



Fisheries and Oceans
Canada

**CANADIAN COAST GUARD
SEAL COVE BASE,
PRINCE RUPERT, BC**

Statement of Work

1.0 Title

Janitorial services for the Canadian Coast Guard (CCG) Base in Seal Cove, Prince Rupert B.C.

2.0 Objectives of the Requirement

Fisheries and Oceans Canada (DFO) has a requirement for Janitorial services at our Canadian Coast Guard Base in Seal Cove, Prince Rupert, BC. This Request for Proposal (RFP) is to contract with a cleaning firm capable of providing Janitorial Services to meet requirements of this statement of work (SOW) and the attached documentation.

3.0 Scope of Work

The Contractor must provide all necessary labour, supervision, the pre-approved and listed materials, tools, products and equipment (except when identified as supplied by RPSS Site Representative) necessary to provide professional cleaning services to CCG for the Seal Cove Base.

The contractor must ensure that all tasks, activities, deliverables and milestones are carried out and completed as the requirements detailed in the attached documentation.

4.0 Building(S) Requiring Janitorial Services

Located in Prince Rupert, B.C., 1600 kilometers north of Vancouver on the West Coast, the DFO / Canadian Coast Guard has a major facility housing “Aids to Navigation, Marine Communications and Helicopter operations”. All operations at Seal Cove Base - Canadian Coast Guard, Fisheries and Oceans, - require janitorial services for the health and safety of approximately 80 employees.

The Base is comprised of six special purpose industrial buildings:

1. A Helicopter Operations Hangar,
2. Stores and Administration Building,
3. Industrial Shops Building,
4. Watchman’s House/Shed
5. Marine Emergency Response Equipment Building / Real Properties Safety and Security (RPSS)
6. Marine Communications Operations Center (MCTS)

Appendix A to this RFP document includes drawings and descriptions of the six (6) buildings forming the CCG Seal Cove Base.

Note: There is one elevator located in the Marine Communications Operations Center

5.0 Exclusions from this Contract

- A Fabric Maintenance Program (not associated with this contract).

- Grounds Maintenance - other than litter pick-up and cleaning of all entrances and exits to main sidewalks where they exist, including loading docks.

Space Exclusions from the Cleaning Service

Electrical rooms, mechanical rooms and secured storage are off limits.

Details Related To Our Site Floor Plans including Cleaning Schedule

Site floor plans are color coded by means of a 'cleaning symbol legend' identifying the areas requiring cleaning.

BLUE – Daily – Monday to Friday

Daily cleaning includes total compliance with the site current Cleaning Standards document and the Daily cleaning task schedule (Appendix B). Daily cleaning will also include weekly and monthly rotational work (**Quad Cleaning**) as required may require completion on weekends.

PINK - Daily - 7 days a week

Areas that require cleaning 7 days a week. These areas consist of:

1. Marine Communications Operations Center (MCTS)
2. Watchman's' House/Shed (security) and their washroom located at the side area of the Marine Emergencies Response Equipment Building

In the case of the MCTS – Contractor Staff / Supervisor are to report to the Area Supervisor (to be identified after contract award) first before proceeding.

GREEN - Quad cleaning areas

Pre-scheduled on weekdays and must be carried out at the front end of the work shift starting at approx. 3PM. Cleaning will also take place on the weekends and must be carried out at the start of the work shift starting at approx. 8:30AM, ending at 12:30 PM.

Note: All sides of glass is included in the Quad and Task schedules cleaned monthly and/or maintained to the standard including ledges, frames and the removal of cobwebs litter etc. Hose bibs are located around the buildings. Entrance glass to all space must be maintained clean daily.

6.0 Specific Monthly Cleaning

1st. week of every month – wash all walls in locker rooms, washrooms and their access corridors

Specific Months

March, June, September - Clean all exterior (non-quad) and interior windows inside and out as well as all glass dividers.

December - Clean all interior windows inside and out as well as all glass dividers.

June- All window coverings including blinds will be removed by RPSS maintenance to be professionally cleaned and reinstalled once returned.

