

APPENDIX “A” – STATEMENT OF WORK

Specification - Section 1 - General Requirements

1. NRC Representative

.1 The National Research Council's (hereinafter referred to as NRC) Departmental Representative (DR) in conjunction with this work is the Site Operations Supervisor (SOS) for Real Property Planning and Management at The Nanotechnology Research Centre (NANO) or their designate.

2. Schedule of Operations

.1 Within three (3) weeks of award of contract, the Contractor shall submit to NRC's representative for approval a Schedule of Operation which clearly indicates all special and periodic cleaning operations, daily, weekly, bi-weekly, and those with a frequency of more than 2 weeks. (I.e. monthly, quarterly semi-annually, annually).

.2 The Schedule of Operations shall also indicate the planned time of execution for each special and periodic cleaning operation. Such operations shall be spaced apart in equal time increments unless otherwise stipulated by the Specification. The schedule shall cover a full one year contract period.

.3 Upon approval of the Schedule of Operations, subject to changes requested by NRC’s representative to meet the Institute's operational requirements, the Contractor shall abide by this schedule, using it as a check list and entering the date when each periodic operation has been completed. A copy of the updated schedule shall be submitted to the NRC representative at the end of each month indicating where project work has been completed. The contractor will contact the Site Authority or their representative a minimum 5 days prior to executing the work to confirm the schedule.

3. Staffing

.1 The contractor shall determine the number of staff and hours required to provide the cleaning services specified but a minimum of 2 staff are required on site at all times.

.2 The supervisor cleaner employed by the Contractor at NANO and completing daily cleaning activities must have the authority to receive and carry out contract relevant instructions given by NRC's representative, whether or not this involves minor changes to the specification.

.3 One of the Contractor's full time cleaners at NANO shall have a Supervisor or Lead function, with the ability to communicate effectively in the English language, both orally and in writing. Under normal conditions, NRC's representative or their designate will communicate with the contractor site supervisor with respect to the work requirements of this specification.

.4 The Site Supervisor is to maintain frequent liaison with the Project Authority or his delegate to ensure potential issues are quickly identified and resolved.

.4 In the event that the NRC representative or his designate is not satisfied with the performance under this contract, the Contractor shall dispatch upon request a representative with the appropriate authority to ensure that the requirements of this specifications are met.

.5 If an employee of the Contractor does not work his or her full shift for whatever reason, the Contractor shall provide immediately a suitable temporary replacement. Replacements must be security cleared and on the approved employee list.

4. Inspection and Quality Assurance

.1 Self Performance Inspections - The contractor will supervise the performance of their staff in accordance with these specifications and standards. The contractor will perform regular inspections of their staffs work with the Project Authority, frequency to be determined (based on performance) by the Project Authority or their designate but initially a minimum once every two weeks and record the results on their form. Inspections should cover different areas to ensure a consistent level of performance according to the standards and frequencies set in sections 2 and 3. Completed forms to be submitted to the Project Authority or their designate upon completion for comparison to periodic inspections completed by NRC, and by the University of Alberta on floors 5 and 6. NRC will complete routine and random spot inspections. Any deficiencies shall be corrected within 24 hrs. - 4 working days. Any deficiency deemed urgent by project Authority shall be corrected immediately.

.2 If the work does not meet the requirements of this specification, the Contractor's supervisor on site will be informed by NRC's representative and the Contractor shall respond to any deficiencies immediately and rectify within a maximum of 3 days.

.3 **General deficiencies or special requests** will also be reported to the contractor staff via a special request/deficiency log book. The contractor’s staff shall check this log book daily during sign in and upon

action/correction they shall note who completed the work and the date.

.4 Additional meetings may be convened with the Contractor and the Project Authority to solve ongoing issues or concerns.

5. Materials & WHMIS

.1 The Contractor shall use environmentally preferred materials.

.2 The Contractor shall furnish a complete written material list that includes statement of the origin, composition and/or manufacturer of any or all materials used in the work. The Contractor may be required to provide samples of materials from their stock for testing purposes, It is the intent of this contract to use environmentally friendly products and materials..3 The Contractor shall provide NRC's representative with Material Safety Data Sheets (MSDS) in compliance with WHMIS regulations or any material labeled as potentially hazardous which is brought into the building by the Contractor. NRC may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be prominently displayed in janitor rooms where such material is stored by the Contractor.

6. Environmental

.1 Contractor shall include their companies' environmental policy with their tender. This policy should include processes for cleaning material disposal, types of products, certifications and their Risk Management Plan etc. This item will be a consideration in tender evaluations. Should situations arise where more chemically intense cleaning materials are required, it should only be the anomaly and the contractor shall first obtain written approval from the site authority before using any materials not meeting the environmental requirements?

7. Safety

.1 The Contractor shall comply with all safety measures and regulations respecting personnel and hazards as stipulated by NRC, National and Provincial laws and codes, and prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures, including safety training of the Contractor's staff. Contractor must provide proof of staff WHMIS training in their tender submission.

.2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. NRC reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The Contractor is responsible to provide suitable replacement equipment on the same day. Contractor to supply and display appropriated warning signage as required.

.3 The Contractor is hereby made aware that due to the nature of the research work performed at NANO, chemical or physical hazards exist in the building. **It is therefore of prime importance that the Contractor's staff must be able to communicate fluently in English (both written and spoken) with NRC and Security staff, so that related signage, instructions concerning daily operations and announcements in day-to-day and emergency situations will be immediately understood and appropriately responded to.**

.4 NRC will endeavor not to expose Contractor staff to direct personal harm; however, the Contractor's staff must exercise extra caution in areas with potential hazards and have to be cognizant of changing conditions. Certain high risk areas will be excluded from the scope of work (see attached floor plans, section 5), in other areas cleaning operations will be restricted and are subject to prior scheduling with the cleaning supervisor on site. The contractor and their staff assigned to work on the site will be required to participate in a Hazard ID and Orientation and sign off on this process.

