) Rubbish and waste materials are to be kept to a minimum.
- (2) The burning of rubbish is prohibited.
- (3) All rubbish must be removed from the work site by the Contractor at the end of the workday or shift.
- (4) Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
- (5) All rubbish including greasy or oily rags must be removed from the work site by the Contractor and disposed of in appropriate DND supplied dumpsters at the end of the work day or shift or as necessary throughout the work period to prevent the unsafe accumulation of rubbish and debris.

H. Flammable Liquids

- (1) The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada. Flammable liquids will not be used without prior authorization from the TA.
- (2) Transfer of flammable liquids is prohibited within buildings or on jetties without prior authorization from the Wing Fire Chief.
- (3) Transfer of flammable liquids shall not be carried out in the vicinity of open flames or any type of heat-producing devices.
- (4) Flammable liquids having a flash point below 38 degrees Celsius such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- (5) Flammable waste liquids for disposal shall be stored in approved containers located in a safe well-ventilated area. Quantities are to be kept to a minimum and the Wing Fire Hall is to be notified as required.

I. Hazardous Substances

(1) If the work entails the use of any toxic or hazardous materials, chemicals, and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.

(2) The Fire department is to be advised, and "hot Work" permit issued in all cases involving

J. Hot Work

(1) A Hot Work Permit must be adhered to for any operation producing sparks or involving open flames. This includes, but is not limited to brazing, cutting, grinding, soldering, torch applied roofing, and welding.

(2) During hot work being carried out in the POL Compound, the Contractor must arrange for an Aircraft Rescue Fire Fighting Vehicle to be on standby for the duration of the hot work.

(3) The Contractor must provide Fire Watches during, and for 30 minutes after completion of hot work. This includes during any coffee or lunch breaks. The Contractor must also provide sufficient fire extinguishers on a scale established in conjunction with the Wing Fire Chief.

(4) The Contractor must fully comply with all required precautions indicated on the Hot Work permit checklist or they will be asked to cease work until Hot Work Permit regulations are met.

(5) The Hot Work Permit will be issued at the start of the project and will be valid for the entire project for new buildings only. If on a spot check it is found that the permit is not being adhered to the permit will be revoked and a daily permit will be reinstated.

Note: Contact the Fire Dept 30 mins prior to any hot work procedure due to the large volume of construction at 613 392 2811 extension 3511 or 2839 for permit.

K. Fire Inspections

(1) The Contractor must allow the Fire Department unrestricted access to the work site at all times. Local fire inspectors must visit all construction sites on a regular basis to inspect ongoing work, regardless of approval authority.

(2) The Contractor must co-operate with the Fire Department during routine fire safety inspections of the work site.

(3) The Contractor must immediately remedy all unsafe situations identified by the Fire Department at no additional cost to the Wing.

(4) The Wing Fire Hall must be notified by the Contractor of all commissioning with fire systems (i.e. fire alarm and sprinklers).

L. Heaters

(1) Diesel fired or electric heaters are only to be used in DND buildings for renovations and additions. Care is to be taken with diesel heaters not to allow exhaust fumes into the building.

(2) Propane fired heaters may be used by the Contractor for new buildings with prior consent from the Wing Fire Chief or their Representative.

(3) The Contractor must inform the Wing Fire Hall prior to any heaters being installed.

M. Trailers

(1) The Contractor must notify the Wing Fire Hall prior to the set-up of trailers to confirm the location meets Base regulations.

(2) Trailers must comply with Base regulations for separation between buildings, fences and other trailers.

(3) Side to side spacing requirement is 5 meters. Back to back spacing is 10 meters.

N. Confined Space Entry

The Wing Fire Hall must be informed prior to all confined space entries.

O. Questions and/or Clarification

Any questions or clarification on Fire Safety in addition to the above requirements must be directed to and cleared through the Wing Fire Chief.

13. SAFETY AND SECURITY

A. All work must be done in compliance with:

- (1) construction safety measures of National Building Code Part 8,
- (2) Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects,
- (3) Canada Labour Code,
- (4) C-02-040-009/AG-000 DND General Safety Standards, and
- (5) 8 Wing Construction Engineering Squadron CFB Trenton Orders to Provincial Contractors Working on DND Property.

B. In any case of conflict or discrepancy, the more stringent regulation shall apply.

C. 8 Wing, Construction Engineering Squadron, CFB Trenton Orders to Provincial Contractors working on DND Property shall be issued to the Contractor by the Wing Construction Engineering Squadron's Contract Officer, or representative, at the first project meeting.

D. It is the Contractor's responsibility to take all necessary actions to obtain all necessary clearance upgrades and DND building passes immediately following Contract Award.

14. WHMIS

A. The Contractor must comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials and labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

B. The Contractor must deliver copies of WHMIS data sheets to the TA on delivery of materials.

C. The Contractor must keep copies of Material Safety Data sheets for all hazardous materials on site and make available to anyone "working with" and/or "in proximity to" the hazardous material.

15. HAZARDOUS SPILL MANAGEMENT AND PREVENTION

A. Contractors are responsible for the immediate reporting and initial remediation actions of all hazardous material spills. (A spill is the intentional or unintentional deposit, discharge, dump, emission, emptying, injecting, leaking, pouring, placing, releasing, seeping, or spraying of a hazardous material into the environment.)

B. Upon discovery of a spill, the Contractor must ensure the Wing Fire Hall is notified followed by the applicable TA.

C. Contractors must ensure a proper spill containment kit is on site at all times. This kit must include material required for the initial clean up in the event of a hazardous material spill, (absorbent pads, oil dry, and containment dikes).

D. Contractors must ensure all tools / equipment and vehicles are free of leaks which would result in a spill or discharge of hazardous material.

16. NON COMPLIANCE WITH DND REGULATIONS

A. In the event contract personnel are found to be in non compliance with the health and safety regulations while on DND property, the following action will be taken by the Wing General Safety Officer and/or designated DND officials:

(1) FIRST INCIDENT: supervisor will be told to remove person from DND property until the next work day; and

(2) SECOND INCIDENT: person will no longer be permitted on DND property for the duration of that project.

B. The incidents above need not be a repeat of a previous occurrence, but may take the form of unrelated instances of non compliance with the health and safety regulations by the same individual.

C. In circumstances where repetitions of incidents indicate lack of adherence to the health and safety regulations by the supervisor, the Contractor will be instructed to remove the supervisor from the property.

D. Should the Contractor be responsible for a delay in the progress of the work due to an infraction of the legislated requirements, or the safety requirements contained in the Orders to Provincial Contractors Working on DND Property, the Contractor will, at his own expense, acquire and use manpower and/or equipment for the execution of the contract work, as deemed to be necessary, in the opinion of the Wing Construction Engineering Officer, or his representative, to avoid delay in the final completion of the work or any operations thereof.

17. APPLICATION FOR A VARIANCE

A. Contractors may request a variance whenever regulations are considered contributory rather than preventive in nature to achieving the aims of our safety program. The decision to approve/disapprove the variance will be made by the Wing General Safety Officer and will be binding.

B. Variances to local CFB Trenton safety regulations can only be approved / disapproved whenever the CFB Trenton regulations are more stringent than the minimum requirements.

18. TRAVEL AND LIVING

No requirement for any travel outside of the geographical areas identified in this specification is expected or anticipated under this contract .

19. LIMITATIONS AND CONSTRAINTS

A. Recognizing the geographical size of the area covered by this contract, it is imperative the contractor provide reliable transportation means that allow its employees to move freely among the respective areas of responsibility;

(1) All vehicles utilized for transporting personnel and equipment shall be free of fluid leaks which would contaminate roadways and parking areas of CFB Trenton and the satellite locations covered under this contract.

B. All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the Contract, remains the property of Canada and shall be used solely in support of this requirement. The Contractor will be required to safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to DND without the express written permission of the TA. Such information and material must be returned to the TA upon completion of the services or when requested by the TA.

SECTION B**SERVICES PROVIDED****1. SITE OF WORK**

The work outlined in this specification pertains to the provision of janitorial and cleaning services for CFB Trenton as well as satellite locations identified in this specification.

A. CFB Trenton Building Numbers (Municipal Address)

- (1) 19 (66 Portage Dr)
- (2) 21 (58 Polaris Ave)
- (3) 22 (74 Polaris Ave)
- (4) 24 (106 Yukon St)
- (5) 27 (127 Canso Ave)
- (6) 28 (11 Buffalo Ave)
- (7) 32 (32 Buffalo Ave)
- (8) 33 (26 Buffalo Ave)
- (9) 56 (105 Yukon St)
- (10) 62 (3 Tower Rd)
- (11) 65 (76 E.C.W North Star Dr)
- (12) 66 (30 E.C.W North Star Dr)
- (13) 89 (1 Voyageur Rd)
- (14) 112 (84 North Star Dr)
- (15) 114 (33 Buffalo Ave)
- (16) 118 (66 Anson Ave)
- (17) 119 (177 Hercules St)
- (18) 126 (70 North Star Dr)
- (19) 132 (220 RCAF Rd)
- (20) 136 (22 Portage Dr)
- (21) 152 (32 Alert Blvd)
- (22) 156 (8 Alert Blvd)
- (23) 161 (34 Portage Dr)
- (24) 162 (46 Portage Dr)
- (25) 168 (9 Alert Blvd)
- (26) 174 (24 Shearwater Rd)
- (27) 210 (47 Island Park Dr)
- (28) 211 (3 Boxcar Rd)
- (29) 241 (2 Tower Rd)
- (30) 260 (21 Yukon St)
- (31) 261 (23 Yukon St)
- (32) 262 (25 Yukon St)
- (33) 263 (27 Yukon St)
- (34) 264 (29 Yukon St)
- (35) 265 (31 Yukno St)
- (36) 266 (14 Argus Cres)
- (37) 267 (18 Argus Cres)
- (38) 268 (22 Argus Cres)
- (39) 269 (26 Argus Cres)
- (40) 270 (30 Argus Cres)
- (41) 271 (34 Argus Cres)

-
- (42) 276 (315 South Perimeter Rd)
 - (43) 282 (2 Airlift Rd)
 - (44) 291 (8 St. Jean Ave)
 - (45) 300 (6 Voyageur Rd)
 - (46) 335 (15 Argus Cres)
 - (47) 336 (19 Argus Cres)
 - (48) 337 (23 Argus Cres)
 - (49) 339 (50 Rivers Dr East)
 - (50) 346 (6 North Star Dr)
 - (51) 348 (15 Westwin Ave)
 - (52) 354 (9 Boxcar Rd)
 - (53) 362 (21 Namao Dr East)
 - (54) 365 (91 Namao Dr East)
 - (55) 368 (11 Goose Bay Rd)
 - (56) 374 (5 Voyageur Rd)
 - (57) 393 (50 Portage Dr)
 - (58) 405 (240 RCAF Rd)
 - (59) 416 (54 Portage Dr)
 - (60) 420 (1 Westwin Ave)
 - (61) 435 (56A North Perimeter Rd)
 - (62) 436 (56B North Perimeter Rd)
 - (63) 437 (56C North Perimeter Rd)
 - (64) 438 (56D North Perimeter Rd)
 - (65) 496 (90 North Star Dr)
 - (66) 451 (50 Yukon St)
 - (67) 455 (17 North Star)
 - (68) 502 (38 Yukon)
 - (69) 503 (41 Westwin Ave)
 - (70) 521 (35 Westwin Ave)
 - (71) 523 (65 RCAF Rd)
 - (72) 533 (315A South Perimeter Rd)
 - (73) 534 (315B South Perimeter Rd)
 - (74) 536 (315D South Perimeter Rd)
 - (75) 537 (315E South Perimeter Rd)
 - (76) 548 (190B Yukon St)
 - (77) 549 (190C Yukon St)
 - (78) 551 (190D Yukon St)
 - (79) 550 (190E Yukon St)
 - (80) 562 (17 Alert Blvd)
 - (81) 563 (5 Greenwood Rd)
 - (82) 567 (51 Portage Dr)
 - (83) 568 (2A Box Car Rd)
 - (84) 574 (315k South Perimeter Rd)
 - (85) 577 (50A Rivers Dr East)
 - (86) 604 (100 North Star Dr)
 - (87) 605 (7 Winnipeg Ave)
 - (88) 612 (29 Alert Blvd)
 - (89) 613 (9A/9B Namao Dr)
 - (90) West Pedestrian Overpass (69 North Star Dr)
 - (91) East Pedestrian Overpass (33 North Star Dr)

B. Belleville Armoury – 187 Pinnacle St, Belleville ON;

C. Carrying Place Receiver Site – 21124 Loyalist Parkway, Carrying Place ON;

D. Cobourg Armouries – located at Diamond Head Industrial Mall, Unit 6, 210 Willmott St, Cobourg;

E. Mountain View Detachment Gliding School – Hgr 77 (160 Tigermoth Rd).

F. Mountain View Detachment – Bldg 89, 3179 Highway 62, Prince Edward County ON; and

G. Mountain View Detachment Gliding School – Hgr 95 (140 Tigermoth Rd).

2. WORK INCLUDED

A. The work includes the furnishing of all labour, materials and equipment to provide the Janitorial services described hereunder for the locations identified in Para 1 Site of Work and in accordance with the frequencies detailed in Annex B - Service Frequencies or as specified in the Task Authorization document.

Cleaning to be completed must include, but is not necessarily limited to, the following:

- (1) Cleaning and maintaining a clean state of rest rooms / locker rooms including all toilets, urinals, benches, sinks and showers identified in the building drawing;
- (2) Sweeping, mopping and waxing of floors of varying compositions (i.e. Linoleum, ceramic, hardwood, tile and other types of finish) identified in the building drawing,
- (3) Carpet spot cleaning and vacuuming.
- (4) Cleaning of walls and interior glass surfaces for areas adjacent to doorways, door windows.
- (5) Cleaning of venetian blinds and lighting fixtures.
- (6) Cleaning of light reflectors and diffusing louvers.
- (7) Cleaning of non-removable equipment:
 - a. Counter tops,
 - b. Tables / Chairs in common areas,
 - c. Book cases and
 - d. Various items of furniture
- (8) Clearing and spreading of de-icer to reduce ice build-up on entrances and sidewalks up to 20 feet from building entrance. Janitorial personnel must clear snow and ice build-up during the peak hours of arrival and departures of the building occupants.

3. SPECIAL CIRCUMSTANCES

A. Buildings 362, 451, 577, 613, 132, and 405 must be cleaned between the hours of 1600 - 0700.

B. For all other locations identified, the Contractor must ensure adequate number of staff during the hours of 0700-1600 to ensure the cleanliness of remaining buildings and the ability to respond to emergency calls is maintained.

C. Janitorial service is not required during weekends or designated holidays with the following exceptions;

(1) Building 362 (Recplex) must be cleaned daily excluding designated holidays,

(2) Buildings 435 - 438 inclusive must be cleaned on an as required / when required basis which will be identified by the TA for this contract,

(3) Designated holidays may be used to carry out project work with the prior approval of the TA at no extra cost to Canada; and

D. Building 82 at Mountain View Detachment must be cleaned five days per week, Monday to Friday, between the hours of 0800 and 1400 from 1 June until 31 August and three days per week, Monday, Wednesday and Friday, between the hours of 0800 and 1400 from 1 September until 31 May.

E. Due to an ongoing and anticipated high level of infrastructure construction and demolition at 8 Wing Trenton, buildings may be added or removed from this contract. Additions or deletions will be actioned through a Contract Amendment issued by PWGSC; after a quote is received and accepted. The Contractor will have 2 weeks to start cleaning the new building after it is notified through a Contract Amendment. If a building is to be removed from this contract PWGSC will provide the Contractor with a Contract Amendment at least 2 weeks prior to the removal of the building from this contract.

F. Floor plans are as accurate as available at time of presentation and serve as a guide only. Should any discrepancy between floor plans and actual building areas be discovered, it is the Contractor's responsibility to obtain clarification of the requirement.

4. DEFINITIONS

A. The TA refers to the Wing Construction Engineering representative as named in the Contract; this person is the Contractor's main point of contact at CFB Trenton for issues or concerns affecting this contract;

B. Manager shall mean the Contractor's representative at the respective work site;

C. Department hereafter shall indicate the Department of National Defence;

5. RESPONSIBILITY

A. The Contractor will be responsible for prevention of damage to existing buildings, office equipment, and office furniture. The Contractor must make good any damage with no expectation of reimbursement from the Crown.

B. It is the responsibility of the Contractor to ensure that all products are compatible with the surface on which they are employed. Any damage resulting from the use or misuse of such agents or materials will be assessed against the Contractor.

C. The Contractor must exercise due diligence to save the building and its contents from injury, dust and defacement during the progress of the work by providing and using cloths, painter cloths, tarpaulins or

other approved protection wherever necessary or directed. The Contractor will also ensure that all mobile equipment (i.e. barrels, utility carts) will be provided with resilient bumpers and approved wheels or castors.

D. It is the Contractors responsibility at time of contract award to examine the surfaces that are to be maintained in order to ascertain their condition and to bring to the Technical Authorities attention, in writing, any defective surfaces, within 30 days of award of contract.

E. Flammable cleaning materials and all containers in which it is carried or stored will be used only when essential, subject to the approval of the TA, and must be removed from Base premises at the end of each workday.

F. The Contractor will not be responsible for:

- (1) Exterior window cleaning (both sides) with exception of entrance doors and adjacent side lights.
- (2) Glasses, dishes, and similar items in staff lounges.
- (3) Boiler, electrical and mechanical rooms.
- (4) Snow removal from parking areas and driveways.
- (5) Regimental and QM stores in Belleville Armory.
- (6) The emptying of waste and recycling receptacles at individual work stations and offices.

