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ANNEX “A”

STATEMENT OF WORK

PART I - GENERAL INFORMATION

1 DESCRIPTION

- 1.1 Provide all labour, and supervision for janitorial services at the Churchill Airport, Churchill, Manitoba.

2 MATERIALS AND EQUIPMENT

- 2.1 Transport Canada will supply all equipment, materials and supplies.
- 2.2 The contractor will ensure all collection points are kept in a neat and tidy condition and that no refuse is left lying at these points.
- 2.3 The contractor will be responsible for cleaning garbage containers on an as and when required basis. The power washer at the Maintenance Garage may be used for this purpose.

3 RESPONSIBILITY FOR DAMAGE TO THE BUILDING AND ITS CONTENTS

- 3.1 Any damage resulting from misuse of any agents or materials shall be assessed against the contractor.
- 3.2 It is the contractor's responsibility at the time of contract award to examine the surfaces, which are to be maintained in order to ascertain their condition and to bring to the Manager's attention, in writing, any defective surfaces.

4 SUPERVISION

- 4.1 The contractor or his designated representative shall provide diligent supervision to the work and he, or his designated representative, shall be available as required from 08:00 AM to 04:30 PM Monday to Friday and each weekend, and at such other times as the supervisory requirements demand.

5 KEYS

- 5.1 The contractor and his/her employees shall obtain keys for the Airport Terminal Building and G19 Maintenance Garage from the Airport Management. Cleaning of restricted areas must be done during normal working hours (0800-1630); and in the presence of an employee. *(Applies to G19 Administration Office and Airline Counter*

Offices only).

6 LOST AND FOUND ARTICLES

- 6.1 Lost and found articles shall be turned over to the Airport Manager or to such other official as may be designated by the Airport Manager.

7 SERVICES PROVIDED BY THE DEPARTMENT

- 7.1 The Department of Transport will supply power, heat and water, required; storage facilities will also be provided. It is the contractor's responsibility to exercise full management control over the supplies issued by the department and to make such accounting for use of supplied materials as may, from time to time, be required.

8 FIRE SAFETY

- 8.1 Waxes, floor finishes, polishes and cleaning materials are very susceptible to spontaneous ignition. All such materials shall be stored in metal containers with self-closing, tight fitting metal lids until materials can be used or safely disposed of. Storage closets shall be kept clean, neat and tidy at all times.
- 8.2 All waxes, polishing oils, etc., shall be kept tightly sealed and stored in separate shelving from rags and other cleaning materials.
- 8.3 All floor mops shall be stored in a suspended position to allow free air circulation around heads of mops.
- 8.4 Smoking is prohibited in Public Service workplaces.
- 8.5 The use of hot plates or other electrical appliances is prohibited in cleaning equipment rooms.

9 ACCIDENT PREVENTION AND OCCUPATIONAL SAFETY

- 9.1 The contractor shall comply with any applicable safety regulations, standards and rules prescribed by the appropriate federal and provincial authorities and in the event of any inconsistencies between such regulations, standards and rules and the provisions of the Statement of Work; the provisions of the Statement of Work shall prevail.

10 STORAGE SPACE

- 10.1 The contractor shall store all supplies, materials and equipment in storage areas designated by the Airport Manager. The contractor shall keep these areas neat and clean at all times in accordance with all applicable fire regulations. Also, cleaning equipment must be kept clean and in good repair. The contractor will be responsible for the cleaning of this storage area, at his own costs.

11 GARBAGE STORAGE

- 11.1 All dry garbage must be securely contained in plastic bags, or steel cans with appropriate lids and stored in designated pick-up areas. Storage area floors must be kept free of litter at all times.

12 ACCESS

- 12.1 Under no circumstances shall any of the contractor's personnel, vehicles or equipment enter or move upon any runways, taxiways, aprons, or any other paved or unpaved surfaces of the Airport, or beyond the prescribed limits of the work areas under the contract without the consent of the Airport Manager.

13 HOURS FOR CLEANING

- 13.1 The hours during which cleaning may be performed at Churchill Airport and occupancy of buildings included in this contract are as follows:

13.1.1 Air Terminal Building:

Public Rooms, airline offices, cargo areas, all washrooms and vestibules

08:30- 1630 hrs - Monday to Sunday inclusive

13.1.2 G-19 Maintenance Garage

Monday to Sunday inclusive

16:30 – until completion of tasks - described under Part II

- 13.2 The contractor will be issued pass keys to the buildings and will be responsible to ensure at all time other than the published hours of operations that the buildings are secure during cleaning operations and on leaving the buildings. The contractor shall not permit entry of unauthorized persons into the buildings during any period outside of normal operating hours.

14 PROJECT WORK

- 14.1 The contractor shall keep a record of all work of a project nature and shall notify the Airport Manager before beginning this work and immediately following its completion. The contractor will document hours of work and employee name, on work order provided by department. Project work must be pre approved by the Airport Manager.

Note: Project or extra work must not commence before a work order is issued. The contractor shall arrange with the Airport Manager his schedule of project work and the hours of cleaning proposed, so as to cause the least inconvenience possible to the occupants of the buildings and the general public.

15 SPECIAL NOTE TO TENDERERS

- 15.1 Tenderers are specifically advised that the "Terms of Reference" is explicit in respect to "tasks" to be performed and frequency of services and the successful bidder will be expected to comply fully and completely with this "Terms of Reference". Any adjustments found necessary during the currency of this contract will be officially recognized on the basis of unit price quotations, where applicable and in other matters by negotiations between the Contracting Authority and the contractor.