.5 The Contractor is hereby instructed that the buildings smoke detectors are extremely dust sensitive. Therefore, extra care shall be exercised by the Contractor's staff not to cause dust when working in such areas. Sweeping must be done carefully, preferably by antistatic mop, or must be substituted by vacuuming, so that no false alarms are caused.

.6 In the event of ringing fire alarm bells, the Contractor's staff shall evacuate the building immediately via designated emergency exit routes. The Contractor's staff shall then proceed to the Muster area in the North area green space and report to the on-scene controller to be accounted for by HAA emergency personnel and to receive further instructions.

.7 **Absolutely NO SMOKING allowed in or within 10m of entryways and air intakes at NANO.** Any Contractor staff found to contravene this policy will be permanently barred from the site and the contractor must replace this position immediately with an approved replacement.

.8 Buddy System. Contractor is to determine and fill with the number of staff required to complete the work however a minimum of two staff are required on site at all times, the contractor shall arrange their staff's work such that they are able to check on each other throughout the work period and prior to leaving the site.

9. No access to any building roofs permitted what so ever.

8. Security

.1 All individuals working on this site must hold an NRC issued Gov't of Canada Security Clearance. (Reliability Status)

.2 The Contractor must fully comply with security requirements which are in effect in the buildings.

This includes obtaining and wearing of picture security ID cards at all times (provided by NRC), the protection of keys and access cards/codes issued to the cleaning staff.

.3 The Contractor shall, at the request of NRC, remove from the work site any employee who, in the opinion of NRC, is incompetent, is considered a safety or security risk or has displayed improper conduct on site. The Contractor shall replace such staff immediately with acceptable substitutes who have appropriate security clearances.

.4 Refer to bid package for additional detailed security requirements and copies of the required corporate and personnel security clearance forms.

.5 In order to comply with security and safety regulations all employees must be able to speak, read and understand the English language.

.6 Many entrances are under security card and video supervision. Entrance to and exit from the workplace shall be from the main entrance only. Cleaning staff shall only use card access entries where available.

.7 The Contractor must provide a list to the DR of all persons and/or sub-contractors to be employed to execute work under this service contract with personal data for security screening purposes. Such security will include the requirement for completion of a security consent form, finger printing and credit checks of contractor staff intended for work associated with this contract.

.8 Only the employees who are security cleared will be permitted to work on the NRC premises. Once cleared, they will be photographed and get an identification card which must be displayed at all times while working on site. Normally basic clearance requires 5 - 10 business days to complete once all paperwork is received. The contractor must inform the Project Authority of their intention to change those working on site and obtain security clearance for any new individuals prior to providing site access.

.9 All keys and cards entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Keys, Access Cards and Badges shall not leave the site. The contract workers shall pick up keys, Access Cards and badges at the beginning of their shift and deposit them back at the end of the shift. Stolen, broken or lost ID, keys or access cards must be reported immediately to the RPPM Project Authority. All keys and cards shall be returned to NRC upon completion or termination of contract.

.10 The RPPM Project Authority shall have the right to have any of the Contractors employees removed from any of the sites for security reasons, notwithstanding the results or status of any security screening with respect to such employee (s).

.11 Only those employees whose names appear on the Contractor's payroll and meet the conditions specified in this contract will be allowed access to NRC facilities. No other persons accompanying employees will be allowed into the building.

.13 The contractor must carry insurance to cover re- keying costs in the event that locks must be re- keyed due to contractor staff losing NRC keys.

.14 Fire doors and normally locked doors shall be kept closed at all times. (Do not prop doors open).

.15 The Contractor and their staff must not provide access through normally secured doors to any other persons.

.16 The Contractor and their staff must not make copies of keys.

9. Drawings

.1 Drawings provided at the end of this specification are for reference only. Contractor is responsible to confirm all areas and coverings.

10. Conversion of Floor

.1 There will be no adjustments made to the contract covering amount where the existing floor covering is converted to another type during the contract period.

11. Assigned Space

.1 NRC will provide the Contractor with such space as is considered necessary by NRC for the performance of the Contractor's duties without undue inconvenience, typically at least one Janitor Room or Closet per floor.

.2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building owned by the National Research Council Canada.

.3 NRC will not be responsible for damage or theft to the Contractor's employees' personal belongings brought into the building or Contractors supplies, materials or equipment in the building.

12. Use of Elevators

.1 The Contractor will be permitted the use of the elevators and shall be responsible for their safe operation. Contractor's equipment and collected waste must not be left unattended in the elevators.

13. Light, Heat, Power and Water

.1 NRC will supply all heat, light, power, hot and cold water reasonably required for the work. NRC will determine delivery points. The contractor shall be responsible for connection and delivery of water and

power from existing connection locations to required work locations.

.2 All connections to power source shall be in accordance with the Canadian Electrical Code.

.3 Contractor staff shall turn off all lights upon completion of work of any area, should the area be left unoccupied. Only 24 hour safety lighting shall remain on.

.4 If, in the operation of cleaning the building a circuit breaker is tripped it is imperative that NRC Site Operations or the Corps of Commissionaires is notified, so that the breaker may be reset and no damage occurs to other equipment.

14. Access to Building

.1 Only those employees, whose names appear on the Contractor's payroll, have been security cleared and indicated on the site list provided to the site authority will be allowed access to the site of the work.