6. WASHROOM SUPPLIES AND CLEANING MATERIAL

A. The Contractor must provide all washroom supplies for buildings included in this contract. This will include: toilet paper, paper towels, liquid soap and odour controllers. All supplies must comply with or exceed Canadian government Specifications. Deodorant blocks containing Para dichlorobenzene must **not** be used.

B. The supply and installation of dispensers/holders for liquid soap, toilet paper, paper towels and odor controllers will be the responsibility of the Contractor. Restoration of any damage to building surfaces or toilet partitions resulting from the replacement or removal of dispensers will be the responsibility of the Contractor.

C. Contractor will not supply paper products for canteen or coffee areas.

D. The Contractor must provide materials and equipment required for the performance of the contract such as but not limited to mopping tanks / buckets, scrubbing machines, floor machines, vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrubbing brushes, cloths, scrapers, soaps, scouring materials, detergents, deodorizers, disinfectants, polishing materials (such as waxes and applicators), stable brooms, square mouth shovels, recycling bags, composting bags, garbage bags and any other materials required will be supplied by the Contractor. Recycling and composting bags must be clear plastic approximately 35 in. x 50 in.

E. All cleaning machinery and equipment must be new (at the beginning of the Contract) commercial quality and must be maintained at the highest standard of appearance and efficiency. All machinery or equipment that is not maintained in a serviceable or safe condition must be replaced with acceptable new equipment. Vacuums must be equipped with beater bars for vacuuming of carpets.

F. The Contractor must advise the TA in writing of any proposed changes to the equipment it provides for the duration of the contract and must not make changes until authorized by the TA.

G. The Contractor's equipment shall be marked in a manner to permit easy identification.

H. The TA will not give any assistance in the procurement of materials or products required for the performance of this contract.

I. All materials such as soaps, detergents, scouring materials, cleaners, finishes, and sealers must be applied only to the surfaces for which they are authorized by the manufacturer of such material and comply with the latest Canadian Government Specifications, and be certified under the ECOLOGO or Green Seal Program for Institutional Cleaning Material. The TA may advise the Contractor to use alternate cleansing supplies if the environmentally friendly cleaners are not effective.

J. Electricity and hot water required by the Contractor in the execution of janitorial services will be provided by the Department without charge.

K. Deicer used on the Base will be provided by the Department. Delivery of deicer to the various buildings will be the responsibility of the Contractor.

L. The Department of National Defence will provide storage space in the buildings covered by the Contract. The Contractor will be given storage space for bulk chemical dispensers.

7. SUPERVISION AND LIAISON

A. For the CFB Trenton site the Contractor must, as a minimum, provide an on-site Manager and a Supervisor during the daytime hours, and an on-site supervisor during evening cleaning. During the weekdays neither the on-site Manager nor the daytime or evening Supervisor will perform cleaning duties.

B. In addition, responsible persons must be nominated to act as Assistant Managers during all periods of Managers' absence, such persons must have all the authority normally vested in the Managers to receive and act upon reports and/or requests for cleaning services.

C. The Bidders on-site Manager must fully demonstrate a minimum of two (2) years of commercial building cleaning experience in the last ten (10) years and a minimum of three (3) years of experience supervising ten (10) or more personnel within the past five (5) years.

D. The Contractor's managers and assistant managers must be fully conversant in English.

E. The Contractor must provide cellular phone access to a Manager or their Assistant Manager, at CFB Trenton between the hours of 0700 hrs and 1600 hrs, Monday to Friday inclusive, and during Saturday and Sunday cleaning periods. Additionally the Contractor must provide a cellular phone or a voice pager to access its personnel at Belleville Armoury between 0700 hrs and 1500 hrs, five days a week.

F. Decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from the Contractor services. Contractor personnel must limit themselves to provide comments and recommendations only to the TA on these issues.

G. The personnel of the Contractor providing the services must be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada .

H. The Contractor must keep an up to date list of all its employees performing work at CFB Trenton and any lists developed and/or updated by the Contractor will be made available for the review, approval and signature (when requested) of the TA.

I. It is the contractor's responsibility to ensure all its employees are able to arrive on time at assigned areas with all equipment necessary to complete the respective tasks.

J. During the performance of the Contract, the Contractor or it's personnel must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.

K. At all times during the provision of the required services, the Contractor's personnel are not to have access to any of Canada's or any third party's proprietary or technical information, other than information that is in the public domain. Any Contractor's personnel that are observed to be viewing such information will be reported to the TA and the Military Police

J. All correspondence, either initiated by the Contractor's personnel or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.

K. The TA or other authorized departmental government representative will have access at all times to the work and to the plant or facility where any part of the work is being performed.

L. The Contractor must ensure that their personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner leads others to perceive the Contractor's personnel as being employees of Canada.

8. OPERATION SCHEDULE

A. Within 15 days of award of contract, work schedules for all work under the contract will be provided by the Contractor to the TA in writing. These work schedules will indicate the location, number of personnel and scheduling of services in accordance with Annex B of this specification.

B. The schedules that are submitted will be reviewed and evaluated by the TA. Once the submitted schedules have been accepted, they will be countersigned by the TA and the Contractor. Any changes to the schedules must be submitted in writing to the TA one week prior to the effective date for change. No change to the schedule will be made without written consent of the TA.

9. STANDARDS, INSPECTION AND REPORTING

A. Work must be completed to the satisfaction of the TA or the designated representative.

B. The buildings will be inspected regularly by the TA and unsatisfactory conditions will be reported to the Contractor's representative by means of a written communication. This unsatisfactory performance will be given immediate attention by the Contractor and the Contractor must indicate, in writing, his actions to rectify the unsatisfactory conditions to the TA, within 24 hours. Results of work done which, in the opinion of the TA, are not acceptable will be considered unsatisfactory and these operations must be redone in part or in whole until the TA is satisfied.

C. The Contractor's management team will inspect all work areas monthly and provide inspection reports along with the Monthly Progress Invoice.

10. SIGNING IN

All Contractor personnel must sign in and out daily at pre-designated locations, recording times of arrival and departure. The site supervisor or contractor's manager will maintain all attendance records and provide them to the TA upon request.

11. MINIMUM MANNING AND STAFFING

A. During the hours 0700 to 1600, Mondays to Fridays inclusive, the Contractor must have an adequate number of janitorial personnel on site. Adequate is defined as 1 janitorial personnel per every 1200 Sq ft of cleaned floor surface, plus 3 spare janitorial personnel. It is emphasized that this does not preclude the Contractor from augmenting this staff to meet heavier or seasonal contractual obligations. Managers, supervisors or other management personnel are not included as janitorial personnel for the purpose of this clause. When janitorial personnel are absent for any reason they must be replaced to maintain an adequate number of janitorial personnel on site.

B. During DND Minimum Manning, contracted cleaners are not permitted to depart early as they are operating within the Base as a Contractor and are not included in direction affecting DND personnel. All cleaning and janitorial activity will continue with established schedules and where cleaners do not have access keys, the building occupants, in accordance of the definition of minimally manned, are expected to ensure the building is minimally manned permitting the cleaner to continue working. On occasions where this does not occur the TA is to be notified for further action.

12. PERSONNEL REASSIGNMENT

The Contractor must provide the TA with written notice forty eight (48) hours before permanently moving its personnel from a building in which they are presently assigned. The TA has the option of requesting relocation of the Contractor's personnel by submitting written notice forty eight (48) hours before relocation is scheduled.

13. REPLACEMENT OF PERSONNEL

In addition to the personnel described in article 11, the Contractor must have as a minimum a pool of 3 replacement personnel that have the required Enhanced Reliability security clearance that are available on short notice to replace personnel that are absent for short or long terms .

14. DESCRIPTION OF SERVICES

NOTE: Germicidal agent must be used in all washing procedures.

A. Spot Cleaning: This service consists of the removal of all defacing matter from surfaces, i.e. scuff marks on floors, at desks and all other surfaces, spots, smudges, stains, and traffic lanes in all areas of the buildings, including carpeted floor area in all building areas as and when requested by the TA.

B. Pick Up Services: This service consists of removing debris from floors and other horizontal surfaces. Daily emptying of centralized recycling, centralized compost and centralized waste receptacles is included. The Contractor will be responsible for removing recycling, compost, and waste materials daily and depositing them in their respective containers and ensuring that container lids are closed.

C. Project Work: Shall consist of tasks that are performed on a monthly or less frequent basis.

D. Routine Work: Shall consist of tasks performed more frequently than monthly.

E. Emergency Cleaning: consists of any cleaning task of an urgent minor nature (i.e. cleaning a spill or vomit) resulting from accidents or other causes, and which are not covered elsewhere in the specifications.

F. Extra Work: This service consists of any movement of furniture, cleaning tasks, except emergency cleaning, not included in the SOW. Authorization to proceed with such work must first be obtained in writing from the TA.

G. Clean: As used in the specifications means that after a cleaning procedure has been completed, the surface shall be neutral, soil and residue free.

H. Any omission in these specifications normally part of a cleaning Contractor's responsibility must be identified by the Contractor and submitted in writing to the TA for evaluation prior to inclusion in the specifications as an amendment.

15. CARE OF FLOORS

A. Dust Mopping: A dust control must be used in all dust mopping operations by using either a non oil regardant on clean dust mops, or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or other harmful substances must not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of floor must be dust mopped or vacuumed, including areas under furniture as detailed in Annex A - Service Frequencies.

B. Damp Mopping: This operation shall be preceded by dust mopping. Clean cool water shall be used for damp mopping. A small amount of detergent may be added. Mop swirls on floors from dirty mops and water will not be acceptable. Buffing must follow damp mopping where a buffable floor finish is used. Mops must be cleaned in soapy clean water and rinsed out nightly. Slop sinks must be kept clean. MUST

NOTE: When damp mopping, use germicidal agent.

C. Wash or Wet Mop and Rinse: This operation must be preceded by dust mopping. Clean cool or warm water must be used. Wet mopping and rinsing must be done in heavily soiled areas. If more than one rinsing is required, the TA or area's supervisor will direct the Contractor to do so. Buffing must be done where a buffable finish is used.

D. Power Scrubbing and Refinishing: This operation must be preceded by dust removal. Warm water to which the recommended amount of detergent has been added must be used. Power scrubbing equipment will be used, either using a scrubbing brush or suitable synthetic pad. Solution must be permitted time to work its chemical action on floor surfaces. All residues must be picked up and floor rinsed until clean.

E. Stripping and Refinishing: This consists of the complete removal of all floor finish and other residues. When rinsed, floors must be neutral. A sealer and a floor finish recommended by the floor manufacturer will be applied and buffed as recommended by said manufacturer. Furniture, including cabinets and file cabinets must be removed and replaced in same location by the Contractor for this operation unless tenant requests otherwise, and these areas stripped and refinished with the remainder of the area. Soil and residue must be removed from the baseboards and all other vertical surfaces, including furniture

legs and bases, while it is still solvent. NOTE: The work identified in Para 19d and 19e will occur after normal working hours in affected buildings.

F. Buffing: This must be performed by mechanical means using either a lamb's wool, felt or the correct synthetic pad.

G. Spray Buffing: Spray buffing will be permitted in lieu of washing, finishing, and buffing in office areas. Spray buffing must be done in other areas only with the permission of the TA. If spray or buffing other areas does not maintain the standards of cleanliness required in Department buildings, the TA will direct the Contractor to return to the frequencies of wash, wet mop and rinse, and scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the Contractor indicate otherwise, spray buffing must be followed by either vacuuming or dust mopping of furniture.

16. OTHER AREAS

A. Corners and other partially obscured areas must be kept free of dirt, dust and water marks at all times. Cleaning solutions must not be swept under furniture, partitions, or other office equipment.

B. Portable warning signs and guide ropes must be used by the Contractor to identify areas undergoing cleaning operations where danger may exist for staff or the general public. The size and type of these signs must be appropriate for the areas in which they are used.

C. Carpeted areas must be spot cleaned of spillage, stains and marks daily, with the appropriate spot remover.

D. Walls (Washrooms): Walls must be washed with warm water and detergent as recommended by the manufacturer. Walls must be rinsed with warm clean water. At the conclusion of the cleaning operation, there must be no visible soil, streaks or other discoloration on the finish.

E. Interior Glass Surfaces: Glass surfaces, excluding windows to the exterior, (i.e. mirrors, door windows) must be washed with non streaking agent; alcohol solution (Windex) may be used. Window washing operations must include adjacent metal surfaces, such as mullions, frames and sills.

F. Vinyl Upholstered Furniture: This material may be washed or damp wiped using warm water and a germicidal agent. It will be wiped dry. Suitable furniture cleaner, liquid or spray may be used as an alternative method of cleaning. Care must be taken to wipe all cleaning residue from surfaces.

G. Washroom Cleaning: Washbasins, toilet tanks and urinals must be thoroughly washed with warm water, added detergents to be used exactly as specified by the detergent manufacturer. Special attention shall be paid to cleaning the undersides of the seats and rims of the toilet bowls. Toilet bowls and urinals shall be descaled and the descalant applied in such a manner as to avoid damages to the fixtures. Spray deodorant must be used as required. NOTE: Use germicidal agent. For wall cleaning use identical method as specified for walls elsewhere in this specification. All areas of toilet bowls must be washed inside and out.

H. Locker Room Cleaning: Locker rooms must be treated same as washroom cleaning. In addition the tops and sides of the lockers must be dusted and all benches cleaned.

I. Venetian Blinds: Blinds can be cleaned in place by using a soft sponge dampened in a mild neutral soap solution. Turn slats so that they lie flat and clean on side. Then turn slats so that opposite side is out and lies flat and clean with sponge. Wipe with soft, clean cloth to prevent soiling, avoid getting straps

wet. Vinyl straps will be cleaned in the same manner as the slats. Non vinyl straps will be vacuumed and spot wiped as required. Adjacent surfaces and windows must be wiped with a clean cloth if dirtied due to cleaning blinds.

17. LIGHTING FIXTURES

A. Removable Equipment: Lighting equipment must be washed, not just wiped off with a dry cloth. Removable glassware, reflectors and diffusing louvers must be cleaned as follows:

(1) Immerse and agitate in a warm neutral soap solution. Scrubbing with a soft brush or sponge is necessary. When encrusted dirt is not removed by scrubbing, use No. 0 steel wool to remove dirt film. Do not immerse lamp base or electrical connections in the cleaning solution.

(2) Rinse in clear water and dry with a clean cloth. Egg crate type diffusers may be left to air dry provided surfaces have been well rinsed.

B. Non Removable Equipment: Reflectors and diffusing louvers that cannot be removed must be cleaned as follows:

(1) Wipe with a saturated cloth or sponge using a warm neutral soap solution. When encrustation is not removed by sponging, use No. 0 steel wool to remove dirt film

(2) Wipe off excess moisture with a clean cloth.

(3) Clean fixture holders and stem hangers with a moist sponge and wipe dry.

19. METAL FIXTURES

Metal Fixtures: All metal push plates, kick plates, name plates, escutcheons and other metal fixtures need polishing. Use soap grit cake finest grade applying with a damp cloth. Avoid getting polish material on wall or door to which fixture is attached. Do not attempt to polish brass plated iron fixtures as the polish removes zinc plating.

20. FINISHES (General)

A. Porcelain: Contractor must clean porcelain in washrooms daily. Stubborn dirt marks must be cleaned with a mild abrasive or properly buffered acid cleaner.

B. Concrete: Contractor must clean concrete surfaces as detailed in Annex A - Service Frequencies. Bristle scrub brushes may be used.

C. Painted Surfaces: Contractor must clean painted surfaces in accordance with Annex A - Service Frequencies. Stubborn dirt marks must be removed with an abrasive or properly buffered alkaline cleaner.

D. Glazed Brick and/or Ceramic: Contractor must clean glazed brick and/or ceramic finishes in accordance with Annex A - Service Frequencies. A medium scrub brush may be used. NOTE: For stubborn dirt marks a buffered acid cleaner may be used. The TA may authorize power scrubbing.

E. Terrazzo, Mosaic, Polished Stone Marble: Contractor must clean in accordance with Annex A - Service Frequencies. For a cleaning solution, use water to which a neutral liquid cleaner has been

added. The cleaning agent must be free from alcohol's, acid, salts and strong alkaline. Wax must be applied to old floors at the direction of the TA.

F. Contractor must clean all sheet vinyl flooring with a non alkaline cleaner and maintain as per manufacturers' instructions. Polishing of certain sheet vinyl flooring must be performed at the direction of the TA.

21. CLEAN SURFACES (Horizontal and Vertical)

A. For areas other than floors, thoroughly wash using water with added detergents as specified by the Detergent Manufacturer for the application, and add a germicidal agent to the solution. After the cleaning operation surfaces must be neutral, soil and residue free. NOTE: Germicidal agent must be used in all washing procedures.

Annex "D"

Insurance Requirements

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(r) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice, 284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice 234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

(a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

(b) Accident Benefits - all jurisdictional statutes

(c) Uninsured Motorist Protection

(d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

CANADIAN FORCES BASE TRENTON

8 WING TRENTON

TRENTON, ONTARIO



**JANITORIAL CLEANING SERVICES
FOR VARIOUS LOCATIONS
CFB TRENTON AND SATELLITE LOCATIONS**

Service Frequencies for all buildings with the exception of those with specified service frequencies.