PART II - DESCRIPTION OF SERVICES AND METHODS OF CLEANING

A DESCRIPTION OF SERVICE

1.1 SPOT CLEANING

- 1.1.1 This service consists of the removal of all defacing matter from surfaces, scuff marks at desk areas, spots, smudges, stains, scuff marks and traffic lanes in all areas of the buildings.

1.2 PICK-UP SERVICE

- 1.2.1 This service consists of removing debris from floors and other horizontal surfaces and waste receptacles.

1.3 LITTER PICK-UP (EXTERIOR)

- 1.3.1 This service consists of picking up all litter five (5) feet from the exterior surfaces of footing walls of a building. If steps/ramps lead to a building or encompass it in part or whole, litter pick-up on these areas shall be included. Litter shall also be picked up in flowerbeds and planters adjoining buildings.

1.4 SNOW REMOVAL, SWEEPING AND ICE CONTROL

- 1.4.1 This service consists of snow, ice, and debris removal from all sidewalks, building entrances and ramps/stairs. This service will extend only five (5) feet onto the apron airside and five (5) feet from the buildings groundside, and must be done daily before scheduled flight times.

1.5 CLEAN

- 1.5.1 As used in this Statement of Work shall mean that after a cleaning procedure has been completed, the surface shall be neutral, soil and residue free.

1.6 AIR HANDLING UNITS - GRILLES - SUPPLY AND RETURN

- 1.6.1 As used in this Statement of Work includes window air conditioning units, induction units, heating convectors and forced flow heating units, wall mounted radiators, floor, wall and ceiling mounted force flow heating units.

2.0 METHOD OF CLEANING

2.1 SIDEWALKS, FOOTPATHS, RAISED AREAS OF CEMENT, ENTRANCES, EXITS AND RAMPS

2.1.1 Sweeping

- 2.1.1.1 Hand or mechanical brooms or vacuum pick-ups shall be used. The debris shall be placed in lidded metal or suitable containers and taken to the designated areas of disposal.

Snow and Ice Removal

- 2.1.1.2 Snow must be removed from the paved walks and building entrance without delay. When necessary, sanding shall be carried out to prevent slippery conditions. Department of Transport will supply the sand.

2.2 CARE OF FLOORS

2.2.1 Dust Mopping

- 2.2.1.1 A dust control method shall be used in all dust mopping operations by using either a non-oil retardant on clean dust mops, or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or other harmful substances shall not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of floors shall be dust mopped or vacuumed, including areas under furniture.

2.2.2 Damp Mopping

- 2.2.2.1 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 floor from dirty mops and water shall not be acceptable. Buffing shall follow mopping where a buffable floor finish is used. NOTE: When damp mopping in washrooms use germicidal agent.

2.2.3 Wash or Wet Mop and Rinse

- 2.2.3.1 This operation shall be preceded by dust mopping. Clean, cool or warm water shall be used. A small amount of detergent may be added. Residue shall be picked up and the surface rinsed. A small amount of compatible floor finish may be added to the rinse water. If more than one rinsing is required, the building supervisor shall direct the contractor to do so. Buffing shall be done where a buffable finish is used.

2.2.4 Scrubbing and Refinishing

2.2.4.1 This operation shall be preceded by dust removal. Warm water to which the recommended amount of detergent has been added shall be used. Power scrubbing equipment will be used, either using a scrubbing brush or suitable synthetic pad. Solutions shall be permitted time to work its chemical action on floor surfaces. All residues shall be picked up and floor rinsed until clean. Floor finish, either one or two coats, shall be applied and buffed if recommended by the manufacturer, or a non-buffable finish may be used.

2.2.5 Stripping and Refinishing

2.2.5.1 This shall consist of the complete removal of all floor finish and other residues. When rinsed, floors shall be neutral. Two or more coats of floor finish shall be applied and buffed if recommended by the manufacturer. Furniture, including cabinets and file cabinets, shall be removed for this operation unless tenant request otherwise, and these areas stripped and refinished with the remainder of the area. Soil and residue shall be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still soluble.

2.2.6 Buffing

2.2.6.1 This shall be performed by mechanical means using either a lambs wool, felt or the correct synthetic pad.

2.2.7 Spray Buffing

2.2.7.1 Spray buffing will be permitted in lieu of washing, finishing and buffing in office area. Spray buffing shall be done in other areas only with the permission of the Airport Manager. If spray buffing in other areas does not maintain the standards of cleanliness required in Department of Transport buildings, the Airport Manager 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, either vacuuming or dust mopping and dusting of furniture shall follow spray buffing.

3.0 MISCELLANEOUS FLOOR CLEANING

- 3.1 Traffic lanes and worn areas of floor finish will be removed and/or repaired as they occur, either by scrubbing, finish buffing, or by spray buffing.
- 3.2 Sealing of floor shall be done with an approved penetrating floor sealer. It will be applied after floors are stripped. Two (2) applications shall be applied, carefully following manufacturer's recommendations.
- 3.3 Corners shall be kept free of dirt, dust and watermarks at all times. Cleaning solutions shall not be allowed to seep under furniture, partitions, etc. Petroleum base waxes

shall not be used on asphalt floor.

- 3.4 Portable warning signs and guide ropes shall be used by the contractor to identify areas undergoing major cleaning operations where danger may exist for staff or the general public. Supplied by Transport Canada.
- 3.5 Department of Transport carpeted areas shall be spot cleaned of spillage, stains, and marks.

4.0 WALLS AND CEILINGS

- 4.1 Walls shall be washed with warm water and detergent as recommended by the manufacturer. Walls, etc., shall be rinsed with warm clear water. At the conclusion of the cleaning operation, there shall be no visible soil, streaks or other discoloration on the finish.