15. Project Work Log, Attendance Log and Deficiency/Special Request Log

.1 Logs must be maintained by the contractor in the Site Services Building by the Contractor in which they shall record:

.1 Project Work performed: A schedule log shall be created by the contractor in excel format which will provide the schedule of Project work. This log shall be posted in the Site Services Building at a location directed by the Project Authority to notify the same for inspection of the said work.

.2 Attendance Log: Contractor staff must sign in and out complete with arrival and Departure times.

.3 Deficiencies and Special Request Log: This Log shall be used to register all requests, complaints, tasks and comments. The contractor must check this log daily (5 days a week) for notice of any deficiency or special request. The contractor must indicate the date work is complete.

16. Quality Standards

.1 The Quality Standards (see Section 3) where applicable, shall be strictly adhered to. Inspections made by the contractor and NRC shall be based on these standards.

17. Discrepancies

.1 In the event of any discrepancies between different parts of this Specification with respect to the amount of work, frequencies and the standards to which it is to be performed, the more stringent interpretation shall govern and apply.

18. Change in Occupancy

.1 From time to time vacant areas of the building may be occupied or occupied areas may become vacant. NRC will notify the Contractor ten (10) days, or what is determined adequate and fair dependent on the gravity of the situation, of any major changes and as soon as feasible of any minor changes. Changes of less or more than 3% to the total area requiring regular cleaning, relative to the area to be cleaned at the start of the contract will not be eligible for payment adjustments.

.2 Adjustments of monthly payments will be made in accordance to areas occupied and based on the terms of the Contract. No adjustments will be made for the addition or deletion of less than room sized areas. Unoccupied rooms shall be cleaned at least once semi-annually in accordance with the requirements of this specification without any adjustment of the Contract price. Adjustments will only be made for areas being added or deleted to or from the routine daily and weekly cleaning operations.

19. Uniforms

.1 All cleaning personnel employed in this building shall be uniformed as follows:

.1 Cleaners - Industrial type company shirt. Matching trousers and/or coveralls are also preferred. The company name or crest to be affixed to the shirt and coveralls.

.2 Uniforms shall be neat and clean at all times.

.3 Special picture security badges provided by NRC must be worn at all times in a visible manner.

20. Building Operations

.1 Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the NRC Project Authority.

21. Pre-Work Commencement Meeting

.1 Prior to commencement of the work, the Contractor shall seek a meeting on site with NRC's representative to review site conditions, hazards and discuss the execution of the work. This meeting must include the contractor's staff who will work on this sit

22. End of Contract

.1 At the end of this contract, if the incumbent contractor is not successful in obtaining the new contract they must commit to a "handover" to the new contractor which shall include a shift shadow tour of up to one

supervisor and two workers for up to two complete shifts. The outgoing contractor shall provide as much insight as possible with respect to the site and operations to the incoming incumbent. This shall be completed at least 2 weeks prior to the end of the existing contract. Costs for this handover shall be borne by both the outgoing and incoming contractors for each of their respective costs.

23. Acceptance of Site

- .1 Contractors must inspect the site, review and discuss any unexpected or unclear conditions with the site authority before submitting their bid.
- .2 Submission of tender implies acceptance of existing conditions.

24. Cooperation with other Contractors

- .1 The contractor shall cooperate fully with other contractors or workers in the work site.

Specification – Section 2 – Statement of Work

NANO - NRC FLOORS 0-3

STATEMENT OF WORK

ANNEX "A"

2.3 Daily Duties

The following duties shall be done once every workday.

- 2.3.1 Sweep and dust mop all corridor floors, in this order: 2, 3, 4,5,6,1. Spot check for stains and spills.
- 2.3.2 Damp mop and disinfect all washroom floors.
- 2.3.3 Clean and disinfect interior and exterior of all toilet bowls, urinals and lavatories, remove any trash from urinal bowl and strainer.
- 2.3.4 Disinfect water taps, flush valves, push plates and door handles in washrooms.
- 2.3.5 Spot clean washroom walls, toilet partitions, doors and kick plates.
- 2.3.6 Empty all washroom waste receptacles and replace liner bag.
- 2.3.7 Check supplies of soap, paper towels, toilet paper, and other stock consumables in all washrooms and replace or provide new material.
- 2.3.8 Clean and sanitize all water fountains.
- 2.3.9 Clean and disinfect shower stall floor, walls and shower curtain.
- 2.3.10 Dust and spot clean the exterior of all lockers in washrooms that have them.
- 2.3.11 Wash and disinfect all counters, sinks, and floors in the food prep areas on the 1st, 2nd And 3rd floors. Spot check walls for stains. Remove garbage, check and replenish paper towel and soap supplies. **Stick to the actual kitchen area**, lunch tables are done weekly on the Friday afternoon or Monday morning preferably.
- 2.3.12 Inspect all entrance sidewalks for debris (including leaves in the autumn) and remove as necessary to a minimum of 6 feet outside each door. Spot check for cobwebs, and broom away.
- 2.3.13 Sweep and damp mop EM Suite and basement level hallway and washroom area.
- 2.3.14 Central Organic and landfill waste emptied and liner replaced
- 2.3.15 Wash all quarry tile floors in the front lobby and elevator lobbies on the lower, 2nd and 3rd floors. Vacuum front entrance carpet

2.4 Alternate Day Duties

Alternate days refers to work that should be done every other workday (bi-daily). This type of work can be split in half so that certain areas are done one day and the remaining areas the next day.