Service Frequency	Abbreviation
Daily	D
Three times weekly	3W
Twice weekly	2W
Weekly	W
Twice monthly	2M
Monthly	M
Every two months	M2
Every six months	M6
Annually	A
As required	AR

SERVICE REQUIRED

1.	GENERAL	
	a. Dust notice boards	2M
	b. Dust and wipe high ledges, tops of partitions, exposed pipes to a height to a height of 3050 mm	2M
	c. Clean hose cabinets (exterior only)	2M
	d. Radiators	
	(1) Dust and damp wipe	2M
	(2) Wash	2M
	e. Ceiling air diffusers, air intake grills	
	(1) Vacuum	AR
	(2) Wash	AR
	f. Door kick plates and hand plates	
	(1) Clean door kick plates	AR
	(2) Clean door hand plates and knobs/handles	2W
	g. Door grills	
	(1) Vacuum	M2

1.	(2) Wash	M2
	h. Wash and disinfect water dispensers	D
	GENERAL (CONT'D)	
	i. Venetian blinds	
	(1) Vacuum	M6
	(2) Wash	A
	j. Clean pictures, docks, etc.	M
	k. Wash and polish glass surfaces, interior partitions, doors, etc.	W
	l. Wash and polish entrance doors	W
	m. Light fixtures up to a height of 3050 mm	
2.	(1) Dusted	M
	(2) Washed	A
	n. Dry garbage, compostable and recyclable materials	
	(1) Pick up dry garbage from indoor containers at location and outdoor containers then empty into outdoor collection container.	D
	(2) Replace bags for dry garbage, compostable and recyclable materials at indoor central location.	D
	(3) Empty compostable materials from containers into outdoor collection container.	D
	(4) Empty contents of recycling containers into outdoor collection container.	D
	o. Drapes, vacuumed clean	M
	ENTRANCES, HALLWAYS AND LOBBIES	
	a. Floors	
	(1) Sweep and wash	D
	(2) Wash and buff	W
	(3) Strip, seal, wax and buff or as required	M6
	(4) Power scrub and refinish heavy traffic areas	M2
	Special Instructions: All new floors must be sealed and	AR

	waxed before the occupants move into the area.	
2.	<p>ENTRANCES, HALLWAYS AND LOBBIES (CONT'D)</p> <p>b. Walls (1) Clean and wash to 3050 mm (2) Dust to 3050 mm</p> <p>c. Foot grills, recessed pans and mats cleaned</p> <p>d. Wash and polish glass doors and side glass</p> <p>e. Door frames shall be cleaned</p> <p>f. Baseboards shall be cleaned</p>	<p>M M</p> <p>AR</p> <p>3W</p> <p>W</p> <p>M2</p>
3.	<p>STAIRS</p> <p>a. Sweep and wash treads and risers</p> <p>b. Handrails shall be wiped and polished</p> <p>c. Stairwells and walls (1) Clean and wash to 3050 mm (2) Dust to 3050 mm</p>	<p>AR</p> <p>W</p> <p>M6 M</p>
4.	<p>OFFICES</p> <p>a. Carpets and rugs (1) Spot vacuum (2) Thoroughly vacuum</p> <p>b. Walls (1) Clean and wash to 3050 mm (2) Dust to 3050 mm</p> <p>c. Floors (1) Sweep or vacuum and damp mop (2) Wash and buff (3) Strip, seal, re-wax and buff (or as required)</p> <p>d. Sweep, dust and wash painted concrete floors</p>	<p>AR 2W</p> <p>M6 M</p> <p>D W M6</p> <p>W</p>

4.	OFFICES (CONT'D)	
	e. Furniture and office equipment (1) Dust and damp wipe or wash (2) Wash and polish wood surfaces (3) Vacuum upholstered furniture / office dividers	2M M 2M
5.	WASHROOMS	
	a. Floors (1) Sweep (2) Wash, wax and buff (3) Disinfect (4) Wash	D M D D
	b. Wash and disinfect walls, toilet and shower partitions	D
	c. Toilet seats, bowls, urinals, wash basins, water taps, receptacles, dispensers, mirrors, and shelves (1) Wash and disinfect (2) De-scale toilet bowls and urinals	D D
	d. Empty and remove contents of waste receptacles and compost bags	D
	e. Replenish soap, toilet paper, sanitary bags and paper towels	AR
6.	LECTURE CLASSROOMS	
	a. Vacuum floors	2W
	b. Walls (1) Clean and wash to 3050 mm (2) Dust to 3050 mm	M6 M
	c. Furniture (1) Dust and damp wipe or wash (2) Polish wood surfaces (3) Vacuum upholstered furniture	2M M 2M
	d. Clean and disinfect counters and sinks	D

7.	<p>MESSES, LOUNGES AND LUNCH ROOMS</p> <p>a. Vacuum carpets and rugs</p> <p>b. Walls</p> <p>(1) Clean and wash to 3050 mm</p> <p>(2) Dust to 3050 mm</p> <p>c. Floors</p> <p>(1) Sweep</p> <p>(2) Wash</p> <p>(3) Spray buff</p> <p>(4) Strip, seal, re-wax and buff (or as required)</p> <p>d. Furniture</p> <p>(1) Dust and damp wipe or wash</p> <p>(2) Polish wood surfaces</p>	<p>D</p> <p>M6 M</p> <p>D D W M6</p> <p>D M</p>
8.	<p>PATIOS</p> <p>a. Remove garbage from containers</p>	D
9.	<p>WOOD PANELING</p> <p>a. Dust</p>	M2
10.	<p>SNOW CLEARING:</p> <p>Remove snow and ice from all entrance and exit doors, steps and sidewalks up to a distance of 3.05 m (10 ft.) or to the adjoining main sidewalk, whichever is the lesser. These areas must be checked, shoveled and de-iced by 07:30 hours. When severe ice or snow accumulations are encountered, the Technical Authority may authorize assistance from DND personnel.</p>	AR
11.	<p>BELLEVILLE ARMOURY DRILL HALL</p> <p>a. Sweep and wash floors</p> <p>b. Dust walls to 3050 mm</p>	<p>2W</p> <p>AR</p>

12.	BELLEVILLE ARMOURY BASEMENT RIFLE RANGE	
	a. Sweep floors	AR



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W8485-127199

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND - 8 WING TRENTON	2. Branch or Directorate / Direction générale ou Direction WLOG/WCE	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail JANITORIAL SERVICES FOR VARIOUS BLDGS AT 8 WING TRENTON		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

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W8465-127198

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PART A - INFORMATION / PARTIE A - RENSEIGNEMENTS

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL / PARTIE B - PERSONNEL FOURNISSEUR

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS / PARTIE C - MESURES DE PROTECTION FOURNISSEUR

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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Gouvernement du Canada

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WB485-127199

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PART 1 - SUMMARY CHART / TABLEAU RÉCAPITULATIF

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRIS SECRET	NATO DIFFUSION RESTRICTE	NATO CONFIDENTIAL		COMSEC TRIS SECRET	A	B	C	CONFIDENTIAL		TRIS SECRET
Information / Assets Renseignements / Biens Protection																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

DND 626 (01-05)
7530-21-877-1058

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

Building Civic Address and Facility Identification

Building # and Civic Address B 019 66 Portage		Building # and Civic Address B 021 (Basement) 58 Polaris	
Space Identification		Space Identification	
Coffee Room	12 m ²	Exterior Entrance	172 m ²
Washroom	5 m ²	Locker Room / Washroom	83 m ²
Hallway incl stairway / landing	16 m ²	Hallway incl stairway / landing	116 m ²
Offices	146 m ²	Janitors Closet	2.5 m ²
		Office	23 m ²
Total	179m ²	Total	396 m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	2
Sinks	4	Sinks	3
Water Closets	3	Water Closets	3
Urinals	4	Urinals	1
Showers	3	Showers	2
Tub	1	Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Exterior entrance ways shall be swept clean daily and the garbage containers shall all be emptied.
Building # and Civic Address B 021 (First Floor) 58 Polaris		Building # and Civic Address B 021 (Second Floor) 58 Polaris	
Space Identification		Space Identification	
Coffee Room	12 m ²	Exterior Entrance	m ²
Washroom	83 m ²	Locker Room / Washroom	22 m ²
Hallway incl stairway / landing	116 m ²	Hallway incl stairway / landing	116 m ²
Offices	23 m ²	Office	23 m ²
Porch	2.5 m ²	Porch	81 m ²
Total	225 m ²	Total	242 m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	3	Washroom	2
Sinks	13	Sinks	12
Water Closets	5	Water Closets	4
Urinals	2	Urinals	2
Showers	4	Showers	6
Tub	0	Tub	1
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 021 (3rd Floor) 58 Polaris		B 022 (Basement) 74 Polaris Ave	
Space Identification		Space Identification	
Porch	81m ²	Exterior Entrance	172m ²
Washroom	22m ²	Locker Room / Washroom	83m ²
Hallway incl stairway / landing	116m ²	Hallway incl stairway / landing	116m ²
Offices	23m ²	Janitors Closet	3m ²
		Office	23m ²
Total	242m ²	Total	397m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	2
Sinks	12	Sinks	2
Water Closets	4	Water Closets	3
Urinals	2	Urinals	0
Showers	4	Showers	0
Tub	1	Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 022 (1st Floor) 74 Polaris Ave		B 022 (2nd Floor) 74 Polaris Ave	
Space Identification		Space Identification	
Coffee Room	0m ²	Exterior Entrance	0 m ²
Washroom	28m ²	Locker Room / Washroom	22m ²
Hallway incl stairway / landing	100m ²	Hallway incl stairway / landing	65m ²
Offices	527m ²	Office	508m ²
Porch	74m ²	Porch	99m ²
Total	729m ²	Total	694m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	3	Washroom	2
Sinks	4	Sinks	4
Water Closets	5	Water Closets	5
Urinals	2	Urinals	3
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	1	Slop Sink	1
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 022 (3rd Floor) 74 Polaris Ave		B 024 (Lower Level) 106 Yukon	
Space Identification		Space Identification	
Porch	99m ²	Exterior Patio	188m ²
Washroom	26m ²	Locker Room / Washroom	58m ²
Hallway incl stairway / landing	75m ²	Hallway incl stairway / landing	150m ²
Offices	512m ²	Janitors Closet / Storeroom	10m ²
		Mess Area	721m ²
Total	712m ²	Total	1127m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	6
Sinks	2	Sinks	13
Water Closets	3	Water Closets	12
Urinals	3	Urinals	7
Showers		Showers	0
Tub		Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 024 (Main Floor) 106 Yukon		B 024 (Upper Floor) 106 Yukon	
Space Identification		Space Identification	
Storeroom	10m ²	Mess Area	359 m ²
Washroom	118m ²	Locker Room / Washroom	32m ²
Hallway incl stairway / landing	131m ²	Hallway incl stairway / landing	72m ²
Offices	6m ²	Office	46m ²
Mess Area	1440m ²	Roof Patio	380m ²
Total	1705m ²	Total	889m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	9	Washroom	4
Sinks	18	Sinks	4
Water Closets	20	Water Closets	3
Urinals	9	Urinals	2
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	1
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address B 027 127 Canso Ave. Space Identification Canteen 40m ² Washroom 26m ² Hallway incl stairway / landing 4m ² Offices 26m ² Total 96m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>2</td></tr> <tr><td>Sinks</td><td>2</td></tr> <tr><td>Water Closets</td><td>3</td></tr> <tr><td>Urinals</td><td>1</td></tr> <tr><td>Showers</td><td>3</td></tr> <tr><td>Tub</td><td>0</td></tr> <tr><td>Slop Sink</td><td>0</td></tr> </table> Special Instructions Nil		DESCRIPTION	# of Fixtures	Washroom	2	Sinks	2	Water Closets	3	Urinals	1	Showers	3	Tub	0	Slop Sink	0
DESCRIPTION	# of Fixtures																
Washroom	2																
Sinks	2																
Water Closets	3																
Urinals	1																
Showers	3																
Tub	0																
Slop Sink	0																
Building # and Civic Address B 028 (Ground Floor) 11 Buffalo Ave Space Identification Classroom 70m ² Locker Room / Washroom 9m ² Hallway incl stairway / landing 84m ² Janitors Closet 0m ² Office 657m ² Total 820m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>2</td></tr> <tr><td>Sinks</td><td>3</td></tr> <tr><td>Water Closets</td><td>2</td></tr> <tr><td>Urinals</td><td>1</td></tr> <tr><td>Showers</td><td>0</td></tr> <tr><td>Tub</td><td>0</td></tr> <tr><td>Slop Sink</td><td>1</td></tr> </table> Special Instructions Nil		DESCRIPTION	# of Fixtures	Washroom	2	Sinks	3	Water Closets	2	Urinals	1	Showers	0	Tub	0	Slop Sink	1
DESCRIPTION	# of Fixtures																
Washroom	2																
Sinks	3																
Water Closets	2																
Urinals	1																
Showers	0																
Tub	0																
Slop Sink	1																
Building # and Civic Address B 028 (2nd Floor) 11 Buffalo Ave Space Identification Coffee Room / Canteen 116m ² Washroom 134m ² Hallway incl stairway / landing 86m ² Offices 384m ² Rough Concrete 84m ² Total 804m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>3</td></tr> <tr><td>Sinks</td><td>4</td></tr> <tr><td>Water Closets</td><td>6</td></tr> <tr><td>Urinals</td><td>4</td></tr> <tr><td>Showers</td><td>3</td></tr> <tr><td>Tub</td><td>0</td></tr> <tr><td>Bradley Sink</td><td>1</td></tr> </table> Special Instructions The rough concrete floor areas outside of the canteen shall be swept daily with the use of a sweeping compound.		DESCRIPTION	# of Fixtures	Washroom	3	Sinks	4	Water Closets	6	Urinals	4	Showers	3	Tub	0	Bradley Sink	1
DESCRIPTION	# of Fixtures																
Washroom	3																
Sinks	4																
Water Closets	6																
Urinals	4																
Showers	3																
Tub	0																
Bradley Sink	1																
Building # and Civic Address B 032 (Ground Floor) 32 Buffalo Ave Space Identification Lounge 45 m ² Locker Room / Washroom 59m ² Hallway incl stairway / landing 293m ² Office 206m ² Classroom 237m ² Canteen / Storage / Cloak 129m ² Total 969m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>4</td></tr> <tr><td>Sinks</td><td>7</td></tr> <tr><td>Water Closets</td><td>8</td></tr> <tr><td>Urinals</td><td>3</td></tr> <tr><td>Showers</td><td>0</td></tr> <tr><td>Tub</td><td>0</td></tr> <tr><td>Slop Sink</td><td>0</td></tr> </table> Special Instructions Building 32 must be cleaned between the hours of 0700 - 1530.		DESCRIPTION	# of Fixtures	Washroom	4	Sinks	7	Water Closets	8	Urinals	3	Showers	0	Tub	0	Slop Sink	0
DESCRIPTION	# of Fixtures																
Washroom	4																
Sinks	7																
Water Closets	8																
Urinals	3																
Showers	0																
Tub	0																
Slop Sink	0																

Building Civic Address and Facility Identification

Building # and Civic Address B 032 (upper Floor) 32 Buffalo Ave Space Identification Lounge / Coffee Room 108m ² Washroom & Storage Rm 158m ² Hallway incl stairway / landing 283m ² Offices 960m ² Conference Room 47 m ² Classrooms 42m ² Total 1598m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>3</td></tr> <tr><td>Sinks</td><td>6</td></tr> <tr><td>Water Closets</td><td>5</td></tr> <tr><td>Urinals</td><td>3</td></tr> <tr><td>Showers</td><td>8</td></tr> <tr><td>Tub</td><td></td></tr> <tr><td>Slop Sink</td><td></td></tr> </table> Special Instructions Building 32 must be cleaned between the hours of 0700 - 1530.		DESCRIPTION	# of Fixtures	Washroom	3	Sinks	6	Water Closets	5	Urinals	3	Showers	8	Tub		Slop Sink	
DESCRIPTION	# of Fixtures																
Washroom	3																
Sinks	6																
Water Closets	5																
Urinals	3																
Showers	8																
Tub																	
Slop Sink																	
Building # and Civic Address B 033 33 Buffalo Ave Space Identification Canteen 28m ² Washroom 19m ² Locker Room 37m ² Janitors Closet 0m ² Office 97m ² Total 181m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>1</td></tr> <tr><td>Sinks</td><td>2</td></tr> <tr><td>Water Closets</td><td>2</td></tr> <tr><td>Urinals</td><td>1</td></tr> <tr><td>Showers</td><td>1</td></tr> <tr><td>Tub</td><td>0</td></tr> <tr><td>Slop Sink</td><td>1</td></tr> </table> Special Instructions Building No. 33 must be cleaned only during daytime hours of 0800 to 1600.		DESCRIPTION	# of Fixtures	Washroom	1	Sinks	2	Water Closets	2	Urinals	1	Showers	1	Tub	0	Slop Sink	1
DESCRIPTION	# of Fixtures																
Washroom	1																
Sinks	2																
Water Closets	2																
Urinals	1																
Showers	1																
Tub	0																
Slop Sink	1																
Building # and Civic Address B 056 (Basement Floor) 105 Yukon Space Identification Exterior Entrance 168m ² Washroom 18m ² Common Area incl Hallway 116m ² Offices 176m ² Janitorial / Storage 86m ² Total 564m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>1</td></tr> <tr><td>Sinks</td><td>1</td></tr> <tr><td>Water Closets</td><td>1</td></tr> <tr><td>Urinals</td><td>1</td></tr> <tr><td>Showers</td><td>0</td></tr> <tr><td>Tub</td><td>0</td></tr> <tr><td>Slop Sink</td><td>0</td></tr> </table> Special Instructions The exterior entranceways shall be swept clean daily and the garbage containers shall be emptied.		DESCRIPTION	# of Fixtures	Washroom	1	Sinks	1	Water Closets	1	Urinals	1	Showers	0	Tub	0	Slop Sink	0
DESCRIPTION	# of Fixtures																
Washroom	1																
Sinks	1																
Water Closets	1																
Urinals	1																
Showers	0																
Tub	0																
Slop Sink	0																
Building # and Civic Address B 056 (1st Floor) 105 Yukon Space Identification Storage / Janitorial 2 m ² Locker Room / Washroom 53m ² Hallway incl stairway / landing 143m ² Office 421m ² Porch 102m ² Canteen 31m ² Total 752 m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th><th># of Fixtures</th></tr> <tr><td>Washroom</td><td>3</td></tr> <tr><td>Sinks</td><td>7</td></tr> <tr><td>Water Closets</td><td>4</td></tr> <tr><td>Urinals</td><td>4</td></tr> <tr><td>Showers</td><td>2</td></tr> <tr><td>Tub</td><td>0</td></tr> <tr><td>Slop Sink</td><td>4</td></tr> </table> Special Instructions Nil		DESCRIPTION	# of Fixtures	Washroom	3	Sinks	7	Water Closets	4	Urinals	4	Showers	2	Tub	0	Slop Sink	4
DESCRIPTION	# of Fixtures																
Washroom	3																
Sinks	7																
Water Closets	4																
Urinals	4																
Showers	2																
Tub	0																
Slop Sink	4																