5.0 WINDOWS AND GLASS SURFACES

- 5.1 Windows shall be washed with a non-streaking agent, alcohol solution may be used. Window washing operations shall include all adjacent metal surfaces such as mullions, frames, sills, etc., and window screens where they are installed.

6.0 DOOR MATS AND MAT RECESSES

- 6.1 Door mats shall be removed where applicable, and cleaned using detergent. A stiff bristle brush may be used to remove encrusted dirt. Mats shall be well cleaned.
- 6.2 Minimum amount of water shall be used in the cleaning of non-removable pneumatic mats to prevent electrical shorting of operating mechanisms or other breakdowns.

7.0 WASTE RECEPTACLES

- 7.1 Waste receptacles shall be damp wiped after each emptying. They will be washed completely as required in the Statement of Work with warm water to which a germicidal agent has been added.

8.0 ASH URNS AND ASH TRAYS EXTERIOR OF BUILDINGS

- 8.1 All ash urns and ashtrays must be emptied daily.

9.0 FURNITURE

- 9.1 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 methods of cleaning. Care must be taken to wipe all cleaner residues from surfaces.

10.0 WASHROOM CLEANING

- 10.1 Washbasins, toilet tanks and urinals shall be thoroughly washed with warm water, added detergents to be used exactly as specified by the 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 at least weekly, the descalant applied in such a way as to avoid damages to the fixtures, etc.. Spray deodorants shall be used as required. Only trained workers in washroom sanitation will be accepted in these areas.

11.0 NON-WASHABLE CEILINGS

- 11.1 These ceilings shall be vacuumed. This work must have prior approval by the Airport Manager.

12.0 MISCELLANEOUS

- 12.1 Cleaning works of art is included in this Statement of Work, except where instructed otherwise. Advertising displays are also included.

13.0 FINISHES (GENERAL)

- 13.1 All surfaces listed hereunder shall be cleaned by damp wiping with a soft cloth or chamois. The cleaning solution, except where otherwise indicated, shall be clear water to which germicidal agent/or another non-harmful cleaner has been added. The surface must always be properly rinsed and dried. Acid, abrasive and other cleaning materials may be used provided adequate care is taken not to damage the treated surface. The particular type of cleaner which may be used for each surface is indicated below:

14.1.1 Stainless Steel

- 14.1.1.1 Cleaning solution: a properly buffered weak acid detergent. Stubborn dirt marks; use a mild abrasive cleaning compound.

13.1.2 Aluminium

- 13.1.2.1 Cleaning solution: a buffered silicate. Stubborn dirt marks; use a mild abrasive cleaner (such as 00 steel wool) in conjunction with a non-etching chemical cleaner. Very stubborn dirt marks; pumice in conjunction with buffered phosphoric acid.

13.1.3 Anodized Aluminium

- 13.1.3.1 No abrasive or acid cleaner permitted.

13.1.4 Porcelain

- 13.1.4.1 Stubborn dirt marks; a mild abrasive or properly buffered acid cleaner.

13.1.5 Concrete

- 13.1.5.1 Bristle scrub brush may be used. Stubborn dirt marks;

abrasive, solvent, or acid cleaner.

13.1.6 Painted Surface

13.1.6.1 Stubborn dirt marks; mild abrasive or properly buffered alkaline cleaner.

13.1.7 Glazed Brick and/or Ceramic

13.1.7.1 A medium scrub brush may be used. Stubborn dirt marks; buffered acid cleaner.

13.1.8 Terrazzo, Mosaic, Polished Stone, Marble

13.1.8.1 Cleaning solutions; water to which a neutral liquid cleaner has been added. The cleaning agent must be free from alcohols, acid, salts and strong alkalines.

13.1.9 Cut Stone, Stucco

13.1.9.1 A medium stiff brush may be used with clear water.

13.1.10 Vinyl Wall Surfaces

13.1.10.1 Cleaning and maintenance of these surfaces shall be as indicated in the Technical Service Bulletin published by Fabriloid Division, Canadian Industries Limited.

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

PART III CHURCHILL AIRPORT - AREA CATEGORIES

1 GENERAL INFORMATION TO BIDDERS

- 1.1 The statement of services and frequencies indicated for the various categories shall be followed by the contractor at all times. Contractors are advised that the building included in the contract must present a neat and tidy appearance during the hours of occupancy. All services of a project nature shall be performed between the hours of 5pm and midnight.
- 1.2 When there are either increases of service or deletion of various areas or frequencies of cleaning, then cost invoicing will be adjusted accordingly using contract pricing.

If areas or frequencies of services are either deleted or not carried out by the contractor in accordance with the Statement of Work, this will be brought to the attention of the contracting authority and documented.

2 BUILDING G19 MAINTENANCE GARAGE

2.1 MAIN FLOOR EAST SIDE

ROOM NO.	DESCRIPTION	CATEGORY	AREA M²
0103	TC Office (MRM office)	Office Light	30.800
0104	Washroom Woman's	Public	4.340
0105B	TC Office (computer room)	Office Light	16.597
0105C	TC Office (MDO office)	Office Light	15.719
0106	Hallways including stairway	Public	39.425
0107	TC Office (APM office)	Office Light	14.415
0108	Washroom Men's	Public	9.145
0109	Laundry	Office light	10.500

2.3 MAIN FLOOR EAST SIDE (MOBILE SHOP)

ROOM NO.	DESCRIPTION	CATEGORY	AREA M²
0105	Office	Office Light	9.000
Modular unit	Office	Office Light	10.237