- 2.4.1 Sweep and Machine wash corridor floors- Monday, Wednesday, and Friday
- 2.4.2 Vacuum walkway carpeting in the traffic lanes, lunch room and meeting room (1-070G) in 1-070 **Only in first floor admin area**
- 2.4.3 Wash and/or vacuum walk-off mats at the entrances. Tiled areas swept and damp mopped
- 2.4.4 Spot Clean both sides of windows of Entrance and Exit Ways, Hallways, Main Floor Elevator Lobbies, Connecting Corridors

- 2.4.5 Door kick plates cleaned
- 2.4.6 Spot check eating area tables for stains or debris

2.5. Twice a week

- 2.5.1 Vacuum lobby & main floor meeting room carpeting as well as all other meeting rooms on floors 1 and 2 outside of the Admin area. (Smith 1-073, Taylor 1-010, Zadio Jenson, Taube 2-011)

2.6. Weekly Duties

The following duties shall be performed once per work week.

- 2.6.1 Microwaves and fridges - wipe and disinfect Friday
- 2.6.2 Wash and wipe all tables and counters in the Meeting Rooms
- 2.6.3 Disinfect lunch room tables.
- 2.6.4 Vacuum workspace walkways on the second and third floor cubicle areas

2.6 Bi-Weekly Duties

The following duties shall be performed once per every two work weeks.

- 2.6.5 Vacuum first floor admin offices carpeting wall to wall. Dust and spot clean flat surfaces. **Only in first floor admin**
- 2.6.6 Wiping horizontal surfaces. Spot check walls while doing and spot clean if necessary
- 2.6.7 Door hardware sanitized

2.7 Monthly Duties

The following duties shall be performed once per month.

- 2.7.1 Spot clean and dust the surfaces of bookcases and cabinets in all offices.
- 2.7.2 Dust and spot clean the exterior of all lockers in lower level hallway.
- 2.7.3 Wash all washrooms walls and partitions.
- 2.7.4 Vacuum office carpeting wall to wall in all offices other than admin area. Sweep and mop for offices not carpeted, such as 1-083 and 1-083A
- 2.7.5 dust furniture, book cases and cabinets in front entrance and admin area
- 2.7.6 Wash shipping room floor
- 2.7.7 South ground floor entrance windows spot checked
- 2.7.8 Washroom floor drains primed

2.8 Annual Duties

The following duties shall be performed once per year. Items that were formerly annual will be getting priced individually and will be on an as needed basis on request.

- 2.8.1 Dust Venetian blinds except those encased between glass panes.
- 2.8.2 Ground floor exterior windows (spring, after a mean temperature of ten degrees has been reached)
- 2.8.3 Sterilize summer student cubicles

2.9 Elevators**Alternate Day Duties**

- 2.9.1 Clean stainless and Dust the interior of the cab and remove all finger marks, smudges and stains on the doors frames, glazing and walls including the control panel.
- 2.9.2 Scrape and vacuum clean the door sill/tracks in both the cab and all levels, both sides where applicable
- 2.9.3 Vacuum mats

2.10 Weekly

- 2.10.1 Remove gum and other foreign residue from cab exterior
- 2.10.2 Clean and polish stainless steel doors, panels and all trim work.

2.11 STAIRS**2.12 Main Stairwell at front entrance floors 1-6****Daily**

- 2.11.1 Clean all hand rails, and door handles

Alternate Day Duties

- 2.11.2 Sweep all stair treads and landing floors in the Primary Main Stairwell off front entrance. Spot check for stains and spills

Weekly

- 2.11.3 Sweep and mop all stair treads and landing floors in main stairwell 1-6

2.13 Secondary Stairwells.**Daily**

- 2.12.1 Clean all hand rails, and door handles

Bi-Weekly Duties

- 2.12.2 Sweep all stair treads and landing floors in all secondary stairwells 0-6.

Monthly

- 2.12.3 Sweep and mop all stair treads and landing floors in main stairwell 1-6

2.13 Quarterly

- 2.13.1 Prime the floor drains at the bottom of the stairwells.

NANO – FLOOR 4

STATEMENT OF WORK

ANNEX "A"

2.3 Daily Duties

The following duties shall be done once every workday.

- 2.3.1 Sweep and dust mop all corridor floors, in this order: 2, 3, and 4,5,6,1. Spot check for stains and spills.
- 2.3.2 Damp mop and disinfect all washroom floors.
- 2.3.3 Clean and disinfect interior and exterior of all toilet bowls, urinals and lavatories, remove any trash from urinal bowl and strainer.
- 2.3.4 Disinfect water taps, flush valves, push plates and door handles in washrooms. Spot clean
- 2.3.5 washroom walls, toilet partitions, doors and kick plates.
- 2.3.6 Empty all washroom waste receptacles and replace liner bag.
- 2.3.7 Check supplies of soap, paper towels, toilet paper, and other stock consumables in all washrooms and replace or provide new material.
- 2.3.8 Wash and disinfect all water fountains.
- 2.3.9 Clean and disinfect shower stall floor, walls and shower curtain.
- 2.3.10 Dust and spot clean the exterior of all lockers in washrooms that have them.

- 2.4.11 Wash and disinfect all counters, sinks and floors in the food service areas. Remove garbage. Check and replenish paper towel and soap supplies. Spot check walls for stains. **Stick to the actual kitchen area**, lunch tables are done weekly on the Friday afternoon or Monday morning preferably.
- 2.4.12 Sweep and damp mop elevator lobby floors.
- 2.4.13 Central Organic and landfill waste emptied and liner replaced

2.5 Alternate Day Duties

Alternate days refers to work that should be done every other workday (bi-daily). This Type of work can be split in half so that certain areas are done one day and the remaining areas the next day.