Building Civic Address and Facility Identification

Building # and Civic Address Bldg 056 (2nd Floor) 105 Yukon Space Identification Coffee Room 20m ² Washroom 25m ² Hallway incl stairway / landing 103m ² Offices 483m ² Janitorial 4m ² Porch 104m ² Total 739m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th> <th># of Fixtures</th> </tr> <tr> <td>Washroom</td> <td>3</td> </tr> <tr> <td>Sinks</td> <td>7</td> </tr> <tr> <td>Water Closets</td> <td>2</td> </tr> <tr> <td>Urinals</td> <td>4</td> </tr> <tr> <td>Showers</td> <td>4</td> </tr> <tr> <td>Tub</td> <td>0</td> </tr> <tr> <td>Slop Sink</td> <td>4</td> </tr> </table> Special Instructions Nil		DESCRIPTION	# of Fixtures	Washroom	3	Sinks	7	Water Closets	2	Urinals	4	Showers	4	Tub	0	Slop Sink	4
DESCRIPTION	# of Fixtures																
Washroom	3																
Sinks	7																
Water Closets	2																
Urinals	4																
Showers	4																
Tub	0																
Slop Sink	4																
Building # and Civic Address Bldg 056 (3rd Floor) 105 Yukon Space Identification Porch 104m ² Locker Room / Washroom 23m ² Hallway incl stairway / landing 84m ² Janitors Closet 2m ² Office 507m ² Total 719m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th> <th># of Fixtures</th> </tr> <tr> <td>Washroom</td> <td>2</td> </tr> <tr> <td>Sinks</td> <td>16</td> </tr> <tr> <td>Water Closets</td> <td>5</td> </tr> <tr> <td>Urinals</td> <td>4</td> </tr> <tr> <td>Showers</td> <td>3</td> </tr> <tr> <td>Tub</td> <td>0</td> </tr> <tr> <td>Slop Sink</td> <td>2</td> </tr> </table> Special Instructions Nil		DESCRIPTION	# of Fixtures	Washroom	2	Sinks	16	Water Closets	5	Urinals	4	Showers	3	Tub	0	Slop Sink	2
DESCRIPTION	# of Fixtures																
Washroom	2																
Sinks	16																
Water Closets	5																
Urinals	4																
Showers	3																
Tub	0																
Slop Sink	2																
Building # and Civic Address B 062 3 Tower Road Space Identification Coffee Room 0m ² Washroom 2m ² Hallway incl stairway / landing 5m ² Offices 26m ² Porch 0m ² Total 33m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th> <th># of Fixtures</th> </tr> <tr> <td>Washroom</td> <td>1</td> </tr> <tr> <td>Sinks</td> <td>1</td> </tr> <tr> <td>Water Closets</td> <td>1</td> </tr> <tr> <td>Urinals</td> <td>0</td> </tr> <tr> <td>Showers</td> <td>0</td> </tr> <tr> <td>Tub</td> <td>0</td> </tr> <tr> <td>Slop Sink</td> <td>0</td> </tr> </table> Special Instructions Nil		DESCRIPTION	# of Fixtures	Washroom	1	Sinks	1	Water Closets	1	Urinals	0	Showers	0	Tub	0	Slop Sink	0
DESCRIPTION	# of Fixtures																
Washroom	1																
Sinks	1																
Water Closets	1																
Urinals	0																
Showers	0																
Tub	0																
Slop Sink	0																
Building # and Civic Address B 065 (Ground Floor) 76 North Star Dr Space Identification Lounge / Canteen 181m ² Locker Room / Washroom 143m ² Hallway incl stairway / landing 176m ² Office 552m ² Lecture Room 124m ² Exercise Rm. 110m ² Total 1286m ² The following fixtures are to be cleaned daily <table> <tr> <th>DESCRIPTION</th> <th># of Fixtures</th> </tr> <tr> <td>Washroom</td> <td>6</td> </tr> <tr> <td>Sinks</td> <td>10</td> </tr> <tr> <td>Water Closets</td> <td>10</td> </tr> <tr> <td>Urinals</td> <td>10</td> </tr> <tr> <td>Showers</td> <td>9</td> </tr> <tr> <td>Tub</td> <td>0</td> </tr> <tr> <td>Slop Sink</td> <td>2</td> </tr> </table> Special Instructions Nil		DESCRIPTION	# of Fixtures	Washroom	6	Sinks	10	Water Closets	10	Urinals	10	Showers	9	Tub	0	Slop Sink	2
DESCRIPTION	# of Fixtures																
Washroom	6																
Sinks	10																
Water Closets	10																
Urinals	10																
Showers	9																
Tub	0																
Slop Sink	2																

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 065 (2nd Floor) 76 North Star Dr		B 066 30 North Star Dr	
Space Identification		Space Identification	
Lounge	180m ²	Classroom / Conf Rm	73m ²
Washroom	14m ²	Locker Room / Washroom	62m ²
Hallway incl stairway / landing	163m ²	Hallway incl stairway / landing	68m ²
Classroom / Server	183m ²	Canteen & Storage	91m ²
		Office	509m ²
Total	540m ²	Total	797m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	4
Sinks	2	Sinks	10
Water Closets	0	Water Closets	11
Urinals	0	Urinals	4
Showers	0	Showers	8
Tub	0	Tub	0
Slop Sink	1	Slop Sink	2
Special Instructions	Building No. 65 will be cleaned between the daytime hours of 0730 1600.	Special Instructions	Tile floors in canteen and offices in Building No. 66 will be cleaned with an auto scrubber machine every two weeks.

Building # and Civic Address		Building # and Civic Address	
B 089 1 Voyageur Rd		B 112 84 North Star Dr	
Space Identification		Space Identification	
Canteen	35m ²	Canteen	27 m ²
Washroom	11m ²	Washroom / Shower	204m ²
Hallway incl stairway / landing	0m ²	Hallway / Stairway	153m ²
Offices	25m ²	Offices	100m ²
Porch	0m ²	Briefing Rm. / Library	20m ²
Total	71m ²	Total	504m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	2
Sinks	2	Sinks	2
Water Closets	1	Water Closets	5
Urinals	1	Urinals	5
Showers	1	Showers	5
Tub		Bradley Sink	1
Slop Sink		Slop Sink	1
Special Instructions	Nil	Special Instructions	Building No.112 will be cleaned during normal working hours (0700-1530 Hrs.)

Building # and Civic Address		Building # and Civic Address	
B112 (2nd Floor)	84 North Star	B114	33 Buffalo
Space Identification		Space Identification	
Storage	31m ²	Exterior Entrance	0 m ²
Washroom/Locker room	58m ²	Locker Room / Washroom	17m ²
Hallway incl stairway / landing	230m ²	Hallway incl stairway / landing	0m ²
Offices	834m ²	Office	8m ²
Study/classroom/library	192m ²	Porch	0m ²
Total	1345m ²	Total	25m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	3	Washroom	1
Sinks	6	Sinks	1
Water Closets	5	Water Closets	1
Urinals	0	Urinals	0
Showers	2	Showers	1
Tub	0	Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B118	66 Anson	B119	66Anson
Space Identification		Space Identification	
Coffee Room	12m ²	Coffee Room	12m ²
Washroom	5m ²	Washroom	5m ²
Hallway incl stairway / landing	16m ²	Hallway incl stairway / landing	16m ²
Offices	146m ²	Offices	146m ²
Porch	0m ²	Porch	0m ²
Total	179m ²	Total	179m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	3
Sinks	2	Sinks	3
Water Closets	2	Water Closets	3
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Bradley Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B126	70 North Star	B 132	220 RCAF Rd
Space Identification		Space Identification	
Entrance Hall	90m ²	Entrance	185m ²
Lecture Room	79m ²	Washroom	1220m ²
Hallway incl stairway / landing	0m ²	Museum Exhibit Area	780m ²
Office	260m ²	Offices	150m ²
Washrooms	26m ²	Halifax exhibit	2400m ²
		Stair well	18m ²
		Kitchen area	185m ²
Total	455m ²	Total	4938m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	8
Sinks	4	Sinks	24
Water Closets	3	Water Closets	19
Urinals	2	Urinals	12
Showers	0	Showers	0
Tub	0	Kitchen Sink	2
Slop Sink	0	Slop Sink	2
Special Instructions	Nil	Special Instructions	Museum to be cleaned at night.

Building # and Civic Address		Building # and Civic Address	
B136	22 Portage	B152	22 Portage
Space Identification		Space Identification	
Coffee Room	35m ²	Exterior Entrance	0m ²
Washroom	11m ²	Locker Room / Washroom	11m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Offices	25m ²	Lunch Room	35m ²
		Office	25m ²
Total	71m ²	Total	71m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	2
Sinks	4	Sinks	3
Water Closets	4	Water Closets	5
Urinals	1	Urinals	2
Showers	2	Showers	2
Tub	0	Tub	0
Bradley Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B152	32 Alert	B156	8 Alert
Space Identification		Space Identification	
Coffee Room	35m ²	Confemce Room	11.14m ²
Washroom	11m ²	Washroom	23m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Offices	25m ²	Offices	336m ²
Porch	0m ²	Canteen	15m ²
		Janitorial Room	12m ²
Total	71m ²	Total	397.14m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	2
Sinks	3	Sinks	4
Water Closets	5	Water Closets	4
Urinals	2	Urinals	2
Showers	2	Showers	2
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B161	24 Portage	B162 (1st floor)	46 Portage
Space Identification		Space Identification	
Exterior Entrance	0 m ²	Coffee Room	35m ²
Locker Room / Washroom	11m ²	Washroom	11m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Office	25m ²	Offices	25m ²
Lunch Room	25m ²		
Total	71m ²	Total	71m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	6
Sinks	4	Sinks	6
Water Closets	3	Water Closets	5
Urinals	1	Urinals	1
Showers	0	Showers	4
Tub	0	Tub	0
Slop Sink	0	Slop Sink	1
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B162 (2nd floor) 46 Portage		B 168 9 Alert	
Space Identification		Space Identification	
Exterior Entrance	0m ²	Exterior Entrance	0m ²
Locker Room / Washroom	11m ²	Locker Room / Washroom	28m ²
Hallway incl stairway / landing	0m ²	Hallway incl entrance	62m ²
Janitors Closet	0m ²	Office	266m ²
Office	25m ²	Janitor Room	6m ²
		Conference room	18.58m ²
Total	36m ²	Total	380.58m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	3
Sinks	4	Sinks	5
Water Closets	3	Water Closets	7
Urinals	1	Urinals	4
Showers	0	Showers	4
Tub	0	Tub	0
Slop Sink	1	Hall Sink	2
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B174 24 Shearwater		B210 47 Island Park	
Space Identification		Space Identification	
Coffee Room	20m ²	Kitchen	16m ²
Washroom	22m ²	Locker Room / Washroom	26m ²
Hallway incl stairway / landing	25m ²	Cloakroom	12m ²
Offices	216m ²	Entrance	10m ²
Janitors	2m ²	Main Hall	190m ²
Conference Room	43m ²	Dining Room	42m ²
Total	328m ²	Total	296m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	2
Sinks	2	Sinks	4
Water Closets	4	Water Closets	5
Urinals	2	Urinals	0
Showers	2	Showers	0
Tub	0	Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Hours of cleaning for Building No. 210 will vary according to occupant's schedule of events.

Building # and Civic Address		Building # and Civic Address	
B211	3 Boxcar	B241	2 Tower Rd
Space Identification		Space Identification	
Coffee Room	35m ²	Lunchroom	31.4m ²
Washroom	11m ²	Locker Room / Washroom	31.2m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	55m ²
Offices	25m ²	Office	87.1m ²
Porch	0m ²	Utility	7.6m ²
Total	71m ²	Total	212.3m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	0
Sinks	2	Sinks	2
Water Closets	2	Water Closets	2
Urinals	1	Urinals	2
Showers	1	Showers	2
Tub	0	Tub	0
Slop Sink	1	Slop Sink	1
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B260, 261, 262, 263, 264, 265	76,80,84 88 92,96 Yukon St	B266, 267, 268, 269, 270, 271,	14, 18, 22, 26, 30, 34 Argus
Space Identification		Space Identification	
Coffee Room	0m ²	Exterior Entrance	0m ²
Washroom	0m ²	Locker Room / Washroom	0m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Offices	133.78m ²	Office	133.78m ²
Porch	0m ²	Porch	0m ²
Total	133.78m ²	Total	133.78m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	0
Sinks	4	Sinks	0
Water Closets	2	Water Closets	0
Urinals	2	Urinals	0
Showers	3	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	These are 6 trailers, the measurements and the number of fixtures are the same for each trailer. These trailers are cleaned from Oct 1st to June 1st	Special Instructions	These are 6 trailers, the measurements and the number of fixtures are the same for each trailer. These trailers are cleaned from Oct 1st to June 1st

Building # and Civic Address		Building # and Civic Address	
B276	315 South Perimeter Rd	B282	2 Airlift Rd
Space Identification		Space Identification	
Coffee Room	35m ²	Washroom	2m ²
Washroom	11m ²	Locker Room / Washroom	0m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Offices	25m ²	Janitors Closet	0m ²
		Office	0m ²
Total	71m ²	Total	18.58m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	3	Washroom	1
Sinks	4	Sinks	1
Water Closets	4	Water Closets	1
Urinals	3	Urinals	3
Showers	1	Showers	1
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B291	8 St Jean	B300	6 Voyageur
Space Identification		Space Identification	
Coffee Room	31m ²	Lunch Room	12m ²
Washroom	57m ²	Locker Room / Washroom	20m ²
Hallway incl stairway / landing	9m ²	Hallway incl stairway / landing	6m ²
Offices	91m ²	Office	9m ²
Main Office	277m ²	Porch	0m ²
Total	465 m2	Total	47m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	1
Sinks	3	Sinks	1
Water Closets	3	Water Closets	1
Urinals	2	Urinals	0
Showers	3	Showers	1
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B335, 336, and 337 15, 19 and 23 Argus Cres		B339 50 Rivers	
Space Identification		Space Identification	
Exterior Entrance	0m ²	Kitchen	22m ²
Locker Room / Washroom	0m ²	Washroom	34m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	142m ²
Janitors Closet	0m ²	Offices	23m ²
Office	0m ²	Classrooms/ staff rooms	319m ²
		Storage	29m ²
Total	133.78m ²	Total	569m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	5
Sinks	2	Sinks	9
Water Closets	2	Water Closets	8
Urinals	0	Urinals	2
Showers	2	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	1
Special Instructions	These are 3 trailers, the measurements and the number of fixtures are the same for each trailer. These trailers are cleaned from Oct 1st to June 1st	Special Instructions	Nil
Building # and Civic Address		Building # and Civic Address	
B346 6 North Star		B348 15 Westwin	
Space Identification		Space Identification	
Exterior Entrance	91m ²	Coffee Room	90m ²
Locker Room / Washroom	166m ²	Washroom	117m ²
Main Terminal Area	1540m ²	Hallway incl stairway / landing	192m ²
Briefing room/lounge	144m ²	Offices	439m ²
Office	205m ²	Classrooms	102m ²
Total	2146m ²	Total	m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	8	Washroom	5
Sinks	15	Sinks	6
Water Closets	17	Water Closets	8
Urinals	11	Urinals	6
Showers	2	Showers	3
Tub	0	Gang Shower	1
Slop Sink	1	Slop Sink	2
Special Instructions:		Special Instructions	Nil
1. The seats in the Terminal areas must be vacuumed/dusted daily.			
2. Cleaning of Building No. 346 must be done during the daytime between the hours of 0800 to 1500 arranging the cleaning schedule around flights and repatriation services.			

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B348 (Mezzanine) 15 Westwin		B354 9 Boxcar	
Space Identification		Space Identification	
Classrooms	81m ²	Coffee Room	0m ²
Lunchroom	38m ²	Washroom	11m ²
Hallway incl stairway / landing	70m ²	Hallway incl stairway / landing	0m ²
Office	45m ²	Offices	19m ²
Janitor rm	6m ²		
Total	240m ²	Total	30m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	1
Sinks	0	Sinks	1
Water Closets	0	Water Closets	1
Urinals	0	Urinals	1
Showers	0	Showers	1
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B362 (1st floor) 21 Namao		B362 (2nd floor)	
Space Identification		Space Identification	
Pool Deck	642m ²	Multi- Purpose room	118m ²
changeRoom / Washroom	321m ²	Washroom	0m ²
Hallway incl stairway / landing	286m ²	Hallway incl stairway / landing	32m ²
Spectator room	37m ²	Offices	0m ²
Office	88m ²	Porch	0m ²
Multi-purpose/activity room	362m ²		
Lounge/ Kitchen/ Laundry rms	36m ²	Total	150m ²
Total	1772m ²		
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	7	Washroom	0
Sinks	14	Sinks	0
Water Closets	12	Water Closets	0
Urinals	2	Urinals	0
Showers	2	Showers	0
Tub	0		
Slop Sink	1		
Special Instructions	Nil	Special Instructions: B362 will be cleaned seven days/week excluding designated holidays. Monday through Friday cleaning will commence at 2230 hours and will be completed no later than 0600 hours. Saturdays and Sundays cleaning will commence at 2130 hours and be completed no later than 0700 hours. These times may vary with the approval of the Technical Authority due to special events.	