7.0 Cleaning Standards and Task Schedules

Cleaning Standards and Task Schedules are described in Appendix B to this RFP . This Appendix describes the required tasks and CCG's expectations. The Contractor and the assigned resources are expected to be familiar of CCG's expectations described in this Appendix.

8.0 Hours of Work

The cleaning hours are to be continuous and are restricted, other than in case of, pre-approval or in the case of an emergency, to start at 3 p.m. and end at 11:30 p.m. (allowing for a ½ hour unpaid, meal break) Monday to Friday. The MCTS, the Watchman's' House (security) and their washroom located at the side area of the Marine Emergencies Response Equipment Building requires cleaning on Saturdays and Sundays as well. Weekend hours are 8:30am to 12.30 pm. The Contractor must provide sufficient resources to meet the schedules, performance and standards of this requirement. The resources on site must work shifts which represent the full cleaning hours 'start to finish' as stipulated in the Hours of Work section and to be given the appropriate breaks according to current labor Standards (if applicable) and as well a ½ hour unpaid meal break for shifts that are longer than five (5) continuous hours. Unless otherwise stipulated all Contractor resources must be assigned full time shifts and all shifts must be fully supervised by the Contractor's site supervisor.

All hours on site by the Contractor's must be spent solely on work related to this requirement only. Failure to meet the cleaning hours and requirements on any given day must be rectified by providing the equal and additional hours on the next cleaning day. Further, any changes to the committed resources/hours must be pre-approved by the RPSS representative.

9.0 Contractor Site Supervisor

If an employee of the Contractor is designed to be the Site Supervisor then the employee must act as a liaison person between RPSS and the Contractor for the purposes of:

- decision-making in matters of priority in the execution of the cleaning duties
- supervising to ensure that the cleaning tasks are performed in accordance with the contract specifications;

- liaise with RPSS to resolve any issues or concerns associated with the work described in the Contract;
- advise the RPSS when cleaning products need to be ordered;
- overseeing the conduct/deportment of the Contractor's employees;
- being on site whenever cleaning activities are being performed;
- daily inspection of the site; and
- must wear a distinctive identifier informing staff as Site Supervisor.

10.0 Closure of Government Offices

Work is not to be performed on the following Statutory Holidays observed by the Federal / Provincial Government:

1. New Year's Day, (January 01 or next business day)
2. Good Friday,
3. Family Day,
4. Victoria Day,
5. Canada Day, (July 01 or next business day),
6. Municipal holiday (1st Monday in August)
7. Labor Day,
8. Thanksgiving Day,
9. Remembrance Day, (November 11 or next business day)
10. Christmas Day (December 25th or next business day) and
11. Boxing Day (December 26th or next business day).

11.0 Cleaning Tasks and Schedule

D=Daily, W=Weekly, M=Monthly

Tasks Refer to Appendix F -Standards for further details)				
Section 101	FOYERS, WAITING AREAS, ROOMS, OFFICES, CORRIDORS, ETC. (OPEN AREAS & ENCLOSED)			
.1	EMPTY WASTE AND RECYCLE BASKETS	D	LINERS in place	D
	-RECYCLABLES AND WASTE CAN BE DIPOSED OF USING THE ON SITE BINS AND RECYCLING AREAS	D	BASKETS clean	D
.2	DESKS /SIDES / UNDER	D	BOOK CASES / CABINETS	D
	TELEPHONES	D	CHAIR FRAMES	D
	VINYL CHAIRS	D	FILE CABINETS	D
	VACUUM FABRIC	D	COMPUTER SCREENS /KEY BOARDS	D
		D	LAMPS	D
	BRIC A BRIC	D	STAPLERS ETC..	D
	PICTURES-WALL	D	PICTURES-FREE STANDING	D
.3	WINDOW SILLS	D	PARTITION LEDGES	D
	CHALK / WHITE BOARDS	D	BASE BOARDS	D
	RADIATORS			
.4	FLOORS WET CLEAN	D		
.5	VACUUM CARPET	D	UNDER CHAIR MATS	D
	VACUUM CARPET EDGES	D	SPOT CLEAN CARPET	D
	VACUUM UNDER FURNITURE (IF POSSIBLE)	D	T-MATS-OVER AND UNDER	D