2.4 MAIN FLOOR WEST SIDE (TRADES SHOPS)

ROOM NO.	DESCRIPTION	CATEGORY	AREA M²
0126	TC Office (electrical shop)	Office Light	9.150
0128	TC Office (carp shop)	Office Light	7.840
0130	TC Office (plumbing shop)	Office Light	10.392

2.5 SECOND FLOOR EAST SIDE

ROOM NO.	DESCRIPTION	CATEGORY	AREA M²
0201	Hallway	Public	17.077

0202	Staff Lunchroom	Office Light	36.966
0203	Emergency Control Centre	Office Light	35.488
0204	Radio Room	Office Light	3.311
0209	Map Room	Office Light	31.351
0210	Training Room	Office Light	22.00

3.0 AIR TERMINAL BUILDING

ROOM NO.	DESCRIPTION	CATEGORY	AREA M²
0101	Public Area	Public	462.768
0102	Baggage room	Office Light	52.438
Baggage Carousel	Public		26.407
0103	Vestibule	Public	15.545
0104	Briefing Room	Office Light	39.582
0105	Mechanical Room	Office – Heavy (#1 only)	116.227
0106	Airline Office	Office Light	16.660
0107	Enplaning – Baggage Room	Office Light	73.400
0108	Airline Office	Office Light	16.748
0109	Washroom	Public	18.931
0110	Washroom	Public	15.963
0111	Washroom	Public	6.502
0112	Vestibule	Public	7.893
0113	Vestibule	Public	7.893
0115	Corridor	Public	12.337
Counters-area behind ticket counter		Office Light	29.310
Ticket counter – Includes front, top and back		Office Light	

PART IV SPECIFIED SERVICES AND FREQUENCIES

1 CLEANING

- 1.1 As required (any time) and specifically before regularly scheduled flights, clean all surfaces interior and exterior of buildings, exterior landings, stairs, steps including balconies and covered walks (includes snow removal) a distance of five (5) feet onto the apron airside and five (5) feet from the buildings without sidewalks groundside. The department will provide ice melt and sand. This is required - a minimum of twice per day Monday – Sunday inclusive.
- 1.2 Replenish toilet supplies.
- 1.3 All carpeted areas: spot and stain removal.

2 DAILY

2.1 Glass Surfaces - Interior and Exterior

- 1.1.1 Entrances, exits and vestibules: spot clean
- 1.1.2 Public Areas: spot clean
- 1.1.3 Interior partitions and doors: spot clean

2.2 Public Areas (Except Washrooms)

- 2.2.1 Water fountains: remove foreign matter - clean and disinfect
- 2.2.2 Floors: damp mop and buff
- 2.2.3 Floors, carpeted areas (elevators, halls, lobbies, hallways, etc.): complete vacuuming
- 2.2.4 Walls, doors, door hardware (including kick plates), vestibules, stairways and baseboards: spot clean
- 2.2.5 Metal surfaces (including stainless steel): spot clean
- 2.2.6 Furniture: dust and/or damp mop, replace according to lay out plan
- 2.2.7 Counter tops: spot clean
- 2.2.8 Telephones: disinfect
- 2.2.9 Pick-up litter
- 2.2.10 All ash urns and ashtrays must be emptied daily.

2.3 Public Washrooms (including adjoining vestibules and powder rooms)

- 2.3.1 Spray deodorant
- 2.3.2 Urinals, toilets, wash basins, faucets, mirrors, shelving, dispensers, and exposed pipes: clean and disinfect (where applicable)
- 2.3.3 Waste Receptacles: empty and damp wipe
- 2.3.4 Floors: damp mop (add germicidal detergent to water)
- 2.3.5 Walls and other vertical surfaces (walls, toilet partitions, doors, door hardware): spot clean
- 2.3.6 Ledges and mouldings: damp wipe
- 2.3.7 Replenish toilet supplies
- 2.3.8 Pick-up litter and spot clean
- 2.3.9 A minimum of three (3) times per day Monday – Sunday inclusive 0900/1200/1500

2.4 Office Areas - Heavy Traffic

- 2.4.1 Water Coolers: wash and disinfect
- 2.4.2 Floors (including corridors and stairs): remove spillage and stains - vacuum or dust mop - damp mop
- 2.4.3 Floors, carpeted areas: complete thorough vacuuming
- 2.4.4 Wall and other vertical surfaces (ledges, moulding, woodwork, window stools, radiator covers, etc.): dust
- 2.4.5 Door hardware, name plates and signs: spot clean
- 2.4.6 Furniture: dust and/or damp wipe

2.5 Office Areas - Light Traffic

2.5.1 General Services

- 2.5.1.1 Empty and remove waste from wastebaskets
- 2.5.1.2 Wash and disinfect water coolers
- 2.5.1.3 Spot clean walls and partitions, remove spillage and stains on floor
- 2.5.1.4 Floors, (including corridors and stairs): vacuum or dust mop
- 2.5.1.5 Floors; carpeted areas: thorough vacuum traffic lanes
- 2.5.1.6 Walls and other vertical surfaces (ledges, moulding, woodwork, window stools, radiator covers, etc.): dust
- 2.5.1.7 Door hardware, name plates and signs: spot clean
- 2.5.1.8 Furniture: dust and/or damp wipe

2.6 Staff Washrooms (including adjoining vestibules and powder rooms)

- 2.6.1 Waste receptacles: spot clean
- 2.6.2 Walls and other vertical surfaces: spot clean
- 2.6.3 Walls, toilet partitions and doors, door hardware: spot clean
- 2.6.4 Ledges and mouldings: dust
- 2.6.5 Floors: damp mop (add germicidal detergent to water)
- 2.6.6 Clean and disinfect - urinals, toilets, wash basins, faucets, mirrors - shelving, dispensers, exposed pipe

2.7 Baggage Carts

- 2.7.1 Collect baggage carts from parking lot prior to and after plane departure.