Building # and Civic Address		Building # and Civic Address	
B365	91 Namao	B368 (1st floor)	11 Goose Bay
Space Identification		Space Identification	
Coffee Room	25m ²	Exterior Entrance	0m ²
Washroom	11m ²	Locker Room / Washroom	0m ²
Chapel	75m ²	Hallway incl stairway / landing	78m ²
Offices	25m ²	Janitors Closet	m ²
		Office	94m ²
Total	146m ²	Total	172m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	0
Sinks	4	Sinks	0
Water Closets	3	Water Closets	0
Urinals	1	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	1	Slop Sink	1
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B368 (2nd floor)		B374	5 Voyageur
Space Identification		Space Identification	
Coffee Room	26m ²	Exterior Entrance	0m ²
Washroom	65m ²	Locker Room / Washroom	0m ²
Hallway incl stairway / landing	60m ²	Hallway incl stairway / landing	0m ²
Offices/conference	120m ²	Office	25m ²
Computer Lab	29m ²	Porch	0m ²
Total	300m ²	Total	25m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	1
Sinks	3	Sinks	1
Water Closets	3	Water Closets	1
Urinals	3	Urinals	0
Showers	6	Showers	0
Tub	0	Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B393 (1st floor)	50 Portage	B393 (Mezzanine)	50 Portage
Space Identification		Space Identification	
Coffee Room	0m ²	Lunch room	20m ²
Washroom	13m ²	Locker Room / Washroom	0m ²
Hallway incl stairway / landing	15m ²	Hallway incl stairway / landing	0m ²
Offices	20m ²	Janitors Closet	0m ²
Janitors Closet	3m ²	Office	0m ²
Total	51m ²	Total	20m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	0
Sinks	1	Kitchen Sinks	1
Water Closets	1	Water Closets	0
Urinals	1	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 405	240 RCAF	B 416 (1st floor)	54 Portage
Space Identification		Space Identification	
Entrance	55.58m ²	General storage area	44m ²
Washroom	125.25m ²	Entrance	1m ²
Change Rooms	255.m ²	Hallway incl stairway / landing	23m ²
Offices (2)	32m ²	Offices	32m ²
Arena Area	273.6m ²	Total	100 m ²
Janitors room	3m ²		
Total	744.43m ²		
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	5	Washroom	0
Sinks	5	Sinks	0
Water Closets	5	Water Closets	0
Urinals	5	Urinals	0
Showers (groups)	5	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Arena area includes benches are to be swept and wet mopped daily. Must be cleaned between the hours of 22:00 and 06:00.	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 416 (Mezzanine) 54 Portage		B 420 1 Westwin Ave	
Space Identification		Space Identification	
Exterior Entrance	0 m ²	Washroom	2 m ²
Locker Room / Washroom	25 m ²	Office	10m ²
Hallway incl stairway / landing	0m ²		
Janitors Closet	0m ²		
Office	109m ²		
Total	134m ²	Total	12m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	1
Sinks	2	Sinks	1
Water Closets	2	Water Closets	1
Urinals	1	Urinals	0
Showers	2	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	1
Special Instructions	Nil	Special Instructions	

Building # and Civic Address		Building # and Civic Address	
B 435 56 A North Perimeter Rd		B 436 56 B North Perimeter Rd	
Space Identification		Space Identification	
Coffee Room	0m ²	Bed Room	46 m ²
Washroom	0m ²	Locker Room / Washroom	0 m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	20 m ²
Offices	65m ²	Office	0 m ²
Porch	0m ²	Porch	0 m ²
Total	65m ²	Total	66 m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	0
Sinks	0	Sinks	0
Water Closets	0	Water Closets	0
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address B 437 56 C North Perimeter Rd		Building # and Civic Address B 438 56 D North Perimeter Rd	
Space Identification		Space Identification	
Bed Rooms	25m ²	Exterior Entrance	0m ²
Offices	10m ²	Locker Room / Washroom	29m ²
Hallway incl stairway / landing	20m ²	Hallway incl stairway / landing	0m ²
Lounge	10m ²	Janitors Closet	0m ²
		Office	0m ²
Total	65m ²	Total	29m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	2
Sinks	0	Sinks	4
Water Closets	0	Water Closets	4
Urinals	0	Urinals	0
Showers	0	Showers	5
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address B 451 50 Yukon		Building # and Civic Address B 455 17 North Star	
Space Identification		Space Identification	
Lounges /Conference Rm	122m ²	Exterior Entrance	0m ²
Washroom	156m ²	Locker Room / Washroom	2m ²
Hallway incl stairway / landing	625m ²	Hallway incl stairway / landing	0m ²
Offices	768m ²	Office	10m ²
Treatment Rms	967m ²	Porch	0m ²
Lab	70m ²		
Storage	298m ²	Total	12m ²
Total	3006m ²		
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Drinking fountain	1	Washroom	1
Washroom	19	Sinks	1
Sinks	100	Water Closets	1
Water Closets	19	Urinals	0
Urinals	5	Showers	0
Showers	6	Tub	0
Tub	0	Slop Sink	0
Slop Sink	1		
Special Instructions: The following areas will have antiseptic cleaning of all surfaces daily: waiting areas, examination rooms, treatment rooms, laboratory areas, clinics, minor surgery room, staff common areas, washrooms and hallways. Floors and cleaning of treatment rooms will be done at night.		Special Instructions Washrooms only	

Building # and Civic Address		Building # and Civic Address	
B 496	90 North Star Drive	B 502	38 Yukon
Space Identification		Space Identification	
Coffee Room	0m ²	Coffee Room	7m ²
Washroom	0m ²	Washroom	4m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	18m ²
Offices	13.39m ²	Offices	8m ²
		Janitor Room	14m ²
		Class rooms	44m ²
		Training Rooms	169m ²
Total	13.39m ²	Total	264m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	1
Sinks	2	Sinks	1
Water Closets	2	Water Closets	1
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 503	41 Westwin	B 521 main floor	35 Westwin
Space Identification		Space Identification	
Exterior Entrance	26m ²	Washroom	50m ²
Locker Room / Washroom	36m ²	Hallway incl stairway / landing	42m ²
Briefing Room	15m ²	Offices	2m ²
Janitors Closet	3m ²	Janitorial	0m ²
Multi Purpose room	31m ²	Lab	
Total	111m ²	Total	325m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Drinking fountain	
Sinks	2	Washroom	6
Water Closets	2	Sinks	4
Urinals	0	Water Closets	6
Showers	0	Urinals	2
Tub	0	Showers	2
Slop Sink	0	Tub	
Special Instructions	Nil	Slop Sink	1
		Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 521 up stairs 35 Westwin		B 523 65 RCAF Rd	
Space Identification		Space Identification	
Locker Room / Washroom	2m ²	Coffee Room	0m ²
Lunch room	28m ²	Washroom/ Change Rooms	40m ²
Office	203m ²	Hallway incl stairway / landing	0m ²
Janitorial	2m ²	Offices	0m ²
Conference room	45m ²		
Hall way and entrance	36m ²		
Total	316m ²	Total	40m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	2
Sinks	1	Sinks	2
Water Closets	1	Water Closets	2
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Washrooms only	Special Instructions	To be cleaned from 1 May until 30 Sept.

Building # and Civic Address		Building # and Civic Address	
B 533 315A S Perimeter Rd		B 534 315B S Perimeter Rd	
Space Identification		Space Identification	
Exterior Entrance	0m ²	Locker	44.59m ²
Locker Room / Washroom	18.58m ²	Washroom	0m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Janitors Closet	0m ²	Offices	0m ²
Office	0m ²	Porch	0m ²
Total	18.58m ²	Total	44.59m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	0
Sinks	2	Sinks	0
Water Closets	2	Water Closets	0
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 536	315C S Perimeter Rd	B 537	315A S Perimeter Rd
Space Identification		Space Identification	
Exterior Entrance	0m ²	Coffee Room	0m ²
Locker Room / Washroom	0m ²	Washroom	0m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Office	0m ²	Offices	133.78m ²
Lunch Room	133.78m ²		
Total	133.78m ²	Total	133.78m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	0
Sinks kitchen	1	Sinks	0
Water Closets	0	Water Closets	0
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 548	190B Yukon St	B 549	190C Yukon St
Space Identification		Space Identification	
Coffee Room	0m ²	Exterior Entrance	0m ²
Washroom	0m ²	Locker Room / Washroom	0m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Offices	133.78m ²	Office	133.78m ²
Porch	0m ²	Porch	0m ²
Total	133.78m ²	Total	133.78m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	0
Sinks	0	Sinks	0
Water Closets	0	Water Closets	0
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 550	190E Yukon St	B 551	190DYukon St
Space Identification		Space Identification	
Exterior Entrance	m ²	Exterior Entrance	m ²
Locker Room / Washroom	m ²	Locker Room / Washroom	22.29m ²
Hallway incl stairway / landing	m ²	Hallway incl stairway / landing	m ²
Janitors Closet	m ²	Janitors Closet	m ²
Office	44.57m ²	Office	m ²
Total	44.57m ²	Total	22.29m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	
Sinks	0	Sinks	4
Water Closets	0	Water Closets	5
Urinals	0	Urinals	2
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 562	17 Alert Blvd	B 563	5 Greenwood Rd
Space Identification		Space Identification	
Coffee Room	39m ²	Exterior Entrance	7m ²
Washroom/Shower	138.19m ²	Locker Room / Washroom	8m ²
Hallway	276m ²	Hallway incl stairway / landing	8.5m ²
Offices	35.5m ²	Office	270 m ²
Entrance	10.5m ²	Conference Room	29m ²
Shops	124.20m ²		
Total	623.39m ²	Total	314m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	2
Sinks	4	Sinks	3
Water Closets	2	Water Closets	2
Urinals	2	Urinals	0
Showers	3	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	These are 6 trailers, the measurements and the number of fixtures are the same for each trailer. These trailers are cleaned from Oct 1st to June 1st	Special Instructions	These are 6 trailers, the measurements and the number of fixtures are the same for each trailer. These trailers are cleaned from Oct 1st to June 1st

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 567	51 Portage Ave	B 568	2A Box Car Rd
Space Identification		Space Identification	
Offices	10m ²	Exterior Entrance	m ²
washroom	2m ²	Locker Room / Washroom	m ²
		Hallway incl stairway / landing	m ²
		Office	65 m ²
		Porch	0m ²
Total	12m ²	Total	65m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	1
Sinks	1	Sinks	1
Water Closets	1	Water Closets	1
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 574	315K South Perimeter Rd	B 577	50A Rivers
Space Identification		Space Identification	
Exterior Entrance	0 m ²	Exterior Entrance	0 m ²
Locker Room / Washroom	0 m ²	Locker Room / Washroom	61m ²
Hallway incl stairway / landing	0 m ²	Hallway incl stairway / landing	41 m ²
Janitors Closet	0 m ²	Class room	267m ²
Office	134m ²	Office	10 m ²
		Laundry Room	7 m ²
		Lunch room	10m ²
Total	134m ²	Total	396m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	
Sinks	0	Sinks	18
Water Closets	0	Water Closets	8
Urinals	0	Urinals	
Showers	0	Showers	0
Tub	0	Landry Tub	1
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 604 100 Noth Star Dr		B 605 (1st floor) 7 Winnipeg Ave	
Space Identification		Space Identification	
Canteen	0 m ²	Offices	531m ²
Locker Room / Washroom	0 m ²	Canteen	52m ²
Hallway incl stairway / landing	0 m ²	Gym	61m ²
Office	13.5m ²	Locker Room / Washroom	383m ²
		Entrance & stairs	243m ²
		Janitor room	7m ²
Total	13.5m ²	Total	1277m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	0	Washroom	3
Sinks	0	Sinks	9
Water Closets	0	Water Closets	9
Urinals	0	Urinals	6
Showers	0	Showers	12
Tub	0	Tub	0
Slop Sink	0	Slop Sink	1
		Bradley Sinks	4
Special Instructions	Nil	Special Instructions	Nil

Building # and Civic Address		Building # and Civic Address	
B 605 (2nd floor) 7 Winnipeg Ave		B 612 29 Alert Blvd	
Space Identification		Space Identification	
Canteen	25m ²	Coffee Room	0m ²
Washroom	82m ²	Washroom	0m ²
Hallway incl stairway / landing	10m ²	Hallway incl stairway / landing	0m ²
Office	337m ²	Offices	133.78m ²
Classroom	80m ²		
Janitorial Room	6m ²		
Total	540m ²	Total	133.78m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	3	Washroom	2
Sinks	7	Sinks	2
Water Closets	7	Water Closets	2
Urinals	3	Urinals	0
Showers	0	Showers	0
Tub	0	Tub	0
Slop Sink	1	Slop Sink	0
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address		Building # and Civic Address	
B 613 9A & 9B Namao Dr		2 Pedestrian Overpasses 69 & 33 North Star	
Space Identification		Space Identification	
Coffee Room	24m ²	Exterior Entrance	0 m ²
Washroom	7 m ²	Locker Room / Washroom	0m ²
Hallway incl stairway / landing	25m ²	Corridor incl stairway	154m ²
Offices	131.m ²	Office	0m ²
		Porch	0m ²
Total	187m ²	Total	154m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	2	Washroom	0
Sinks	2	Sinks	0
Water Closets	2	Water Closets	0
Urinals	0	Urinals	0
Showers	0	Showers	0
Tub	2	Tub	0
Slop Sink	0	Slop Sink	0
Special Instructions	Nil	Special Instructions	Measurement is for each overpass. They both are to be cleaned once a week.

Building # and Civic Address		Building # and Civic Address	
Belleville Armoury 187 Pinnacle Street		Carrying Place 21124 Loyalist Parkway	
Space Identification		Space Identification	
Common area	129m ²	Coffee Room	19m ²
Locker Room / Washroom	74m ²	Washroom	19m ²
Messes	274m ²	Hallway incl stairway / landing	26m ²
Office	313m ²	Offices	28m ²
Drill Floor	1410m ²		
Class Room	171m ²		
other areas	228m ²		
Total	2599 m ²	Total	92m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom		Washroom	2
Sinks	9	Sinks	3
Water Closets	8	Water Closets	2
Urinals	5	Urinals	1
Showers	5	Showers	1
Water fountain	1	Tub	
Slop Sink		Slop Sink	
Special Instructions	Nil	Special Instructions	Nil

Building Civic Address and Facility Identification

Building # and Civic Address Cobourg Armories 210 Willmott St, Cobourg		Building # and Civic Address Mountainview Bldg 77 160 Tiger Moth Rd	
Space Identification		Space Identification	
Exterior Entrance	3m ²	Classroom	0m ²
Locker Room / Washroom	13m ²	Locker Room / Washroom	0m ²
Hallway incl stairway / landing	0m ²	Hallway incl stairway / landing	0m ²
Office	67m ²	Office	46m ²
Classroom	76m ²	Lounge	0m ²
 Total	 159m ²	 Total	 46m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	2
Sinks	3	Sinks	2
Water Closets	3	Water Closets	2
Urinals	0	Urinals	0
Showers	3	Showers	2
Tub	0	Tub	0
Slop Sink	0	Slop Sink	1
 Special Instructions	 Nil	 Special Instructions	 Nil

Building # and Civic Address Mountainview Bldg 89 75 Silver Dr		Building # and Civic Address Mountainview Bldg 95 140 Tiger Moth Rd	
Space Identification		Space Identification	
Coffee Room	0m ²	Exterior Entrance	10m ²
Washroom/showers	2m ²	Locker Room / Washroom	45m ²
Hallway	0m ²	Hallway incl stairway / landing	56m ²
Offices	16m ²	Office	18m ²
Entrance	0m ²	entrance	175m ²
Shops	0m ²	Canteen	44.5m ²
 Total	 18m ²	 Total	 348.5m ²
The following fixtures are to be cleaned daily		The following fixtures are to be cleaned daily	
DESCRIPTION	# of Fixtures	DESCRIPTION	# of Fixtures
Washroom	1	Washroom	5
Sinks	1	Sinks	8
Water Closets	1	Water Closets	9
Urinals	0	Urinals	5
Showers	0	Showers	1
Tub	0	Tub	0
Slop Sink			
 Special Instructions	 Nil	 Special Instructions	 Nil