.6	SPOT CLEAN WALLS	D	SPOT CLEAN WINDOW GLASS	D
	SPOT CLEAN DOORS	D	PARTITION GLASS-SPOT CLEAN	D
.10	SMALL APPLIANCES	D	INSIDE MICROWAVES	D
	KICK PLATES / GRILLES	D	KNOBS / SWITCH PLATES	D
201	WASHROOMS, SHOWER ROOMS, LOCKER ROOMS, FITNESS ROOMS			
.1	BASINS	D	TOILETS /URINALS	D
	PLUMBING FIXTURES	D	WALLS	D
	EXPOSED PIPES	D	ALL TOUCHABLE SURFACES (LOCKERS,DOORS,HANDLES,SWITCHES,ETC)	D
		D		D
.2	REMOVE LINERS, CLEAN AND REPLACE	D	EMPTY WASTE RECEPTACLES	D
		D		D
.3	CLEAN ALL SURFACES (INCLUDING TISSUE HOLDERS,DIPENSERS ATTACHEMENTS AND HARDWARE OF VARIOUS TYPES	D	FILL ALL DISPENSERS	D
		D		D
.4	CLEAN ALL SURFACES (INCLUDINGPARTITIONS,MODESTY PANELS, WALLS,DOORS, LEDGES, VENTS, GRILLES, KICK PLATES)	D	CLEAN INTERIORS OF EMPTY LOCKERS	D
	CLEAN ALL LOCKER SURFACES	D	KNOBS / SWITCH PLATES	D
.5	CLEAN ALL SURFACES (INCLUDING MIRRORS, WINDOWSSHelves, BRIGHT WORK, FLUSHOMETERS, PIPING, TIOLET SEAT HINGES))	D		D
.6	CLEAN ALL FLOORS AND STEPS	D	POUR WATER IN FLOOR DRAINS WEEKLY	W
.7	SCRUB FLOORS WITH DETERGENT	W	RE-COAT SEALER/FINISH	W
.8	WASH WALLS - SHOWERS AND SHOWER ROOMS	D		
	WASH WALLS - RESTROOMS	W		
301	STAIRWAYS AND LANDINGS			
.1	CLEAN ALL SURFACES (handrails, ledges, railings, baseboards, banisters etc)	D	DUST WALLS, CEILINGS, EXPOSED PIPES AND CROSS BEAMS ETC	D
	SPOT CLEAN WALL AND GLASS SIDINGS	D	VACUUM CARPETED STAIRS AND RISERS	D
	SPOT CLEAN CARPETED STAIRS	D	WASH WALLS (from the bottom up) washable ceilings and appurtenances.	D
	CLEAN WASHABLE SURFACES (stairs, risers, nose cones, landings, risers etc)	D		D
302	RESILIENT AND NON-RESILIENT FLOORS			
.1	SCRUB FLOORS	D	BURNISH ALL SURFACES	W
	SCRUB AND RE-COAT WEAR AREAS	W	REFINISH ALL FLOORS AS REQUIRED (see cleaning standards)	W
	CLEAN GROUT IF NEEDED	W		