3 TWICE WEEKLY: (DAYS OF WEEK SPECIFIED BY AIRPORT MANAGER)

3.1 Public Areas

- 3.1.1 Handrails, telephones, coin lockers, dispensing machines, exterior display cabinets, baggage conveyers and weigh scales: spot clean

3.2 Office Areas - Light Traffic

- 3.2.1 Floors: buff or, if carpeted, vacuum
- 3.2.2 Waste receptacles: wash and disinfect

4 WEEKLY

4.1 Public Areas (except washrooms)

- 4.1.1 Floors: remove mats - clean (including recess) and replace
- 4.1.2 Walls: dust upper sections (above 8 feet)
- 4.1.3 Counter tops: clean
- 4.1.4 Interior of Coin lockers: (where applicable and when accessible) clean
- 4.1.5 Venetian Blinds: dust
- 4.1.6 Clean art work and/or advertising signs

4.2 Public Washroom

- 4.2.1 Floors: Wash - NOTE: flooring-adjoining urinals to be thoroughly cleaned at all frequencies.

4.3 Office Areas - Heavy Traffic

- 4.3.1 Floors: wash, apply finish and buff.
- 4.3.2 Walls: low sections (8 feet high) dust

4.4 Office Areas - Light Traffic

- 4.4.1 Walls: lower section (8 feet high) dust
- 4.4.2 Carpeted Floors: vacuum complete area

4.5 Staff Washrooms

- 4.5.1 Floors: wash
- 4.5.2 Lockers, cabinets, furniture: damp wipe

4.6 Cargo and Baggage Rooms

- 4.6.1 Floors: wash
- 4.6.2 Lockers, cabinets, furniture: damp wipe

5 EVERY TWO WEEKS

5.1 Glass Surfaces

- 5.1.1 Entrances, exits, vestibules, interior partitions and doors: wash

5.1.2 Public Areas (except washrooms)

- 5.1.2.1 Waste receptacles: wash and disinfect
- 5.1.2.2 Floors: wash, apply finish and buff
- 5.1.2.3 Telephone and surrounding area: clean
- 5.1.2.4 Handrails: clean
- 5.1.2.5 Miscellaneous (coin lockers, dispensing machines, exterior fire hose and display cabinets, baggage conveyers and weighing scales): clean
- 5.1.2.6 Interior of coin lockers (where applicable and accessible):
Clean and disinfect

5.1.3 Public Washrooms (including adjoining vestibules and powder rooms)

5.1.3.1 Waste receptacles: clean and polish

5.1.4 Office Areas - Light Traffic

5.1.4.1 Floors: wash, apply finish and buff

6 MONTHLY

6.1 Glass Surfaces (interior and exterior)

6.2 Public Areas: wash

6.3 Public Areas (except washrooms)

6.3.1 Waste receptacles: clean and polish

6.3.2 Metal surfaces (including stainless steel): polish

6.3.3 Floors (carpeted area): steam clean (water injection)

6.3.4 Furniture (including vinyl upholstery): clean and polish

6.4 Public Washrooms (including adjoining vestibules and powder rooms)

6.4.1 Toilet partitions, doors, door hardware: wash and/or polish

6.5 Office Areas - Heavy Traffic

6.5.1 Door hardware, name plates and signs: clean and polish

6.5.2 Furniture (including vinyl upholstery): clean and polish

6.5.3 Floors (all carpet areas): steam clean (water injection)

6.6 Office Areas - Light Traffic

6.6.1 Door hardware, name plates and signs: clean and polish

6.6.2 Furniture and furnishings: clean and polish

6.7 Staff Washrooms (including adjoining vestibules and powder rooms)

6.7.1 Toilet partition and doors: wash

7 EVERY TWO MONTHS

7.1 Public Areas (except washrooms)

7.1.1 Pictures: take down and clean thoroughly

7.2 Public Washrooms (including adjoining vestibules and powder rooms)

7.2.1 Walls: wash and disinfect

7.3 Staff Washrooms (including adjoining vestibules and powder rooms)

7.3.1 Walls: wash and disinfect

8 EVERY THREE MONTHS

8.1 Public Areas (except washrooms)

8.1.1 Floors: strip, refinish and buff

8.1.2 Walls: dust (upper sections above 8 feet)

8.2 Office Areas - Heavy Traffic

8.2.1 Floors: strip, refinish and buff

8.2.2 Walls: dust (upper sections above 8 feet)

8.3 Office Areas - Light Traffic

8.3.1 Floors: strip, refinish and buff

8.3.2 Walls: dust (upper sections above 8 feet)

8.3.3 Air vents and grilles: vacuum

8.4 Staff Washrooms (including adjoining vestibules and powder rooms)

8.4.1 Air vents and grilles: vacuum

9 EVERY FOUR MONTHS

9.1 Exterior signs and lighting fixtures: clean - spring, summer, fall

9.2 Public Areas (except washrooms)

9.2.1 Interior of fire hose cabinets: clean

9.3 Public Washrooms (including adjoining vestibules and powder rooms)

9.3.1 Ceilings: wash or, if acoustic tile vacuum

9.3.2 Air vents and grilles: vacuum

9.4 Staff Washrooms (including adjoining vestibules and powder rooms)

9.4.1 Ceilings: wash or, if acoustic tile vacuum

10 EVERY FIVE MONTHS

10.1 Office Areas - Light Traffic

10.1.1 Floors (all carpeted floor areas): steam clean (water injection)

10.2 Upholstered Furniture

10.2.1 Steam clean (including stain removal) of all upholstered furniture throughout buildings.

11 EVERY SIX MONTHS

11.1 Glass Surface (all other windows): wash

NOTE: Window washing operations to include all adjacent metal surfaces such as mullions, frames, sills, etc., and all window screens.