Employee Information
CFB Trenton

Job Classification	Hourly Rate	Benefits	Avg. Daily Hours	Avg. Weekly Hours	Hire Date	# of Wks worked in 26 week period
Cleaner	\$ 11.25	yes	7.5	37.5	29 Jun, 2009	26
Supervisor	\$ 13.50	yes	10	50	09 Oct, 2009	26
Cleaner	\$ 11.25	yes	7.5	37.5	27 May, 2009	26
Cleaner	\$ 11.25	yes	7.5	37.5	31 Aug, 2007	26
Heavy Duty Cleaner	\$ 11.50	yes	5	25	2 May, 2012	2
Cleaner	\$ 11.25	yes	7.5	37.5	11 Nov, 2008	26
Supervisor	\$ 15.50	yes	10	50	03 Feb, 2008	26
Cleaner	\$ 11.25	yes	7.5	37.5	28 Sep, 2009	26
Cleaner	\$ 11.25	yes	7.5	37.5	18 Jul, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	19 Jan, 2007	26
Cleaner	\$ 10.25	no	5	25	9 May, 2012	1
Cleaner	\$ 11.25	yes	7.5	37.5	06 Oct, 2008	26
Cleaner	\$ 11.25	yes	7.5	37.5	26 Jan, 2009	26
Cleaner	\$ 11.25	yes	7.5	37.5	02 Aug, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	17 Sep, 2007	26
Cleaner	\$ 11.25	yes	7.5	37.5	01 Feb, 2006	26
Heavy Duty Cleaner	\$ 11.50	yes	7.5	37.5	06 Jun, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	01 Feb, 2006	26
Cleaner	\$ 11.25	yes	7.5	37.5	24 Aug, 2001	26
Cleaner	\$ 11.25	yes	7.5	37.5	31 Jul, 2008	26
Cleaner	\$ 11.25	yes	7.5	37.5	01 Feb, 2006	26
Heavy Duty Cleaner	\$ 11.50	yes	7.5	37.5	08 Sep, 2011	26
Supervisor	\$ 16.00	yes	9	45	01 Feb, 2006	26
Cleaner	\$ 11.25	yes	7.5	37.5	16 May, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	04 Oct, 2010	26
Cleaner	\$ 11.25	yes	7.5	37.5	30 Jun, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	29 Jun, 2010	26
Cleaner	\$ 10.25	yes	7.5	37.5	09 May, 2012	1
Cleaner	\$ 11.25	yes	7.5	37.5	04 Jul, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	11 Jun, 2009	26
Cleaner	\$ 11.25	yes	7.5	37.5	02 Aug, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	08 Aug, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	29 Jul, 2008	26
Cleaner	\$ 11.25	yes	7.5	37.5	08 Mar, 2010	26
Cleaner	\$ 10.25	no	7.5	37.5	16 Apr, 2012	4
Heavy Duty Cleaner	\$ 11.50	yes	7.5	37.5	01 Feb, 2006	26
Heavy Duty Cleaner	\$ 11.50	no	7.5	37.5	27 Apr, 2012	3
Cleaner	\$ 11.25	yes	7.5	37.5	03 Jul, 2007	26
Cleaner	\$ 11.25	yes	7.5	37.5	01 Feb, 2006	26
Cleaner	\$ 11.25	yes	7.5	37.5	18 Aug, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	01 Feb, 2006	26
Cleaner	\$ 11.25	yes	7.5	37.5	16 Sep, 2010	26
Cleaner	\$ 10.25	no	7.5	37.5	9 May, 2012	1
Cleaner	\$ 10.25	no	7.5	37.5	2 May, 2012	2
Cleaner	\$ 11.25	yes	7.5	37.5	12 Oct, 2010	26
Cleaner	\$ 11.25	yes	7.5	37.5	30 Aug, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	25 Aug, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	07 Jun, 2010	26
Heavy Duty Cleaner	\$ 11.50	yes	7.5	37.5	10 Nov, 2008	26
Cleaner	\$ 11.25	yes	7.5	37.5	11 Jan, 2010	26
Cleaner	\$ 11.25	yes	7.5	37.5	01 Feb, 2006	26
Cleaner	\$ 11.25	yes	7.5	37.5	20 Apr, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	03 Apr, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	02 Aug, 2011	26
Cleaner	\$ 11.25	yes	7.5	37.5	25 Jan, 2010	26
Cleaner	\$ 11.25	yes	7.5	37.5	01 Feb, 2006	26
Site Manager	\$ 24.00	yes	9	45	01 Feb, 2006	26
Cleaner	\$ 11.25	yes	7.5	37.5	31 Aug, 2010	26

COLLECTIVE AGREEMENT

between

KOPRASH INC. HASTINGS COUNTY

and

**PUBLIC SERVICE ALLIANCE OF CANADA
LOCAL 00650**

Effective September 2nd, 2011 to August 31st, 2014

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Article 1 - Purpose

- 1.01 The general purpose of the Agreement between the Company and the Union is to establish and maintain:
- a) Mutually satisfactory and orderly collective bargaining relations;
 - b) A procedure for the prompt and equitable handling of grievances;
 - c) Satisfactory working conditions, hours of work and wages, for all Employees who are subject to the provisions of the Agreement.
- 1.02 Use of the masculine gender in this Agreement shall be considered also to include the feminine.

Article 2 - Recognition and Scope

- 2.01 The Employer which carries on business as Koprash Inc. recognizes the Public Service Alliance of Canada as the sole and exclusive bargaining agent for all employees of the Employer described in the certificates issued June 02, 2006.

All Employees of Koprash Inc. in the County of Hastings, save and except Site Supervisors and persons above the rank of Site Supervisors (the "Bargaining Unit")

- 2.02 Cumbents of new positions created by the Employer, following the date of signing of this agreement, shall automatically be included in the bargaining unit unless specifically excluded by mutual agreement or by virtue of being covered by another bargaining unit as specified by the Labour Relations Board.
- 2.03 When the Employer successfully bids on a new contract during the term of this Collective Agreement and such contract is located in the geographic area covered by this Collective Agreement, then the Company will pay new Employees at their present rate of pay and seniority will be recognized. New Employees will then fall under the Collective Agreement for future pay increases. With the exception of rate of pay, the parties agree that all other terms and conditions of this agreement shall cover Employees at any new contract.
- 2.04 Non-Bargaining Unit Employees will not perform duties normally assigned to those who are covered by this Agreement, except in emergencies, when regular Employees are not available.

- 2.05 During the term of this Agreement, the Company agrees not to contract out work which is normally performed by members of the bargaining unit while Employees are laid off, working reduced hours, or which would reduce the work force.

Article 3 - Definition

For the purpose of this agreement:

- (a) "Client" means a specific party with whom the Company has a contract (e.g. PWGSC at Trenton Air Base);
- (b) "Contract" means an agreement under which the Company provides services to a specific party (e.g. Agreement between the Company and PWGSC at Trenton Air Base): V
- (c) a "full - time Employee" means an Employee employed in the bargaining unit described in 2.01 who regularly works more than twenty-four (24) hours per week;
- (d) a "part - time Employee" means an employee employed in the bargaining unit described in 2.01 who regularly works twenty-four (24) hours per week or less.
- (e) Union means the Public Service Alliance of Canada (PSAC) and Local 000650.
- (f) The Feminine or Masculine gender may be used interchangeably throughout this agreement; whenever one gender is used, it shall be construed as meaning the other, if the facts or contents require.
- (g) Business Day – shall be defined as Monday to Friday, excluding statutory holidays and Saturday and Sunday.
- (h) Calendar Day – One sequential Twenty-four (24) hour period as denoted on a calendar, regardless of the day of the week.

Article 4 - Management Rights

- 4.01 Except and to the extent specifically modified by the Agreement, the Union recognizes and acknowledges that the management of the Company, its facilities and direction of its Employees are fixed exclusively in the Company. Without limiting the generality of the foregoing, the Company has the right to:

- (a) maintain order, discipline and efficiency and in connection therewith to make, alter and enforce from time to time reasonable rules and regulations, policies and practices to be observed by its Employees,

These rules, regulations, policies, and practices shall be:

- (i) without discrimination;
 - (ii) clear and unequivocal;
 - (iii) brought to the attention of the Employee before the Company can act on it;
 - (iv) consistently enforced by the Company from the time it was introduced; and
 - (v) the Union maintains the right to challenge these rules, regulations, policies or practices at the time of their introduction or at the time they are applied to an Employee.
- (b) and to discipline or discharge Employees, provided that an Employee has completed his probationary period, for just cause in accordance with the agreement;
- (c) select, hire, transfer, assign to shifts and work areas, promote, demote, classify, lay-off and recall Employees, and
- (d) determine the location of operations, and their expansion or curtailment; the direction of the work force; the scheduling of hours of work and operations; the number of shifts, the methods and processes to be employed, job content, quality standards, the establishment of work or job assignments; the qualifications of an Employee to perform any particular job; the nature of tools, supplies, equipment and machinery used and new or improved methods, the number of Employees needed by the Company at any time and how many shall work on any job, the number of hours to be worked, starting and quitting times.

- 4.02 Where the rights, power and authority itemized above are modified or limited by the terms and provisions of this Agreement, they shall only be modified or limited to the extent specifically provided for therein.

Article 5 - Employee Status

- 5.01 An Employee's status from full-time to part-time or part-time to full-time shall not change without the approval of the Employee.
- 5.02 An Employee will be considered as a probationary Employee for his first three (3) months of employment and will have no seniority rights during

that period. After completion of his probationary period, the Employee's seniority shall date from his most recent date of hire.

- 5.03 The parties agree that probationary Employees may be laid off, dismissed or terminated without cause during the probationary period.

Article 6 - Reduction of Work

- 6.01 The Company agrees to keep the Union informed of reductions and/or cancellations affecting contracts and will, if requested, provide written confirmation within one week of receiving formal notification from a client of intent to reduce or cancel a contract.

Article 7 - Check Off

- 7.01 Subject to the provisions of this Article, the Company will as a condition of employment, deduct an amount equal to the membership dues from the pay of all Employees in the bargaining unit. Such membership dues shall be in accordance with the Union's constitution and by-laws. All bargaining unit Employees shall, as a condition of their continued employment, become and remain members in good standing of the Union. Such membership shall begin upon the initial date of employment.
- 7.02 For the purpose of applying this Article, deductions from pay for each Employee will start on the first payday on which the Employee has earnings.
- 7.03 The Union shall inform the Company in writing of the percentage of gross wages to be checked off for each Employee.
- 7.04 The amounts deducted in accordance with Clause 7.01 shall be remitted to the Comptroller of the Union by cheque no later than fifteen (15) days allowing each month when deductions are made and shall be accompanied by particulars identifying each Employee and the deductions made on the Employee's behalf.
- 7.05 No Employee organization, other than the Union, shall be permitted to have membership dues and other monies deducted by the Company from the pay of Employees in the Bargaining Unit.
- 7.06 The Union agrees to indemnify and save the Company harmless against any claim or liability arising out of the application of this Article, except for any claims or liability arising out of the application of this Article committed by their Company limited to the amount actually involved in the error.

Article 8 - No Discrimination

- 8.01 The parties agree that there will be no intimidation, discrimination, interference, disciplinary action, restraint or coercion exercised or practiced by either party or their representatives or members because of the Employee's membership or non-membership in the Union or by reason of age, race, creed, colour, ethnic origin, religious affiliation, sex, sexual orientation, family status, mental and physical disability, marital status, citizenship, or a conviction for which a pardon has been granted as such terms are defined in the Ontario Human Rights Code.
- 8.02 It shall not be considered discrimination by the Company and Management if the client does not approve an Employee for employment or demands the termination of an Employee in writing setting out reasons for termination.
- 8.03 By mutual agreement, the parties may use a mediator in an attempt to settle a grievance dealing with discrimination. The selection of the mediator will be by mutual agreement.

Article 9 - No Sexual Harassment

- 9.01 The Union and the Company recognize the right of Employees to work in an environment free from sexual harassment and agree that sexual harassment will not be tolerated in the workplace.
- 9.02 At any level in the grievance procedure, if a person hearing the grievance is the subject of the complaint, another Company representative shall attend.
- 9.03 By mutual agreement, the parties may use a mediator in an attempt to settle a grievance dealing with sexual harassment. The selection of the mediator will be by mutual agreement. The Company and the Union shall share the costs of the mediator equally.

Article 10 -Use of Employer Facilities

- 10.01 Unless access is denied by the Client, a duly accredited representative of the Public Service Alliance of Canada shall be permitted access to the worksite to assist in the resolution of a complaint or grievance and to attend meetings called by management or the Union. The said Union representative shall conduct himself in a manner which will not interfere with the normal operation of the Client premises during his visit.
- 10.02 Except as specifically set out in this agreement, the Union agrees that, except as provided for in this Agreement, there will be no Union activity of

Employees of the Company during regular work hours on the premises of the Company, and job sites except by agreement with the Company in writing.

Article 11 - Information

- 11.01 The Company shall provide to the local Union President, on a quarterly basis, a complete list of all persons employed by the Company, in the client work location. This list shall indicate who is included and who is excluded from Check-Off.
- 11.02 The Company shall provide the local, within a period of fifteen (15) days, with the names and classification of newly hired Employees.
- 11.03 The Company agrees to supply each Employee with a copy of this agreement and will endeavour to do so within one (1) month after receipt from the printer. The parties agree the cost of printing the Collective Agreement will be paid by the Union.
- 11.04 The Company shall ensure that new Employees receive the Union information package along with the Company hiring package. This package shall include, but not be restricted to, the Collective Agreement and names and addresses of Union representatives but not inappropriate material.
- 11.05 The Company agrees to provide to the President of the Local Union of PSAC a copy of the Company's current organization chart for the Trenton Air Base work site as amended from time to time.
- 11.06 The Company shall post a bulletin board which will be used for the posting of positions available, minutes of labour management meetings, notices of Union meetings and other matters of concern to Employees. The bulletin board will be located at a mutually agreeable site on client location subject to client approval.

Article 12 - No Strike - No Lockout

- 12.01 The parties having entered into this Collective Agreement in mutual good faith, the Company agrees there will be no lockout and the Union agrees there will be no strike, slow down or other activity either complete or partial which could interfere with or restrict operations during the term of this Agreement.
- 12.02 An Employee of the bargaining Unit shall not honour any picket lines at any location for which the Company provides cleaning services during the Employee's scheduled working hours. Employees shall cross all such

picket lines (subject to their own physical safety) but shall only be required to perform their regular duties and shall not be required to perform the duties of any striking or picketing Employees.

- 12.03 Where an Employee expresses a concern for their safety in attempting to cross a picket line or any demonstrations on, or at, the Company's premises, the Company will ensure a safe access to the work place. No Employee will be disciplined for expressing concern for their safety.

Article 13 - Union Representation

- 13.01 The local Union of PSAC agrees to provide annually, or upon amendment, a copy of the Union's current organization chart to the Company.
- 13.02 The Union shall furnish the Company with a list of Local Officers and Representatives at the beginning of each contract year, and shall amend these lists at the end of each month that changes occur.
- 13.03 Where practical, when the Company requires the presence of a Union representative at a meeting, such request will be communicated to the Employee's Site Manager.
- 13.04 The Company recognizes the right of the Union to elect or appoint one (1) Chief Steward - plus one (1) of the President, Vice-President, Secretary/Treasurer of the Local ("Union Representative") for the purpose of assisting other Employees in the processing or presentation of grievances. The Union shall at all times keep the Company notified in writing of the names of the Employees who are acting in the capacity of Stewards. The Stewards and Union Representatives shall deal only with grievances arising under this Agreement.
- 13.05 It is understood that the Steward will have to do the work assigned to him by the Company, and if it is necessary that he investigate a grievance during working hours, he will not leave his work before obtaining the permission of the Site Manager in charge. Permission may be refused at the discretion of the Site Manager or Company Designate. When returning to his regular work, he will report himself to the Site Manager, and if he is requested to do so, will give an explanation as to his absence and its length. It is understood that whenever possible, the Steward will take care of grievances outside of his working hours, in order not to interfere with his work.
- 13.06 The Union will, within fifteen (15) days after the date of signing of this Agreement, notify the Company, in writing, of the names of the Stewards. The Union will inform the Company, in writing, within ten (10) days when any change will take place in the Stewards. No Steward will be recognized

by the Company unless the above procedure is carried out and no Steward shall be appointed or elected unless he has completed the probationary period.

- 13.07 The Company will compensate Stewards at their regular straight time hourly rate of pay for time spent in grievance meetings with the Company if a grievance meeting takes place while Stewards are on shift. Grievance meetings will, whenever possible be held after working hours.

Article 14 - Discipline

- 14.01 The Company agrees that discipline should be progressive and corrective in nature and depending upon the nature of the infraction, should normally commence with a verbal warning or counselling.
- 14.02 The parties agree that the only forms of discipline that may be imposed upon an Employee are: verbal warning or counselling, a written warning, a formal warning, suspension and discharge.
- 14.03 When an Employee is suspended from duty or terminated, the Employer undertakes to notify the Employee in writing of the reason for such suspension or termination. The Employer shall endeavour to give such notification at the time of suspension or termination.
- 14.04 When an Employee is required to attend a meeting, the purpose of which is to conduct a disciplinary hearing concerning him or her or to render a disciplinary decision concerning him or her, the Employee is entitled to have, at his or her request, a representative of the Union attend the meeting. Where practicable, the Employee shall receive a minimum of one (1) day notice of such a meeting.
- 14.05 The Company shall notify the local representative of the Union as soon as possible that such a suspension or termination has occurred.
- 14.06 The Company agrees not to introduce as evidence in a hearing relating to disciplinary action any document from the file of an Employee the content of which the Employee was not aware of.
- 14.07 Any document or written statement related to disciplinary action, which may have been placed on the personal file of an Employee, shall be destroyed after thirty (30) months has elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period.
- 14.08 It being understood by the parties hereto that the Company and its Employees be subject to the authority and satisfaction of the Company's

clients, the Company has the right to discharge an Employee for the following reasons:

- a) If an Employee is in a conflict of interest situation with the client of the Company;
- b) If an Employee is booking off shifts to work for another Company;
- c) If an Employee is laid off for a continuous period exceeding twelve (12) months;
- d) If an Employee has not completed his probationary period;
- e) If a client of the Company requests in writing to have an Employee removed from the client's site at which work is to be performed;
- f) If an Employee commits a criminal offence under the Criminal Code of Canada or such other statute of Canada or Ontario;
- g) If an Employee fails to return to work on the first scheduled day following the expiration of an authorized leave of absence unless the Employee notifies the Company in writing at least twenty four (24) hours in advance or utilizes a leave of absence for the purpose other than those for which the leave of absence was granted unless such notice is not possible because of an emergency situation;
- h) If an Employee is absent for five (5) consecutive working days without notifying the Company or is absent for this period without a reason satisfactory to the Company in its discretion.