- 2.4.1 Sweep and Machine wash corridor floor- Monday, Wednesday, and Friday
- 2.4.7 Vacuum meeting rooms.
- 2.4.8 Spot clean both sides of windows of Entrance and Exit Ways.
- 2.4.9 Spot check lunchroom tables for stains and debris

2.7. Weekly Duties

The following duties shall be performed once per work week.

- 2.7.1 Microwaves and fridges - wipe and disinfect Friday
- 2.7.2 Wash and wipe all tables and counters in the Meeting Rooms
- 2.5.3 Disinfect lunch room tables.

2.6 Bi-Weekly Duties

The following duties shall be performed once per every two work weeks.

2.6.1 Wipe and dust horizontal surfaces. Spot check and clean walls if necessary

2.7 Monthly Duties

The following duties shall be performed once per month.

2.7.1 Wash all washrooms walls and partitions

2.7.2 Washroom floor drains primed.

2.8 Elevators**Alternate Day Duties**

2.8.1 Clean stainless and buttons on 4th floor control panel.

2.8.2 Scrape and vacuum clean the door sill/tracks

2.9 Weekly

2.9.1 Clean and polish stainless steel doors, trim.

NANO UofA FLOORS 5 & 6 **STATEMENT OF WORK**

ANNEX "A"

2.3 Daily Duties

The following duties shall be done once every workday.

2.3.1 Sweep and dust mop all corridor floors, in this order: 2, 3, and 4,5,6,1. Spot check for stains and spills.

2.3.2 Damp mop and disinfect all washroom floors.

2.3.3 Clean and disinfect interior and exterior of all toilet bowls, urinals and lavatories, remove any trash from urinal bowl and strainer.

2.3.4 Disinfect water taps, flush valves, push plates and door handles in washrooms. Spot clean

2.3.5 washroom walls, toilet partitions, doors and kick plates.

2.3.6 Empty all washroom waste receptacles and replace liner bag.

2.3.7 Check supplies of soap, paper towels, toilet paper, and other stock consumables in all washrooms and replace or provide new material.

2.3.8 Wash and disinfect all water fountains.

2.3.9 Clean and disinfect shower stall floor, walls and shower curtain.

2.3.10 Dust and spot clean the exterior of all lockers in washrooms that have them.

2.3.11 Elevator lobby's swept and mopped

2.3.12 Central Organic and Landfill waste emptied and liner replaced

2.4 Alternate Day Duties

Alternate days refers to work that should be done every other workday (bi-daily). This Type of work can be split in half so that certain areas are done one day and the remaining areas the next day.

2.4.1 Spot check/clean both sides of windows and door frames of Entrance and Exit Ways.

2.4.2 Spot check kitchen and lunch areas. Replace soap and paper towels as needed.

2.4.3 Spot check meeting rooms

2.8. Twice a week

2.5.1 Full cleaning of kitchen and lunch areas

2.5.2 Sweep and machine wash all corridor floors

2.9. Weekly Duties

The following duties shall be performed once per work week.

2.9.1 Microwaves and fridges - wipe and disinfect Friday

2.9.2 Wash and wipe all tables and counters in the Meeting Rooms

2.6.3 Vacuum meeting room carpets

2.10 Bi-Weekly Duties

None

2.11 Monthly Duties

The following duties shall be performed once per month.

2.11.1 Spot clean and dust the surfaces of bookcases and cabinets in all offices.

2.11.2 Wash all washrooms walls and partitions.

2.11.3 Vacuum office carpeting wall to wall in all offices.

2.11.4 Wash cubicle work area walkways

2.11.5 Wipe horizontal surfaces and spot check walls

2.11.6 Washroom floor drains primed

2.12 Annual Duties

The following duties shall be performed once per year. Items that were formerly annual will be getting priced individually and will be on an as needed basis on request.

2.12.1 Dust Venetian blinds except those encased between glass panes.

2.13 Elevators

Alternate Day Duties

2.13.1 Scrape and vacuum clean the door sill/tracks

2.14 **Twice a week**

2.10.1 Clean stainless and buttons on the 5th&6th floor control panels

2.15 **Monthly**

2.11.1 Clean and polish 5th & 6th floor stainless steel doors, trim.

Specification -Section 3- APPA Cleaning Standards and Tables

APPA Appearance Levels Definitions

1.0 General – It is the intent of these specifications to ensure the areas maintained by the contractor are done to the applicable quality standards. It is also the Intent of NRC to make this a “Green” Environmentally sensitive and responsible contract.

1.1 The cleaning work will use the APPA Appearance Levels Definitions to establish cleanliness standards for this work. The five levels are defined below.

Level 1 - Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no Buildup in corners or along walls
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and Have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 2 - Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days’ worth of dust, dirt, stains, or Streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 3 - Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A Buildup of dirt and/or floor finish in corners and along walls can be seen.
- there are dull spots and/or matted carpet in walking lanes. There are streaks or splashes On base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and Fingerprints. Lamps all work and fixtures are clean.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 4 - Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a Noticeable buildup of dirt and/or floor finish in corners and along walls.
- there is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull And dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, And marks. Lamp fixtures are dirty.
- Trash containers and recycle bins have old trash and shavings. They are stained and Marked. Trash containers smell sour.

Level 5 - Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous Buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprint, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies.
- Trash containers overflow. They are stained and marked. Trash containers smell sour.

The Operations and Frequencies provided here are generic and intended for most applications at NANO. Contractor to provide a detailed schedule.