303	CARPETS AND MATTING			
.1	VACUUM ALL CARPETS AND MATTING	D	EXTERIOR MATS - CLEAN SURFACE AND DRY UNDERNEATH	D
	PILE LIFT ALL CARPET AND MATTING (MONTHLY IN QUAD AREAS)	W	SPIN CLEAN ALL CARPET FOOT TRAFFIC (IN WINTER AND RAINY SEASON EVERY TWO WEEKS)	W
304	CEILINGS AND WALLS			
REFER TO INDIVIDUAL AREAS AND CLEANING STANDARDS				
305	VENETIAN / VERTICAL/MYLAR BLINDS AND DRAPES			
REFER TO INDIVIDUAL AREAS AND CLEANING STANDARDS				
306	VERTICAL SURFACES, HIGH CLEANING			
.1	CLEAN ALL SURFACES	D		
307	VERTICAL SURFACES, HIGH CLEANING			
.1	DUST EXTERIOR OF LIGHT LENSES, CEILING AREAS, AIR AND WALL VENTS	M	WASH ALL INTERNAL LIGHT FIXTURES	M
	OPEN LIGHT LENS AND REMOVE AND DEBRIS	M		
309	STORAGE AREAS			
.1	CLEAN FLOORS	M	DUST ALL SURFACES - LIGHT FIXTURES, OVERHEAD BEAMS, LEDGES, PIPES, SHELVING ETC	M
310	CLEANERS CLOSETS AND PROVIDED SPACE			
.1	ALL ITEMS/SURFACES CLEANED DAILY AS PER CLEANING STANDARDS	D		
307	BUILDING EXTERIOR AND FURNISHINGS			
.1	EMPTY AND CLEAN ALL WASTE/ASH RECEPTABLES AND REPLACE LINERS/SAND	D	REMOVE/CLEAN ALL WASTE FROM LOADING DOCKS, WALKWAYS/PATIO AREAS	D
	PRESSURE WASH LOADING DOCKS/WALKWAYS AS NEEDED	M		

12.0 Quad Cleaning

a) Definition:

'Quad' cleaning is especially designed to reduce the gross dust and soil load of inadequate cleaning and involves the CCG client in maintaining their personal workspace. It requires detail cleaning and must be started at 3PM to enable reasonable lighting and adequate time after completion for the Contractor's site supervisor to inspect and deal with any work that requires immediate attention.

'Quad' cleaning includes the detailed cleaning of the 'Quad' scheduled assigned space.

'Quad' cleaning includes total compliance with the site current Cleaning Standards document and the site 'Quad' cleaning task schedule. Quad cleaning is a combination of thorough daily and rotational cleaning of any given office space.

b) Tasks:

Quad cleaning includes but is not limited to:

- Germicidal cleaning of all touch plates, push bars, light switch plates, and cleaning telephone mouth/ear piece and cradle.
- Spot cleaning and vacuuming of any fabric wall coverings, vacuuming of all fabric furniture.
- Spot cleaning and vacuuming of carpet wall to wall, washing of cleared desks or if not cleared all exposed areas, washing of all clear areas of cabinets and book shelving, washing of all other washable surfaces.
- All washable surfaces include but is not exclusive to chair legs and wheels, sides of desks, glassed pictures, white boards etc.
- When the office or area is detail cleaned it is cleaned ceiling to floor high dusting (doors, frames, picture frames, ledges etc there is nothing left unclean.
- There are no spots on carpets or furniture etc. other than those specific functions that are scheduled throughout the month on the Quad cleaning day all the rotational and daily work is done thoroughly, done right and on schedule.

All Quad scheduled rooms which are found inaccessible or where access is denied must be reported daily to RPSS			
Quad cleaning is to be carried out at the beginning of the cleaning shift			
1st. Week of the Month			
308	Window glass interior	M	Window glass exterior M
308	Partition Glass both sides	M	No cobwebs, litter M
2nd. Week of the Month			
305	Blinds dusted	M	Verticals vacuumed M
307	Light lenses dusted	M	No bugs in lights M
3rd. Week of the Month			
304	All partition surfaces washed	M	Door and frames washed M
101	Fabric dividers vacuumed	M	Fabric dividers spot cleaned M
202	Wash walls - locker rooms, washroom access corridors, washer/dryer rooms	M	
4th. Week of the Month			
304	Radiator covers washed	M	Spin clean all carpet foot traffic areas (summer months) M
303	Carpet pile lifted	M	Overhead pipes, ledges and beams dusted M