14.09 When a client considers the Employee to be unsuitable, either on initial assignment or at any subsequent time, and the client puts their concern in writing to the Company, the Company shall review the concerns of the client and will try to reconcile the situation.

14.10 Where the Company is unable to reconcile the situation to the satisfaction of the Client, the Employee shall be transferred to another building if reasonably possible. If the Employee cannot be transferred to another building, the Employer shall offer the Employee a position at another Client Job Site, if reasonably possible, at that applicable rate of pay and hours. Failing all of the above, the Employee shall be discharged.

ARTICLE 15 - GRIEVANCE

- 15.01 The purpose of this Article is to provide an orderly method for the settlement of a dispute between both parties over the interpretation, application or alleged violations of any provisions of this Agreement.
- 15.02 Any level in the grievance procedure shall be waived if a person hearing the grievance is a subject of the complaint.
- 15.03 The parties to this Agreement agreed that it is of the utmost importance to address the complaints and grievances as quickly as possible. Accordingly, no grievance shall be arbitral where the circumstances giving rise to it occurred or originated more than eight (8) business days before a complaint is brought in writing by a designated Union Representative to the Site Co-coordinator.

Grievance - Complaint Stage

- 15.04 An Employee who has a complaint which may result in a grievance shall notify a union Steward who in turn shall notify a designated Union Representative who shall submit such complaint in writing to the Site Co-coordinator at a regular weekly meeting (the "Weekly Meeting") which shall be held on a designated day each week immediately following the shift worked by the designated Union Representative at the Signing Office. The designated Union Representative shall be paid his/her regular rate for one (1) hour for each Weekly Meeting. The time limit set out in 15.03 above may be extended by mutual agreement in writing by the designated Union Representative and the Site Co-coordinator.

Grievance - Step 1

If the complaint is not settled within seven (7) business days of the Weekly Meeting, the Employee, with the Grievor and the designated Union Representative, shall meet with the Site Co-Coordinator at the next Weekly Meeting and the Site Co-Coordinator shall communicate the Site Co-Coordinator's position in writing to the Grievor and designated Union Representative within seven (7) business days of such weekly meeting.

Grievance - Step 2

Should the Site Co-Coordinator's position be unsatisfactory to the Grievor, the matter shall be brought in writing to the attention of the Company's President within seven (7) business days. The Company President or his/her designate shall convene a meeting with the Grievor and the Alliance Representative and the designated Union Representative as soon as practically possible, but not

later that forty-two (42) business days after the Company receives notification that such a meeting is desired.

In the event that the grievance is not settled to the Grievor's satisfaction within fourteen (14) business days, it may be referred to arbitration by written notice given by the Union to the Company within fourteen (14) business days in accordance with the procedure and conditions in the arbitration clause hereinafter set forth.

15.05 Discharge - A claim by an Employee other than a probationary Employee that he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged with the Company President or his Designate within seven (7) business days after the Employee ceases to work for the Company. A grievance concerning discharge shall follow the timeline set out in Step 2 thereafter.

15.06 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitral, or where an allegation is made that this agreement has been violated, either of the parties after properly exhausting all Steps of the Grievance procedure set forth in this Agreement, may notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the first party's suggestions for an impartial Arbitrator. The recipient of the notice shall within fourteen (14) business days inform the other party of the name of its suggestions. If the recipient of the notice fails to suggest an Arbitrator or if the parties fail to agree upon an Arbitrator within fourteen (14) business days, the appointment shall be made by the Minister of Labour for the Province of Ontario upon the request of either party.

15.07 The Arbitrator will hear and determine the difference or the allegation and shall issue a decision and the decision is final and binding upon the parties and upon the Company and any Employee affected by it. Before proceeding to arbitration the parties hereto may mutually agree in writing to appoint a mediator satisfactory to both to attempt to have the parties settle their dispute, the cost of such mediator to be shared equally by the parties.

15.08 The Arbitrator shall not be authorized to make any decision which is contrary to, or inconsistent with, the provisions of this Agreement, or to deal with any matter which is not covered by this Agreement. The decision of the Arbitrator shall be binding on both parties.

15.09 The compensation and expenses of the Arbitrator shall in all cases be borne equally by the Company and Union.

- 15.10 Each party to the Arbitration shall pay its own costs and expenses of any witness which it called.
- 15.11 Grievances which involve Company policy in respect to interpretation, application, administration, or alleged violation of the Agreement, may be processed commencing at Step 1 of this Grievance Procedure.
- 15.12 The foregoing time limits may be altered by mutual agreement in writing between the parties.

Article 16 - Seniority

- 16.01 Seniority shall mean an Employee's length of continuous service with the Company. Seniority for purposes of lay-off, job posting, request for vacation, but not amount of vacation, shall be the date of hire with the Company and predecessor Employer for the Client. Seniority for all other purposes shall be the date of hire with the Company.
- 16.02 Seniority lists will be prepared by the Union, presented to the Company and will be posted by the Company for a period of fourteen (14) calendar days within one (1) month after the signing of this Agreement. After such posting, the list shall become final as to the Employee's names and dates designated on it, except as it relates to any Employee who has disputed the accuracy of his seniority date while the list was posted, in which case it will be subject to any adjustment under the Grievance Procedure if established to be inaccurate. Seniority will be brought up-to-date every twelve (12) months and a copy will be given to the Steward of the Local Union and a copy posted on the bulletin board. All Employees will be on probation until they have completed three (3) months with the company.
- 16.03 An Employee's seniority will be lost if he:
- a) quits the employ of the Company for any reason;
 - b) is discharged and is not reinstated through the Grievance Procedure or Arbitration;
 - c) is laid off for a continuous period exceeding twelve (12) months;
 - d) fails to return to work within three (3) working days of being notified of recall. An Employee shall be deemed to be notified of recall on the second (2nd) day following the posting of a registered letter to that effect addressed to the Employer's most recent address on the Company's files;

Note: It shall be the responsibility of the Employee to keep the Company informed of his current address and telephone number.

- e) fails to return to work on the first scheduled day following the Expiration of an authorized leave of absence unless the Employee notifies the Company in writing at least twenty-four (24) Hours in advance or utilizes a leave of absence for purposes other Than those for which the leave of absence was granted unless such notice is not possible because of emergency situations;
- f) is absent for five (5) consecutive working days without notifying the Company or is absent for this period without a reason satisfactory to the Company in its sole discretion;
- g) retires or is retired.

16.04 In the cases of increases or decreases in the work force, senior Employees shall be entitled to preference over junior Employees provided that the senior Employee has the ability and qualifications to perform the available work. Seniority rights shall not be exercised, however, to displace an Employee in a higher-rated classification. It is agreed that probationary Employees will be laid off first.

16.05 In regard to any claim by an Employee that he maintains seniority during a period of personal illness, it is understood that the Company shall have the right to require any Employee affected to provide a medical certificate satisfactory to the Company.

16.06 It shall be the duty of Employees to notify the Company promptly in writing of any change in their address. If an Employee fails to do this, the Company will not be responsible for failure of any notice to reach such Employee.

16.07 When a member of the bargaining unit applies for and is hired at another Koprash Inc. worksite, the employee shall carry their seniority from one worksite to another. There shall be no probationary period. The employee shall apply within thirty (30) days of relocation.

Article 17 - Transfer

17.01 The parties agree that the nature of the cleaning services business requires the Company to transfer Employees from one Client location within each contract to another.

Article 18 - Staffing

- 18.01 The Company shall post all permanent vacancies including newly created positions, in the bargaining unit, except the Company is not required to post vacancies of a temporary nature including vacancies known to be of six (6) months or less. Permanent vacancies herein shall include only the General Cleaners and Heavy Duty positions, both full-time and part-time.
- 18.02 The postings shall be for a minimum of ten (10) calendar days. The closing date shall be identified on all postings. For the purposes of Job Posting, periods of time referred to in days shall be deemed to mean such periods of time calculated on consecutive calendar days, exclusive of weekends and Statutory Holidays.
- 18.03 The posting shall contain the following information;
- a) The summary of duties of the position to be filled;
 - b) The salary/hourly rate for the position(s);
 - c) The number of positions being filled as a result of the competition;
 - d) The threshold qualifications required for the position(s), including education, knowledge, abilities, skills and experience. Such qualifications will be reasonable and reflect the minimum requirement of the position(s) being filled.
- The Company may consider an applicant with demonstrated abilities and experience in lieu of other relevant qualifications. In such cases, The Company will identify this on the posting.
- 18.04 A copy of the posting shall be forwarded to the Union prior to posting on the notice Board.
- 18.05 Except where a posting has been cancelled, in the event that a revised posting is issued prior to the closing date, the original closing date of the posting shall be extended by seven (7) days.
- 18.06 All Employees who apply for a job posting shall be considered to be candidates in the selection process and shall be entitled to have their qualifications for the position(s) considered by the Company. The qualifications of the candidates will be evaluated against the posted qualifications for the position(s). The applicant with the most seniority meeting the required posted qualifications shall be awarded the position provided that the client has not objected to the choice in writing. Where none of the candidates meet the qualifications and requirements of the

position(s), the Company may cancel the posting or re-post the position internally before recruiting from outside to fill the position(s) at the Company's discretion.

The candidate(s) in the bargaining unit shall be advised of the results of the competition as soon as practicable after the selection is made.

18.07 The Company shall have the right to remove a successful applicant for a job within the first thirty (30) calendar days if he is unable to properly perform the job. If the Employee does not successfully complete the trial period, he will revert to his prior job and building as will other Employees affected.

18.08 The Job posting procedure provided for herein shall apply only to the original vacancy, and not to any subsequent vacancies created by the filling of the original vacancy, except for movement from heavy duty to crew chief, and then heavy duty will be posted.

Article 19 - Overtime

19.01 Overtime shall be paid in accordance with the Employment Standards Act, as amended from time to time. Wording of the Act shall be available at the Company office.

19.02 Overtime hours shall be offered first to the most senior qualified Employee working in the building where overtime work is required. Any additional overtime work shall be evenly distributed when reasonably possible among those seniority Employees. The Company shall not be obligated to offer extra work to an Employee if it would result in paying the Employee overtime pay.

19.03 When an Employee is required by the Company to perform the duties of a higher paid position on a temporary basis, that Employee shall receive the pay of the higher position as if they had been appointed to that position, for the duration of the time they occupy that position.

Article 20 - Hours of Work

20.01 The Company agrees to provide all Employees with a thirty (30) minute unpaid lunch break within the first five (5) hours of the commencement of their shift. The timing of this lunch break will be at the discretion of the Company.

20.02 The Company agrees to provide all employees who work a minimum of a (7) hour shift be paid two fifteen (15) minute rest periods. The company

agrees to pay (1) fifteen minute rest period to all employees who work less than a (7) hour per shift.

20.03 Lunch periods and rest periods shall be deemed to commence at the point at which the Employee leaves the work he is doing and to conclude at the point at which the Employee resumes work.

Article 21 - Paid Holidays

21.01 For the purposes of this Agreement, the following days will be recognized as paid holidays:

New Years Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day	

21.02 The Company shall pay its Employees for Public Holidays in accordance with the Employment Standards Act as amended from time to time. Wording of the Act shall be available at the Company office.

Article 22 - Vacation

22.01 An Employee in the active employ of the Company shall be entitled to an annual vacation on the following basis:

- a) Employees having less than one (1) year of service shall receive vacation pay in accordance with the provisions of the Employment Standards Act.
- b) An Employee with more than twelve (12) months continuous service with the Company shall be entitled to two (2) weeks of vacation time and paid four per cent (4%) of his gross annual earnings, excluding vacation pay, representing vacation pay.
- c) An Employee with five (5) years or more but less than ten (10) years of continuous service with the Company shall be entitled to three (3) weeks of vacation time and paid six per cent (6%) of his gross annual earnings, excluding vacation pay, representing vacation pay.
- d) An Employee with ten (10) years or more of continuous service with the Company shall be entitled to four (4) weeks of vacation time and paid six per cent (6%) of his gross annual earnings, excluding vacation pay, representing vacation pay.

22.02 Vacation year shall be defined as January 1 to December 31.

- 22.03 For the purpose of determining increased vacation entitlement, the appropriate date shall be the Employees' anniversary date of each year employed by Koprash Inc.
- 22.04 Requests for vacation time shall be made in writing to the Site Manager by April 1st of each year.
- 22.05 Scheduling of Vacation Leave - Employees are expected to take their vacation leave during the year of entitlement. Prior to April 1st, Employees will be asked to provide the Employer with their leave preferences. Subject to operational requirements, the Employer will provide the leave as requested. Employees will be given priority for selection of leave times based on seniority. However, once the leave plan has been published, changes will only be made if they do not adversely interfere with another Employee's scheduled leave.
- 22.06 Under no circumstances shall the Employer cancel or alter an Employee's vacation leave.
- 22.07 Vacation time is not cumulative and must be taken by the conclusion of each vacation year.
- 22.08 Vacation pay shall be paid on the pay period following the vacation for amounts owing up to the start of the vacation with the balance due payable by cheque on the pay period prior to Christmas (December 15th).
- 22.09 An Employee who leaves the service of the Company shall be given the vacation pay to which he was entitled at the time he left the service of the Company.
- 22.10 Where there are extenuating circumstances, the employer shall make every reasonable effort to grant vacation on short notice.

Article 23 - Bereavement Leave

- 23.01 In the event of the death in an employee's immediate family (child, spouse, father, mother, sister, brother, father-in-law, mother-in-law, step-child, grandchildren, common-law spouse, child of common-law spouse, and grandparents), the Company shall grant paid leave of absence of five (5) consecutive days for the purpose of allowing the employee to make funeral arrangements and to attend the funeral. The Company reserves the right to request reasonable proof of death.

- 23.02 The Employee may request additional time off without pay under certain circumstances at the discretion of the Employer.

Article 24 - Leave Without Pay

- 24.01 The Company may grant leave of absence of up to one (1) month without pay to Employees for personal reasons having due regard, however, to the operation of the work place, and provided any request for leave of absence is made in writing at least three (3) weeks prior to the start of such leave and the reason for the leave of absence is stated unless the Company agrees to reduce the notice period for emergency situations. At the same time as the Employee provides a start date for the leave of absence, he shall also provide his anticipated date of return from the absence. In cases where events beyond the control of the Employee prevents him from giving at least one month notice of his return, as much notice as is possible shall be given to the Company.

All requests shall be kept confidential.

- 24.02 Any permission for leave of absence must be given in writing.
- 24.03 The Company shall make every reasonable effort to accommodate an Employee who requests time off to fulfill his or her religious obligations. Employees may in accordance with the provisions of this Agreement, request annual leave, or a shift exchange, in order to fulfill their religious duties.
- 24.04 Provision of pregnancy, parental and adoption leaves shall be in accordance with the Employment Standards Act, as amended from time to time. Wording of the act shall be available at the Company office.
- 24.05 The employee on leave shall give the Company written notice at least one (1) month in advance of the intended date of commencement and completion of leave. In cases where events beyond the control of the employee prevents him/her from giving one month notice, as much notice as possible shall be given to the company.
- 24.06 Where an Employee intends to return to work sooner than the original date, she shall give the Company at least one (1) months written notice in advance.
- 24.07 An Employee required to serve as a juror or has been subpoenaed as a witness in a court of law shall be granted the required leave without pay. The Employee shall notify the Company as soon as possible after receipt of notice to appear.

24.08 Family Medical Leave

- (a) All employees who are covered by the Employment Standards Act 2000 (ESA) are entitled to family medical leave. Family medical leave is unpaid, job-protected leave of up to eight weeks in a twenty-six (26) week period.
- (b) Family medical leave may be taken to provide care or support to certain family members and people who consider the employee to be like a family member in respect of whom a qualified health practitioner has issued a certificate indicating that he or she has a serious medical condition with a significant risk of death occurring within a period of twenty-six (26) weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.
- (c) There is no requirement that an employee be employed for a particular length of time, or that the employer employ a specified number of employees in order for the employee to qualify for family medical leave.
- (d) Care or support includes, but is not limited to: providing psychological or emotional support; arranging for care by a third party provider; or directly providing or participating in the care of the family member. The specified family members for whom a family medical leave may be taken are:
- the employee's spouse (including same-sex spouse)
 - a parent, step-parent or foster parent of the employee or the employee's spouse
 - a child, step-child or foster child of the employee or the employee's spouse
 - a brother, step-brother, sister, or step-sister of the employee
 - a grandparent or step-grandparent of the employee or of the employee's spouse
 - a grandchild or step-grandchild of the employee or of the employee's spouse
 - a brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee
 - a son-in-law or daughter-in-law of the employee or of the employee's spouse
 - an uncle or aunt of the employee or of the employee's spouse
 - a nephew or niece of the employee or of the employee's spouse
 - the spouse of the employee's grandchild, uncle, aunt, nephew or niece
 - Family medical leave may also be taken for a person who considers the employee to be like a family member. Employees wishing to take a family medical leave for a person in this category must provide their employer, if requested, with a completed copy of the Compassionate Care Benefits Attestation form, available from Human Resources and Skills Development Canada, www.hrsdc.gc.ca, whether or not they are

making an application for EI Compassionate Care Benefits or are required to complete the form to obtain such benefits

- (e) The specified family members do not have to live in Ontario in order for the employee to be eligible for family medical leave.
- (f) When requesting Family Leave without pay, the employee must provide a certificate of a qualified medical practitioner indicating that the member of the family is gravely ill with a significant risk of death within twenty-six (26) weeks and that he/she needs a family member to:
 - provide for psychological comfort or emotional support;
 - arrange for care by a third party care provider; or
 - directly provide or participate in the care.
- (g) An employee returning from Family Leave shall be reinstated into the position occupied at the time the leave commenced, or in a comparable position in the same location, with not less than the same pay and benefits. If during the period of leave, the pay and benefits of the group to which the employee belongs are changed, the employee is entitled, upon return from leave, to receive the same pay and benefits that the employee would have received had he/she been working when the change occurred. An employee on leave will be notified in writing if such a change took place.