11.2 Cargo and Baggage Rooms

11.2.1 Walls: dust complete

11.3 Storage Areas

11.3.1 Walls (ledges, mouldings, woodwork, exposed pipe, etc.): dust

11.3.2 Floors: vacuum or dust mop, wash, apply finish and buff

11.4 Vacant Areas

11.4.1 Floors: vacuum or dust mop, damp mop floors

11.4.2 Walls (ledges, mouldings, window stools, pipes, etc.): dust

12 SPECIAL NOTE: (All hard surface floors)

12.1 Floor Finishes: (wax, etc.)

Additional floor finish will be applied and maintained as required to the Airport Manager's acceptance.

13 JANITOR ROOMS

13.1 No schedule of cleaning is stated. However, it is required that these rooms be kept clean and tidy at all times. Empty cleaning containers must be disposed of and not allowed to accumulate. In addition, all rooms must be kept locked when not occupied by cleaning staff. There will be no smoking in janitor's room.

14 CARPET MAINTENANCE

14.1 Daily Maintenance shall include a thorough vacuuming according to areas as follows, and steam cleaning (water injection) according to the following frequency:

14.1.1 Heavy Traffic Areas

14.1.1.1 Daily maintenance shall include complete, thorough vacuuming of all heavy traffic areas such as: lobbies, corridors, hallways, 24-hour Aeradio rooms, etc.

14.1.1.2 Carpet Steam Cleaning (water injection) - to be carried out ONCE PER QUARTER (Dec, Mar, Jun, Sep)

14.1.2 Light Traffic Areas

14.1.2.1 (Such as 8-hr offices) - shall receive thorough vacuuming of traffic lanes daily and vacuuming of complete carpet areas once per week.

14.1.2.2 Carpet Steam Cleaning (water injection) to be carried out once every six (6) months.

14.1.2.3 Spot Removal All Areas (including upholstered furniture) - spillage or spots shall be removed from carpets as quickly as possible and these spots should be blotted up, not rubbed. Any good spot remover according to type of stain is

acceptable, providing no damage or discolouration results to carpet fibre.

15 SUMMARY

- 15.1 Heavy Traffic Areas (entire area): vacuumed daily and steam cleaned monthly
- 15.2 Light Traffic Areas: traffic lanes vacuumed daily and entire carpet thoroughly vacuumed weekly and steam-cleaned every six (6) months.
- 15.3 Spots should be cared for immediately.