13.0 Reporting Requirements

a) Cleaning Schedules

Within 7 calendar days following contract award the Contractor Bidder must provide RPSS with the detailed cleaning schedules for the site. The Schedules must encompass all cleaning requirements for each building separately. These schedules must accurately reflect the daily cleaning requirements as a daily checklist and quad cleaning details outlined in Appendix F. **Schedules and checklist must be POSTED in the cleaning closets provided to the Contractor and be designed to allow the cleaning staff to check off the duties as completed.** Copies of all completed schedules and daily checklist are to be provided to RPSS upon request.

b) Timesheets

A log book or time clock must be used to record start and finish times for each Contractor resource. The log book must be completed and updated by the contractor on a daily basis. If cleaning requirements identified are not completed on a timely basis, the Contractor must provide an explanation in the logbook. The log sheet will be submitted to RPSS monthly and / or any time it is requested. Entries must be legible and dated.

c) Cleaning Inspections

Every Friday by close of business, the Contractor's Site Supervisor must perform and submit detailed cleaning inspections, based on DFO current cleaning standards – See Appendix F Cleaning Standards - of all of the week's work – building by building–for the entire site for review and approval by RPSS. Cleaning functions that are carried out on a less frequent basis as well as project work must be recorded daily in the communication book.

RPSS will determine if any of the work has not been completed to the required cleaning standards and if this should occur the Contractor must, outside of the regular assigned hours, supervise additional work hours, at no cost to Canada, to complete the work to the satisfaction of RPSS in accordance with the Cleaning Standards.

d) Ad Hoc Reporting

The Contractor's Site Supervisor must immediately inform RPSS of any issues/concerns/difficulties associated with the work required and when appropriate identify solutions.

E) Floor work reporting

The Site Supervisor must maintain current, on site, records of all floor work. This includes the date, product name, number of coats of sealer, finish and scrub and re-coat records.

14.0 Project Management Control Procedures

RPSS will oversee progress, address any concerns, discuss and manage ongoing efforts with the Contractor representative.

15.0 Change Management Procedures

RPSS is the representative for DFO / CCG and is responsible for all matters concerning the technical content of the work under the contract. Technical matters may be discussed with RPSS; however 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. All work in excess of or outside of this contractual agreement will need approval from RPSS and billed separately from this contract.

16.0 Language of Work

The Language of work for this requirement is English.

17.0 DFO Obligations

It is the responsibility of Fisheries and Oceans Canada to provide access and keys to site areas to the authorized Contractor personnel.

DFO will provide janitorial storage area for the Contractor. This area is at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by RPSS. No refuse is to be stored in this area. The storage area is to be cleaned thoroughly and will be inspected as deemed necessary by RPSS.

DFO will provide all cleaning supplies and chemicals as described in section 20 (Miscellaneous subsection t).

DFO will ensure that employees at the site:

- Clear their desk in preparation of the once a week washing of all surfaces.
- Promptly report deficiencies following their cleaning day.

18. Contractor Responsibilities

- The Contractor's resources must sign in and sign out of the Facility as this will account for the Contractor's hours.
- The Contractor must notify RPSS immediately of any apparent break in or damage to the premises.
- The Contractor must promptly notify RPSS of needed repairs and/or damages to carpet flooring and walls.
- The Contractor must follow all Canada Labor Code requirements
- All waxes, polishing oils, etc., must be kept in tightly sealed containers, and stored in separate shelving from rags and other cleaning materials
- Smoking by any staff is prohibited on Federal properties.
- The Contractor is responsible for the locking and security of the buildings once the Contractor has finished their services.
- The Contractor must report any deficiency with any equipment used by the Contractor which has been supplied.