3.0 Building and/or Room Type Cleaning Requirements

3.1 The tables on the following pages list various building room types with cleaning requirements and frequencies.

3.2 Each room or building type shall be cleaned to the APPA Appearance level designated in the table header.

3.3 Operations, Standards and Frequency Table NANO FLOORS 0-3

ENTRANCES, VESTIBULES – APPA Level 2.5	FREQUENCY	STATEMENT OF WORK SECTION NANO FLOORS 0-3
Spot check all entrance way exterior areas for debris and litter to 6ft, including brooming away any cobwebs seen.	Daily	2.3.12
Tiled and sheet vinyl floors will be dry mopped and damp mopped/washed	Daily	2.3.15
Front lobby carpet vacuumed	Daily	2.3.15
Doormats will be vacuumed	Alternate days (3 days a week)	2.4.3
Door glass and interior windows spot cleaned	Alternate days (3 days a week)	2.4.4
Entrance door frames, side glass panels and top panels will be fully cleaned.	Alternate days (3 days a week)	2.4.4
Door kick plates cleaned.	Alternate days (3 days a week)	2.4.5
Interior window glass full clean (back entrance ground level)	Monthly	2.7.7

STAIRS AND LANDINGS APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Handrails, door handles, push bars dusted and damp wiped (sanitized)	Daily	2.11.1/2.12.1
Primary stairs (North East stairs off main entrance) and landings will be swept and spot checked for spills.	Alternate (3 days a week)	2.11.2
Primary stairs (North East stairs off main entrance) swept and damp mopped	Weekly	2.11.3
Secondary stairs (North West and North East stairwells, stairs leading to the lower level from	Bi-weekly (every two weeks)	2.12.2

shipping and front entrance) swept and spot checked for spills and stains		
Secondary stairs (North West and North East stairwells, stairs leading to the lower level from shipping and front entrance) swept and damp mopped	Monthly	2.12.3
Floor drains at the bottom of stairwells primed with water	Quarterly (4 time/year)	2.13.1

CORRIDORS, HALLWAYS APPA Level 2	FREQUENCY	STATEMENT OF WORK SECTION NANO
Sweep and dust (dry) mop all corridor tiled and sheet vinyl floors (except corridor between labs). Spot check for stains and spills, clean as necessary.	Daily	2.3.1
Sweep and damp mop EM suite and basement level hallway and washroom area	Daily	2.3.13
Central organic waste and landfill waste emptied and liner replaced	Daily	2.3.14
Drinking fountains cleaned and sanitized	Daily	2.3.8
Sweep and machine wash all corridor tiled and sheet vinyl floors (except corridor between labs). Spot check for stains and spills, hand mop if necessary.	Alternate (3 days a week)	2.4.1
Horizontal surfaces dusted	Bi-weekly	2.6.2
Wiping horizontal surfaces, spot check & clean walls.	Bi-weekly	2.6.6
Door Hardware Sanitized	Bi-weekly	2.6.7
Central plastic and paper waste emptied and liner replaced.	As Necessary (¾ - full)	

ELEVATORS APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Dust interior of cab, clean stainless and remove all finger marks, smudges and stains on door frames, glazing and walls – including control buttons in cab and on all floors	Alternate (3 days a week)	2.9.5
Scrape and vacuum door tracks in cab and all levels, both sides where applicable	Alternate (3 days a week)	2.9.6
Vacuum mats	Alternate (3 days a week)	2.9.7
Clean and polish stainless steel doors, panels, and trim work	Weekly	2.10.2
Remove gum and other foreign residue from cab exterior	Weekly	2.10.1
Ceiling panels cleaned	On request	

WASHROOMS, SHOWERS AND CHANGE ROOMS APPA Level 1	FREQUENCY	STATEMENT OF WORK SECTION NANO
Damp mop and disinfect all washroom floors	Daily (5 days a week)	2.3.2
All fixtures cleaned and disinfected, i.e. bowls, urinals, basins, mirrors, door handles, water taps, flush valves chrome surfaces and interface. Spot clean walls and dividers	Daily (5 days a week)	2.3.3/2.3.4/2.3.5
Waste receptacles and sani stations emptied and replace liner bag	Daily (5 days a week)	2.3.6
Check supplies of soap, paper towels, toilet paper, urinal sanitation pads, and other stock consumables in all washrooms and replace or provide new material.	Daily (5 days a week)	2.3.7
Dust and spot clean lockers in washrooms that have them, including tops.	Daily	2.3.10
Clean and disinfect shower stall floor, walls and shower curtain, and fixtures, in washrooms that have them.	Daily	2.3.9
Wash all washroom walls and partitions	Monthly	2.7.3
Floor drains primed.	Monthly	2.7.8

EXTERIOR GROUND FLOOR WINDOWS APPA 4	FREQUENCY	STATEMENT OF WORK SECTION NANO
Will be cleaned of debris and streak free annually	Annual Spring	2.8.2

KITCHEN AND FOOD PREP AREAS 1st, 2nd, 3rd FLOORS APPA Level 2	FREQUENCY	STATEMENT OF WORK SECTION NANO
Paper towels checked and replenished	Daily (5 days a week)	2.3.11
Landfill and organic bins emptied and liners replaced	Daily (5 days a week)	2.3.14
Bottle recycling station emptied and liner replaced	As necessary	
Spot check walls for stains and spot clean if necessary	Daily (5 days a week)	2.3.11
Floor swept and damp mopped	Daily (5 days a week)	2.3.11
Stainless steel sinks and countertops cleaned	Daily (5 days a week)	2.3.11
Microwaves and fridges- wipe and disinfect	Weekly	2.6.1

EATING AREA TABLES 1ST, 2ND, 3RD FLOORS AND TABLE TOPS AND COUNTER IN ADMIN LUNCH ROOM (THE NUCLEUS) APPA Level 2.5	FREQUENCY	STATEMENT OF WORK SECTION NANO
Spot check for stains or spills	Alternate (3 days a week)	2.4.6
Disinfect eating area table tops and chairs	Weekly	2.6.3