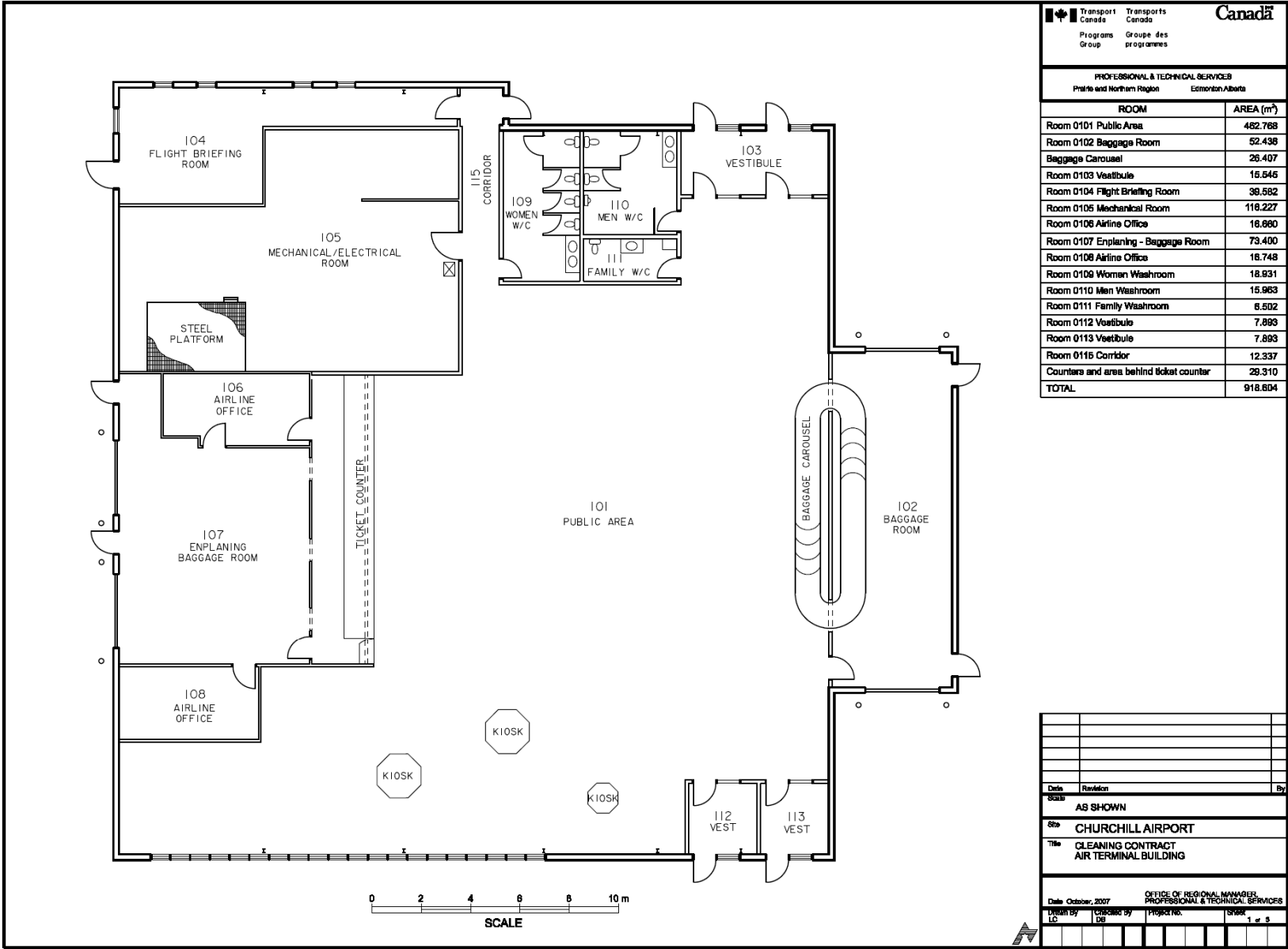
PART V
PLANS AND DIAGRAMS

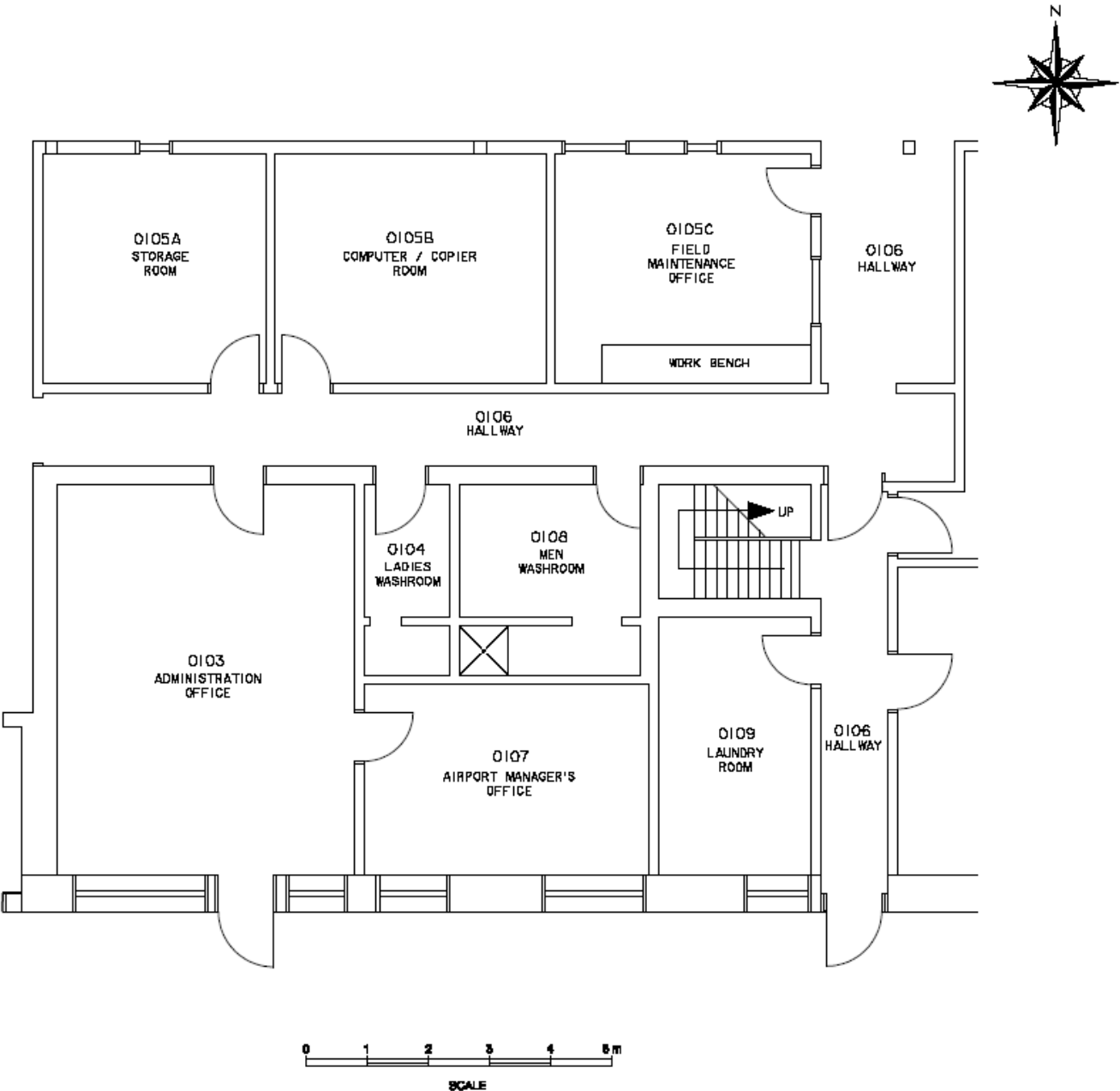
Drawing "A"	Air Terminal Building
Drawing "B"	G-19 Maintenance Garage - Admin Offices etc
Drawing "C"	G-19 Maintenance Garage - Mobile Shop Office
Drawing "D"	G-19 Maintenance Garage - Main Level - Trades Offices
Drawing "E"	G-19 Maintenance Garage - Second Level

Solicitation No. - N° de l'invitation
T5056-150048/A
Client Ref. No. - N° de réf. du client
T5056-150048 Transport