Failure to provide services as described in this SOW, monthly time sheets, monthly log service sheets and daily checklist sheets with monthly invoice may result in contract payments being delayed until proper documentation has been received. RPSS will verify the documentation prior to approving payment monthly.

c. Floor Work

Floors will require stripping and refinishing every three years or upon request. The scheduling of the stripping and refinishing may require coordination with RPSS to avoid any space disruption and for most areas be scheduled on weekends. Once refinished the Contractor must maintain the floor surfaces to the cleaning standards

20.0 Miscellaneous

a) Brooms And Dustpans

Must be supplied and labeled for each separate shop area and wherever else needed to ensure that there is no transfer of soil, grease etc. from one area to another or from a shop floor to an office floor.

b) Energy Conservation

The Contractor is expected to limit energy consumption by establishing efficient work patterns and by turning electrical equipment off and lights out when not required.

c) Equipment and Equipment Manual

The Contractor must maintain a manual on all major equipment serial numbers etc. on site and this manual must always be present in the Cleaning Room in the Administration Building. Contractor own equipment that is pre-approved and used for the site on a regular basis must remain on site at all times. Any equipment removed for repair and replaced for an interim period must be recorded in the Cleaning Contract communications book in the office of the RPSS.

d) Equipment on Site

Other than any equipment listed, provided by the client, no site equipment such as giraffe ladders may be used without the express permission of RPSS. In carrying out the work the Contractor must plan to provide all basic minor equipment including ladders, brooms etc.

e) Lost And Found

The Contractors' resources must return any found articles on site to Security prior to the end of any shift.

f) Site Access

Access keys to all site areas that require cleaning will only be provided to authorized Contractor personnel holding a security pass. **Keys are to be picked up and surrendered to Security daily.** Any vehicles, bags (other than a small purse) or containers being brought **onto or leaving** the site must be made available for inspection by our security staff, DFO security staff or Commissionaires under direction from DFO.

g) Assigned Breaks

The Contractor must assign coffee and unpaid meal breaks for all their staff on site. Any and all food and drink (other than water) consumption during any scheduled break must take place **in the lunchroom in the shops complex** or, weather permitting, a selected outside patio. No coffee or food consumption is permitted in any other space within the complex. Microwave access is available in the lunchroom for staff use however no other cooking of meals is permitted on the site.

h) Communications

A communications book will be available in the RPSS site supervisor's office used for communication in writing between the Contractor and RPSS to record damages, issues, deficiencies in site finishes such as floors, walls etc and to record when RPSS supplied material stocks are low.

The Contractor's Site Supervisor must be provided with a cellular phone and must respond to calls from the facility within 5 minutes from received call. For the safety of the cleaning staff, all must be provided with the ability to communicate with the Site Supervisor. Should an emergency occur where an employee of the company has to leave the site for any reason they must first sign out (if possible) through facility security.

No Sub-Contracting

No sub-contracting of other services is permitted by the contractor unless pre-approved through the RPSS Site Representative.

i) Safety of Contractor Resources

Worksafe BC requires all workers to be knowledgeable of all workplace hazards and the precautions that must be taken to ensure safe work practices are maintained. The Contractor must ensure that its resources receive regular training and instruction certificates in **W.H.M.I.S. and Universal Precautions** and that such certificates remain valid for the duration of the contract. Contractor resources must be equipped with appropriate tools, clothing and spill clean-up supplies so that they can work in a safe and healthy manner. In addition to the general safety precautions that normally accompany the work, Contractor resources may also be at risk of exposure to rodent and foul droppings.

j) Replacement Resources

All replacement resources must be trained at the Contractor's expense until they can execute in a professional manner all the cleaning procedures outlined in this document. The Contractor must

notify RPSS in writing at least five (5) business days in advance that it is proposing a replacement resource. All replacement resources must have the appropriate security clearance before accessing the facility..

k) Training

The Contractor, at no cost to Canada, must provide annually from the contract award date, W.H.M.I.S. and Universal Precaution training re-certificates for all staff assigned to the site and for the window cleaner (when required) a current Fall Arrest certificate. The Contractor must provide proof of this training.

l). Work Wear

The Contractor must ensure that all persons carrying out the work comply with Worksafe BC PPE requirements for the full term of the contract. The contractor must also wear clean work wear and have a picture ID clearly displaying the resource's first name.

m). Waste

The Contractor is responsible to ensure that any and all waste generated or collected during the cleaning operation will be disposed of into the on-site garbage or recycling bins provided. Neither printed or copied written material, nor recyclable materials are to be removed from the site by the Contractor or their employees.