MEETING ROOMS GENERAL SPACE (OUTSIDE OF ADMIN AREA); 1-010, 1-073 2-011, ZAIDEE JENSON ROOM IN MAIN ENTRANCE APPA Level 2.5	FREQUENCY	STATEMENT OF WORK SECTION NANO
Vacuum carpets wall to wall	Twice per week	2.5.1
Wash and wipe table tops	Weekly	2.6.2

OFFICES FLOORS 0-3(OUTSIDE OF ADMIN AREA) APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Vacuum office carpeting wall to wall	Monthly	2.7.4
Spot clean and dust the surfaces of bookcases and cabinets in all offices (where personal items are removed)	Monthly	2.7.1
Damp mop office floors where there is no carpet (such as office 1-083 and 1-083A)	Monthly	2.7.4

WORK SPACES FLOORS 2, 3, AND EM SUITE CUBICLE SPACE APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Vacuum work space walkways (cubicles)	Weekly	2.6.4
Sterilize summer student cubicles (SE corner 2 nd floor), including drawers.	Annual (Mid-March)	2.8.3

ADMIN AREA 1-070 APPA Level 2.5	FREQUENCY	STATEMENT OF WORK SECTION NANO
Vacuum walk ways and meeting room	Alternate days (3 days a week)	2.4.2
Vacuum office carpeting wall to wall	Bi-weekly (every second week)	2.6.5
Spot clean and dust flat surfaces (that are free of personal or desk items)	Bi-weekly (every second week)	2.6.5
Dust furniture, book cases, and cabinets in general admin area.	Monthly	2.7.5

MISCELLANEOUS APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Dust and spot clean exterior of lockers in the lower level hallway	Monthly	2.7.2
Wash Shipping room floor.	Monthly	2.7.6
Dust Blinds	Annual	2.8.1
Ground floor exterior windows cleaned	Annual	2.8.3

3.4 Operation and Frequency Tables NANO FOURTH FLOOR

ENTRANCES APPA Level 2.5	FREQUENCY	STATEMENT OF WORK SECTION NANO-FLOOR 4
Sweep and mop elevator lobby floors	Daily	2.3.12
4 th floor Entrance door glass and interior windows spot cleaned	Alternate days (3 days a week)	2.4.3
4 th floor Entrance door frames, side glass panels and top panels, will be fully cleaned.	Alternate days (3 days a week)	2.4.3

CORRIDORS, HALLWAYS APPA Level 2	FREQUENCY	STATEMENT OF WORK SECTION NANO-FLOOR 4
Sweep and dust (dry) mop all corridor tiled and sheet vinyl floors (except corridor between labs). Spot check for stains and spills, clean as necessary.	Daily	2.3.1
Central organic waste and landfill waste emptied and liner replaced	Daily	2.3.13
Drinking fountains cleaned and sanitized	Daily	2.3.8
Sweep and machine wash all corridor tiled and sheet vinyl floors (except corridor between labs).	Alternate (3 days a week)	2.4.1
Wiping horizontal surfaces, spot check & clean walls.	Bi-weekly	2.6.1
Central plastic and paper waste emptied and liner replaced.	As Necessary (¾ - full)	

ELEVATORS APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Clean stainless trim and buttons on 4 th floor control panel	Alternate (3 days/week)	2.8.1
Scrape and vacuum tracks	Alternate (3 days/week)	2.8.2
Clean and polish 4 th floor stainless steel doors.	Weekly	2.9.1

WASHROOMS, SHOWERS AND CHANGE ROOMS APPA Level 1	FREQUENCY	STATEMENT OF WORK SECTION NANO
Damp mop and disinfect all washroom floors	Daily (5 days a week)	2.3.2
All fixtures cleaned and disinfected, i.e. bowls, urinals, basins, mirrors, door handles, water taps, flush valves chrome surfaces and interface. Spot clean walls and dividers	Daily (5 days a week)	2.3.3/2.3.4/2.3.5
Waste receptacles and sani stations emptied and replace liner bag	Daily (5 days a week)	2.3.6
Check supplies of soap, paper towels, toilet paper, urinal sanitation pads, and other stock consumables in all washrooms and replace or provide new material.	Daily (5 days a week)	2.3.7
Dust and spot clean lockers in washrooms that have them, including tops.	Daily	2.3.10

Clean and disinfect shower stall floor, walls and shower curtain, and fixtures, in washrooms that have them.	Daily	2.3.9
Wash all washroom walls and partitions	Monthly	2.7.1
Floor drains primed.	Monthly	2.7.2

KITCHEN AND FOOD PREP AREAS 4th FLOOR APPA Level 2	FREQUENCY	STATEMENT OF WORK SECTION NANO
Paper towels checked and replenished	Daily (5 days a week)	2.3.11
Landfill and organic bins emptied and liners replaced	Daily (5 days a week)	2.3.13
Bottle recycling station emptied and liner replaced	As necessary	
Spot check walls for stains and spot clean if necessary	Daily (5 days a week)	2.3.11
Floor swept and damp mopped	Daily (5 days a week)	2.3.11
Stainless steel sinks and countertops cleaned	Daily (5 days a week)	2.3.11
Microwaves and fridges- wipe and disinfect	Weekly	2.5.1

EATING AREA TABLES 1ST, 2ND, 3RD FLOORS AND TABLE TOPS AND COUNTER IN ADMIN LUNCH ROOM (THE NUCLEUS) APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Spot check for stains or spills	Alternate (3 days a week)	2.4.4
Disinfect eating area table tops and chairs	Weekly	2.5.3