Length of service continues to accrue while on family medical leave

Note: With respect to the Family Leave, the employee may also be eligible to receive an Employment Insurance (EI) benefit for a six (6) week period, commencing after a two-week waiting period.

24.09 Emergency Leave

- (a) An employee who is entitled to personal emergency leave can take up to ten (10) days of unpaid leave every calendar year due to:
 - Personal illness, injury or medical emergency;
 - Death, illness, injury, medical emergency or urgent matter relating to the following family members:

A spouse*, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step- grandchild of the employee or the employee's spouse, the spouse of an employee's child, a brother or sister of the employee, a relative of the employee who is dependent on the employee for care or assistance.

***Note: "spouse" includes both married and unmarried couples, of the same sex or the opposite sex.**

- (b) An employee is eligible for personal emergency leave because of the death, illness, injury or medical emergency of, or an "urgent matter" concerning, a specified family member, as listed above. An urgent matter is an event that is unplanned or out of the employee's control, *and* raises the possibility of serious negative consequences, including emotional harm, if not responded to.
- (c) Employees are entitled to take personal emergency leave for pre-planned (elective) surgery. Although such surgery is scheduled ahead of time (and therefore not a medical "emergency"), surgeries performed because of an illness or injury will entitle an employee to personal emergency leave.
- (d) There is no pro-rating of the 10-day entitlement. An employee who begins work part way through a calendar year is still entitled to ten (10) emergency days during the remainder of that year.
- (e) Employees cannot carry over unused personal emergency leave days to the next calendar year. The 10 days of personal emergency leave do not have to be taken consecutively. Employees can take personal emergency leave in part days, full days, or in periods of more than one day. If an employee takes only part of a day as personal emergency leave, the employer can count it as a full day of leave.

Article 25 - Labour/Management Consultation

- 25.01 The parties agree to establish an active Labour/Management Committee
- 25.02 The Committee shall be made up of an equal number (not less than two (2) of each) of non-bargaining unit persons and bargaining unit persons who have completed their probationary period, with one (1) of the non-bargaining unit persons being the Site Manager or designate. Both the Union and the Company shall confirm in writing to each other their Committee Representative.
- 25.03 The Committee shall keep minutes of its meetings. A copy of the minutes agreed by both parties will be forwarded to the Stewards and the Union Office.
- 25.04 The Committee shall appoint from among themselves, co-chairpersons and a recording secretary. These positions may rotate as agreed upon by the Committee.

- 25.05 The Committee shall meet as often as required, but at least once every two months. Meeting shall be convened upon a minimum notice of one (1) week, with time and date of the meeting to be set by mutual agreement. The agenda for the meeting shall be in writing with finalized copies given to all committee members at least three (3) days before the meeting.
- 25.06 Regular committee meetings will be held after shift hours so that they will conflict as little as possible with the work shifts of the Employees on the committee. Should committee meetings be held during an Employee's regular work time, the Employees serving on the Committee shall be paid at their regular hourly rate for the meeting time, up to a maximum of two (2) hours.
- 25.07 The Committee shall deal with all matters of mutual concern, however, the Committee shall not deal with grievances or negotiation issues and it is not empowered to alter or amend any of the terms of this Collective Agreement or infringe on the requirements and minimum standards of the Company's service contract.
- 25.08 Any Employee or non-bargaining unit person may refer matters to the Committee for consideration. Such referrals shall be in writing to the Committee.
- 25.09 After having been dealt with by the Committee, any unresolved issue(s) may be forwarded by a committee member to the Company's Head Office. The Company's representative(s) from its head office and a Union representative will convene a meeting with the Committee to discuss the matter. Such a meeting shall take place within forty-two (42) days of being referred to the Company.

Article 26 – Health and Safety

- 26.01 Company, Union and Employees agree to mutually work towards maintaining high standards of Health and Safety in the workplace in order to prevent injury and illness to Employees.
- 26.02 The Company and Union shall abide in all respects with the requirements of the Occupational Health and Safety Act, as amended. The Company shall develop and issue safe practice regulations in consultation with the Health and Safety Committee.
- 26.03 A joint Health and Safety committee with representatives from the Company and Union shall be established in order to promote the Health and Safety of Employees, and shall act in accordance with the Occupational Health and Safety Act, as amended.

26.04 Joint Health and Safety Committees

- a) The Company and the Union recognize the need for constructive and meaningful consultations on Health and Safety matters;
- b) (i) The Employees appointed to the Joint Health and Safety Committees shall perform the duties assigned to them without the loss of salary or benefits during regular work shift;
- (ii) Union representatives on Health and Safety Committees shall be provided necessary training in order to carry out their responsibilities as required by the Ontario Occupational Health and Safety Act. (All time spent in training shall be without loss of salary during regular work shift).
- (iii) Committees shall be entitled to time off from work (without pay) to attend seminars, conferences, courses sponsored by governments, clients, contractors or the Union where such courses give instruction on upgrading on Health and Safety matters, as approved by the Company.

Notwithstanding anything to the contrary contained herein, in the event of any conflict of wording between Article 26 herein and the Occupational Health and Safety Act as amended from time to time, the wording of the said Act shall apply.

26.05 When any Employee notes that the quality of the environment is deteriorating, he/she is obliged to inform the Company and the Health and Safety Committee without delay in writing or orally if he/she believes the situation is urgent.

Accordingly, the Company shall:

- (a) (i) ensure that the situation is investigated and that corrective action is taken and where practical, allow a Union representative of the Health and Safety Committee to participate in the investigation;
- (ii) place the matter on the agenda of the next meeting of the Joint Health and Safety Committee.
- (b) Any investigation report arising from the examination of a problem will be sent to the Local of the Union.
- (c) If the Union is not satisfied with the results of the investigative report, it may request that the Joint Health and Safety Committee conduct another investigation

- (d) The Union representative must be present at all investigations or inspections arising under paragraph (c) of this clause.
- 26.06 The Company agrees to provide at no expense to the Employee, appropriate transportation to the nearest physician or hospital and from there to place of work depending on the decision of the attending physician when such services are immediately required for an Employee as a result of:
- (a) injury on the job, or
 - (b) heart attack or other serious ailment which occurs on the job. The Company shall notify the Local of incidents of this nature.
- 26.07 The Company will assume the cost of providing all Employees with WHMIS training. Current certificates covering WHMIS will be provided. Employees will attend WHMIS training at without penalty.
- 26.08 Any Employee may refuse to work or to do particular work where he or she has reason, acting reasonably, to believe that:
- (a) any equipment, machine, device or thing the Employee is to use or operate is likely to endanger himself, herself, or another worker; or
 - (b) the physical condition of the workplace or the part thereof in which he or she works is likely to endanger himself or herself; or any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works is in contravention of the Ontario Occupational Health and Safety Act and such contravention is likely to endanger himself, herself, or another worker. An Employee may refuse to work or to do particular work where he or she has reason, acting reasonably, to believe that;
 - (c) Any equipment, machine, device or thing the Employee is to use or operate is likely to endanger himself, herself or another worker.
- 26.09 Report of refusal to work: Upon refusing to work or do particular work, the Employee shall promptly report the circumstances of the refusal to his or her Site Manager who shall forthwith investigate the reporting in the presence of the Employee and if there is such in the presence of one of:
- (a) a committee member who represents workers, if any;
 - (b) a Health and Safety Representative, if any or

- (c) a worker who because of knowledge, experience and training has been selected by the Union, who shall be made available and who shall attend without delay.

26.10 Worker to remain near work station: Until the investigation is completed the worker shall remain in a safe place near his or her work station.

26.11 Refusal to work following investigation: Where following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or to do particular work, the worker has reasonable grounds to believe that:

- (a) the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be likely to endanger himself, herself or another worker:

- (b) the physical condition of the workplace or the part thereof in which he or she works continues to be likely to endanger himself or herself; or

- (c) any equipment, machine, device, or thing he or she is to use or operate of the physical condition of the workplace or the part thereof in which he or she is to work is a contravention of the Occupational Health and Safety Act and such contravention continues to be likely to endanger himself, herself, or another worker, the worker may refuse to work or do particulate work and the Employer or the Employee or a person on behalf of the Employer or Employee shall cause an inspector to be notified thereof.

26.12 Investigation by Inspector: An inspector shall investigate the refusal to work in consultation with the Employer or a person representing the employer, the Employee and if there is such, the person mentioned in Article 26.09 (a) (b) or (c).

26.13 Decision of Inspector - The inspector shall, following the investigation referred to in Article 26.12, decide whether the machine, device or thin or the workplace or part thereof is likely to endanger the worker or another person.

26.14 Report In Writing - The inspector shall give his or her decision in writing, as soon as is practicable, to the Company, the Employee, and if there is such, the person mentioned in Article 26.09 (a) (b) or (c).

26.15 Worker to remain in a safe place pending decision - Pending the investigation and decision of the inspector, the worker shall remain at a

safe place near his or her work station during the worker's normal working hours unless the Employer assigns the worker reasonable alternative work during such hours.

26.16 Duty to Advise Others - Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in Article 26.17, the worker has been advised of the other worker's refusal and of his or her reasons for the refusal.

26.17 Person referred to in Article 26.16 must be:

- (a) a committee member who represents workers and if possible, who is a certified member;
- (b) a Health and Safety representative, or a worker who because of his or her knowledge, experience and training is selected by the Union to represent them.

26.18 Entitlement to be Paid: A person shall be deemed to be at work and shall be paid at the regular or premium rate, as may be proper.

- (a) for the time spent by the person carrying out the duties under Article 26.09 (a) (b) or (c) and 26.12 of a person mentioned in Article 26.09 (a) (b) or (c)

and

- (b) for the time spent by the person carrying out the duties under Article 26.16 of a person described in Article 26.17.

26.19 Administration of Legislation: Any right or benefit not stipulated in the Article and conferred on the Employees of the Employer by any legislation or regulation applicable to the parties in connection with health, safety or the environment of the workplace is an integral part of this Article.

26.20 Protection for Pregnant or Breast Feeding Worker

An Employee who is pregnant or breast-feeding has the right to stop work and take leave without pay for the period of leave beginning with the pregnancy to the end of the 24th week following the birth as indicated by the medical certificate provided by the doctor of the Employee's choice if by reason of the pregnancy or nursing continuing any of her current functions may pose a risk to her health and that of the fetus or child.

The Company shall consider any request for re-assignment and/or job modification in consultation with the Union and, where reasonable practical, shall modify the Employee's job functions or re-assign her.

An Employee's request to be re-assigned must be accompanied by a medical certificate supplied by a doctor of the Employee's choice stating the duration of the potential risk and the activities or conditions to avoid in order to eliminate the risk.

The Employee will be granted a leave of absence without pay for the duration of the risk period as indicated by the medical certificate until the Employer:

(a) modifies her job functions or re-assigns her, or

(b) advises her that it is not reasonably practicable to modify her job functions or to reassign her. The Employer will confirm this in writing.

26.21 The Company shall provide the Employee with immunization against communicable diseases where there is a risk of incurring such diseases in the performance of their duties provided the Employer is reimbursed by the Client.

26.22 Where the Company requires an Employee to undergo an occupational health examination by a qualified practitioner, satisfactory to the Company, such examination will be conducted at no expense to the Employee. An Employee shall be granted leave without loss of pay to attend the examination.

Article 27 - Inspection Sheets

27.01 (a) The Company shall provide regular inspection sheets, as available, for the place of work of that Employee subject to client approval.

(b) In the event that the Company performs inspections, the Company shall provide regular inspection sheets for all buildings inspected.

Article 28 - Agreement Re-opener

This agreement may be amended by mutual consent of the parties. Negotiations shall commence within sixty (60) days of such notice unless mutually agreed to by the parties.

Article 29 - Statement of Duties

29.01 Upon written request, an Employee shall be provided with a complete and current statement of duties and responsibilities of his or her position, including the classification level.

Article 30 - Term of the Collective Agreement

DURATION

- (a) This term of this collective agreement shall be from September 2nd, 2011 to August 31st, 2014.

Thereafter, the Agreement shall continue in full force and effect from year to year, subject to the right of either party to serve notice to commence bargaining as provided for in the appropriate labour legislation of Ontario.

During the period when negotiations are being conducted between the parties for the renewal of this Agreement, the present Agreement shall continue in full force and effect until:

- (b) (i) The Union commences a legal strike or
(ii) The Company commences a legal lockout, or
(iii) The parties enter into a new or further Agreement.

Signed at CFB Trenton in the County of Hastings on this 10th day of the month of MAY 2012.

For the Company, Koprash Inc.

For the Union, PSAC

Article 31 - Classification

Every Employee must be classified in accordance with a classification title and wage rate for that title as set out in Schedule A.

- (a) When a new job classification is established within the bargaining unit or when it is changed, the Employer shall provide the Union with a copy of the classification specifications.
- (b) Wage rates for new classifications are to be mutually agreed on by the parties. When the parties fail to agree, the Employer may set an interim rate and if the Union is not satisfied with the rate as set by the Employer, the Union may refer the dispute to arbitration.

Article 32 - Pay For Work In Another Classification

Employees temporarily transferred to a lower rated classification shall receive the wage rate of their regular classification. Employees temporarily transferred to a higher rated classification shall receive the wage rate of the higher classification.

Article 33 - Job Descriptions

33.01 Job description of the Collective agreement will be the cleaning specifications in the contract between Koprash Inc. and PWGSC. All cleaning specified will be considered General Duty cleaning responsibilities with the exception of floor stripping/waxing. Floor stripping/waxing will be classified as a Heavy Duty Cleaner.

33.02. If amendments are required by either party they shall be submitted to the Union/Management Committee. Any amendments that cannot be agreed upon by either party may be referred to the Minister of Labour who shall appoint an Arbitrator from among persons competent to deal with job descriptions in the cleaning industry.

Article 34 - Uniforms

34.01 There shall be no cost to the employee, when there is a requirement from PWGSC, for employees to wear a uniform. Uniform includes but is not restricted to: shirts, pants, and footwear.

34.02 The company shall inform the local President, and PSAC, of any uniform requirements and the company shall meet with the local executive, at least (30) thirty days in advance of requiring a uniform to be worn.

34.03 The purpose to meet with the local executive as described in Article 34 (ii)

is to enter into discussion with the union in regards to deciding the material, design and implementation of a uniform requirement.

34.04 Where a uniform is already in place, the company will meet at least annually with the local executive, to discuss the material, design and implementation of a uniform requirement.

34.05 Employees will be provided with four uniform shirts annually. Uniforms shall be replaced due to excessive wear and tear within reason. Employees shall have the option of purchasing additional uniform shirts at the Employer's cost.

Article 35 - Benefits

35.01 The Employer shall provide all full-time non-probationary Employees at CFB Trenton, Local 650 with benefit coverage as outlined in the attached Appendix 'B' to commence on November 1, 2011. The information contained in Appendix B and clauses 36.02-36.06 has been provided by the Company's benefit provider. The Employer agrees to maintain the level of benefits as provided for herein, and any such changes shall invoke Article 36.04, should the benefit provider introduce changes.

35.02 Enrolment: Employees will have the option to enrol in the plan with either single or family coverage and will have thirty (30) days to upgrade coverage from single to family with no requirement to complete a medical questionnaire. After thirty (30) days there will be a requirement for a medical questionnaire, however, there is no limit on when an Employee can apply to enrol in the plan or change coverage from single to family.

35.03 The Employer is responsible for the administration and application of the benefit plan referred to herein.

35.04 The Insurance and Benefits shall not be changed or modified by the Employer during the life of this Agreement except by negotiation and the mutual agreement of both parties.

35.05 The Benefit Provider will provide each employee with a Pay Direct drug card, and a benefit book detailing coverage entitlement.

35.06 Benefit Premium Breakdown:

Benefit Plan Premium Cost Summary

Single Coverage:

Premium: 100% Employer Paid

Employer Cost = \$74.36

Family Coverage:

Premium: Employer and Employee Paid

Employer Cost = \$74.36

Employee Cost = \$67.42

Note: The employee cost for Family Coverage will be paid through deduction from the employee's semi-monthly net pay

Article 36 - Wages

37.01 Wages shall be paid in accordance with Appendix "A" attached hereto and forming part of this collective agreement.

Appendix "A" - Wages

	Jan. 1, 2012	Sept. 1, 2012	Sept. 1, 2013
Increments			
0-3 months of service	\$10.25	\$10.25	\$10.25
3 months – 2 Years of service	\$11.00	\$11.22	\$11.44
More than 2 Years of service	\$11.25	\$11.48	\$11.70

Appendix "A" is for General and Heavy Duty Cleaners. Wage rate prior to renewal \$10.25

General Duty Cleaners:

All wages will conform with the applicable minimum wage laws in the Province of Ontario. Employee's working as Heavy Duty Cleaners shall receive an additional \$0.25 per hour premium.

Memorandum of Agreement-Wage Re-opener

In the event that the Ontario Provincial Minimum Wage, as per the Employment Standards Act, is rescinded or frozen, the Employer agrees to renegotiate wages. If the parties fail to come to an agreement, the parties agree to refer the matter to Arbitration.

Memorandum of Agreement – Social Justice Fund

The Company agrees to pay the PSAC Social Justice Fund: One Hundred (\$100.00) dollars, each year. Effective October, 2011. This payment shall be payment for CFB Trenton.