Energy Conservation

The contractor is expected to limit energy consumption by establishing efficient work patterns by turning electrical equipment off and lights out when not required.

n) Microfiber

The Contractor must use specified color-coded Microfiber cleaning cloths including the chamois style for glass and window cleaning. White terry cloths may only be used in the tamping process for fabric and carpet spotting procedures.

Other than where a rough floor exists where a special rough floor looped, launderable wet mop may be required, the requirement of dry and wet mopping is to be carried out using Microfiber dry and wet pads. No cloths or pads are permitted to be re-dipped in any cleaning solution. All must be set aside and laundered after use. Disposable cloths are required for cleaning vinyl with the waterless hand cleaner.

o) Mold and Mildew

Using gloves and a respirator and only for minor mold/mildew cleanup (10 square feet or less) the area is to be tank sprayer misted with our **germicidal** detergent at **1 oz. per gallon** of water until the entire mold surface is thoroughly wetted throughout its mass. Our germicidal detergent must stay in contact with the mold/mildew for a minimum of 10 minutes before it is removed. Misting with a tank sprayer is critical to prevent any of the spores from becoming airborne. All waste is to be double bagged and disposed of. All non-disposable tools/equipment must be washed with our germicidal detergent at 1oz. per gallon of water maintaining the minimum 10-minute contact time. Upon completion thoroughly wash hands and face.

Note: Instances of larger contaminated areas or where the mold/mildew returns are to be reported immediately to RPSS.

p) Washroom/Locker Room

Access is prohibited any time these areas are in use.

q) Washer And Dryer

The Contractor will have use of the on-site washer and dryer. No cleaning cloths, mops/pads etc. may be left in a wet condition over a shift as there are other users of the machines. Laundry products and dryer balls (no bleach or fabric softener) are to be supplied by the RPSS. No chemical sheets or softeners can be used to aid in the drying of Microfiber products.

r) Work Benches

Various workbenches are located throughout the DFO/CCG site in all buildings. Nothing is to be touched, moved or tampered with on any workbench onsite at any time.

s) Vacuum Cleaners

The Contractor must supply disposable paper bags which must be replaced when ½ full. Used bags will be placed in the appropriate external waste holding container while fabric filters are to be maintained clean and if launderable, **laundered every Friday.**

t) SUPPLIES PROVIDED BY THE DEPARTMENT

RPSS will provide the following supplies for distribution/use by the Contractor's staff throughout the site. **It is the Contractor's responsibility to advise the RPSS when stock levels are low.** The Site Supervisor must maintain current on-site records of all chemical and paper product distribution, by building, throughout the site. The Site Supervisor will submit a written request to RPSS at least 6 weeks in advance to ensure adequate supplies are delivered to the site.

Supplies

Toilet tissue

Tampons

Paper towels

Plastic bag liners for the site waste and recycling receptacles (if applicable).

Paper products for restrooms and kitchens are not to be used for cleaning and must not be left stacked in any areas other than assigned space.

Chemical Supplies

Chemicals will be dispensed through a controlled dispensing system or process throughout the site. The following chemicals are provided by the facility to ensure environmental compliance.

- Germicide detergent - Ultra Sept 885- dispensed
- Detergent-light duty - 'Cleaner Conditioner' - dispensed
- Detergent-heavy duty- Ultra Chem Heavy duty detergent-dispensed
- Hand and body soap for installed dispensers- showers- Deb
- Hand soap for installed dispensers
- Hand sanitizer for installed dispensers
- Temp Paste cleaner - stainless steel, counters, sinks, water fountains etc.
- Carpet and upholstery spot cleaning dilute 'Clean' at a 1-10- dilution
- Floor stripper - Ultra Chem Strip X (for removal of non-Ultra Chem floor finishes)
- Neutralizer- Ultra Chem
- Floor Sealer-Ultra Chem
- Floor Finish-Ultra Chem High Gloss Flex Gold
- Waterless Hand Cleaner-cleaning vinyl (Permatex from Acklands)
- Urinal maintainers – if needed