Amd. No. - N° de la modif.
WPG011
File No. - N° du dossier
WPG-6-39011

Buyer ID - Id de l'acheteur
CCC No./N° CCC - FMS No./N° VME





Transport Canada

Programme des programmes

PROFESSIONAL & TECHNICAL SERVICES

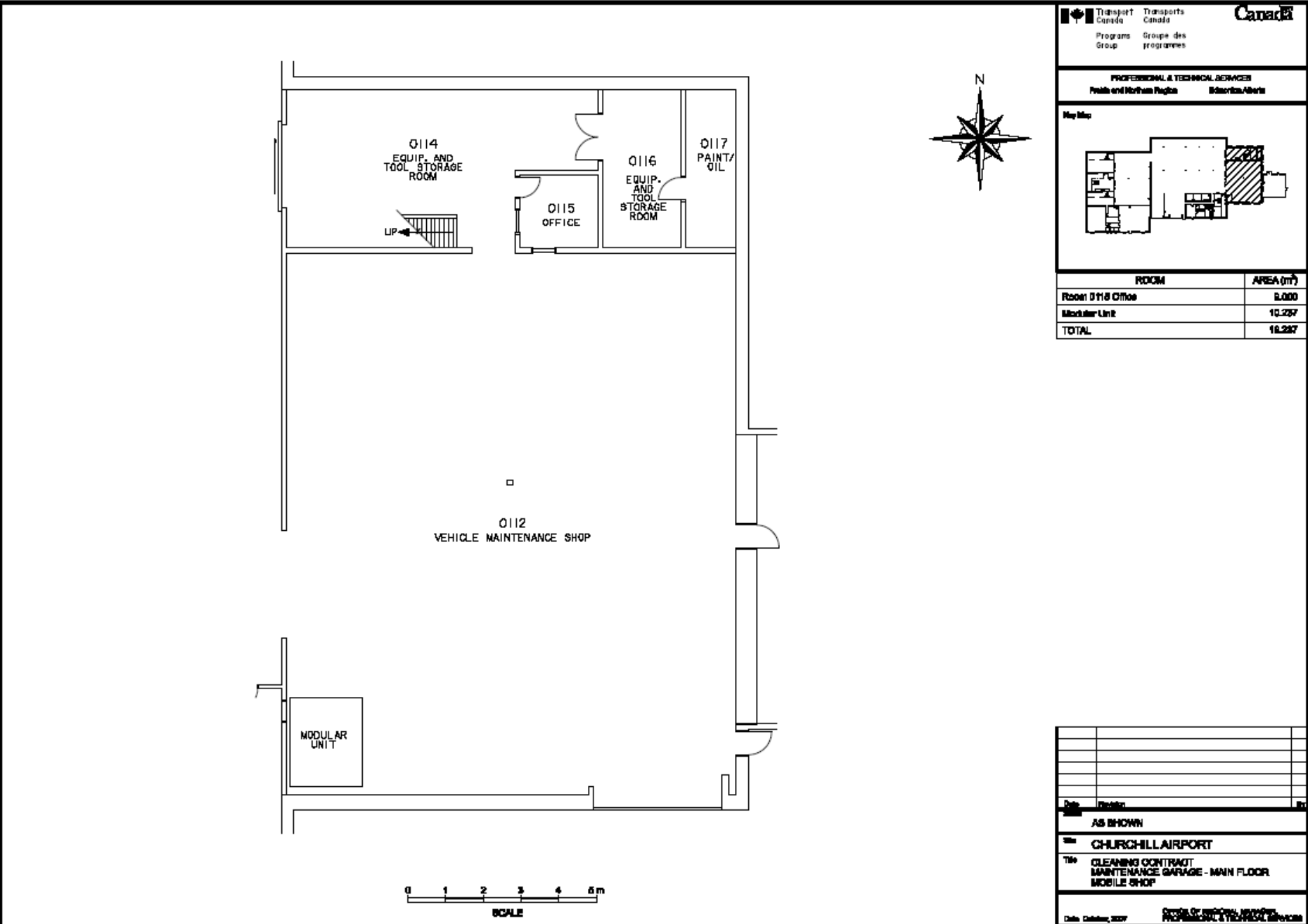
Public and Northern Region

Services Régionaux

Key Map

ROOM	AREA (m²)
Room 0103 Administration Office	30.830
Room 0104 washroom	4.840
Room 0105B Computer / Copier Room	16.697
Room 0105C Field Maintenance Office	18.719
Room 0106 Hallway (including stairway)	38.426
Room 0107 Airport Manager's Office	14.415
Room 0108 Washroom	9.145
Room 0109 Laundry Room	10.600
TOTAL	140.841

Date	Revision	By
0000		
AS SHOWN		
CHURCHILL AIRPORT		
CLEANING CONTRACT MAINTENANCE GARAGE - MAIN FLOOR ADMINISTRATION & FIELD OFFICE		
Date October 2007		
OFFICE OF REGIONAL MANAGER PROFESSIONAL & TECHNICAL SERVICES		



Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME



PROFESSIONAL & TECHNICAL SERVICES



ROOM	AREA (sq')
Room 0130 Plumbing Office	10,302
Room 0128 Carpentry Office	7,840
Room 0126 Electrical Office	9,150
TOTAL	27,292

Date	Building	

AS SHOWN

CHURCHILL AIRPORT

TITLE CLEANING CONTRACT
MAINTENANCE GARAGE - MAIN FLOOR
TRADE AREA

Date: October, 2009

OFFICE OF PERSONAL MANNER,
PROFESSIONAL & TECHNICAL SERVICES

Solicitation No. - N° de l'invitation
T5056-150048/A
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