MEETING ROOMS GENERAL SPACE APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Vacuum carpets wall to wall	Alternate (3 days/week)	2.4.2
Wash and wipe table tops	Weekly	2.5.2

3.5 Operation and Frequency Tables UofA FLOORS 5&6

ENTRANCES APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Sweep and mop elevator lobby floors	Daily	2.3.11
5 th and 6 th floor Entrance door glass and interior windows spot checked/cleaned as necessary	Alternate days (3 days a week)	2.4.1
5 th & 6 th floor Entrance door frames, side glass panels and top panels, will be spot checked/cleaned as necessary	Alternate days (3 days a week)	2.4.1

CORRIDORS, HALLWAYS APPA Level 4 Including 2nd floor pedways	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Sweep and dust (dry) mop all corridor tiled and sheet vinyl floors (except corridor between labs). Spot check for stains and spills, clean as necessary.	Daily	2.3.1
Central organic waste and landfill waste emptied and liner replaced	Daily	2.3.12
Drinking fountains cleaned and sanitized	Daily	2.3.8
Sweep and machine wash all corridor tiled and sheet vinyl floors (except corridor between labs). Damp mop pedways	Twice a week	2.5.2
Wiping horizontal surfaces, spot check & clean walls.	Monthly	2.7.5
Central plastic and paper waste emptied and liner replaced.	As Necessary (¾ - full)	

ELEVATORS APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION NANO
Scrape and vacuum tracks	Alternate (3 days/week)	2.9.1
Clean stainless trim and buttons on 4 th floor control panel	Twice a week	2.10.1
Clean and polish 4 th floor stainless steel doors.	Monthly	2.11.1

WASHROOMS, SHOWERS AND CHANGE ROOMS APPA Level 3	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Damp mop and disinfect all washroom floors	Daily (5 days a week)	2.3.2
All fixtures cleaned and disinfected, i.e. bowls, urinals, basins, mirrors, door handles, water taps, flush valves chrome surfaces and interface. Spot clean walls and dividers	Daily (5 days a week)	2.3.3/2.3.4/2.3.5
Waste receptacles and sani stations emptied and replace liner bag	Daily (5 days a week)	2.3.6
Check supplies of soap, paper towels, toilet paper, urinal sanitation pads, and other stock consumables in all washrooms and replace or provide new material.	Daily (5 days a week)	2.3.7
Dust and spot clean lockers in washrooms that have them, including tops.	Daily	2.3.10
Clean and disinfect shower stall floor, walls and shower curtain, and fixtures, in washrooms that have them.	Daily	2.3.9
Wash all washroom walls and partitions	Monthly	2.7.2
Floor drains primed.	Monthly	2.7.6

KITCHEN AND FOOD PREP AREAS 5th & 6th FLOORS APPA Level 3.5	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Landfill and organic bins emptied and liners replaced	Daily (5 days a week)	2.3.12
Bottle recycling station emptied and liner replaced	As necessary	
Spot check walls for stains and spot clean if necessary	Alternate (3 days a week)	2.4.2
Floor swept and damp mopped	Twice a week	2.5.1
Stainless steel sinks and countertops cleaned	Twice a week	2.5.1
Paper towels and soap checked and replenished when necessary	Alternate (3 days a week)	2.4.1
Microwaves and fridges- wipe and disinfect	Weekly	2.6.1

EATING AREA TABLES 5th & 6th FLOORS AND TABLE TOPS APPA Level 3.5	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Spot check for stains or spills	Alternate (3 days a week)	2.4.2
Disinfect eating area table tops and chairs	Twice a week	2.5.1

MEETING ROOMS APPA Level 4	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Vacuum carpets wall to wall	Weekly	2.6.1
Wash and wipe table tops	Weekly	2.6.2

OFFICES FLOORS 5 & 6 APPA Level 4	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Vacuum office carpeting wall to wall	Monthly	2.7.3
Spot clean and dust the surfaces of bookcases and cabinets in all offices (where personal items are removed)	Monthly	2.7.1
Damp mop office floors where there is no carpet.	Monthly	2.7.4

WORK SPACES FLOORS (CUBICLE SPACE) APPA Level 4.5	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Wash work space walkways (cubicles)	Monthly	2.7.4

MISCELLANEOUS APPA Level 4.5	FREQUENCY	STATEMENT OF WORK SECTION UofA FLOORS
Dust Blinds	Annual	2.8.1

Specification Section 4 - Special Requirements & Instructions

1. Supplies

The Contractor shall supply all tools, and equipment necessary to satisfactorily execute the

work, including all necessary machines, vacuums, brushes, mops, pails etc.

.2 The contractor shall supply all detergents, cleaning materials, sealers, waxes, plastic bags and plastic bag waste receptacle liners etc. Only those cleaning supplies intended for use on the surface to be cleaned are to be used. The contractor shall also supply all plastic bags (biodegradable) and feminine hygiene bags for waste receptacles. The Contractor will supply all tissue and paper towels, hand soap (lotion type), Organic recycling program bags and urinal deodorant pads.

2. Equipment

.1 Cleaning equipment must be CSA certified and in good operating condition at all times. All equipment shall be subject to approval by NRC's representative or their designate for appearance, cleanliness and suitability for the job. Any equipment deemed unsuitable shall be removed from the premises.

.2 The Contractor shall supply only new or recently restored to good condition, vacuum cleaners equipped with power brush and standard accessories (various types of nozzles and brushes). Special attention will be given to filter bags and filtering of exhaust to keep dust to an absolute minimum. Vacuums emitting little noise are preferred and necessary.

.3 The Contractor shall supply all other required equipment in new or excellent condition which is necessary to perform the work, such as wet extraction vacuuming equipment, buffers, etc. All contractors' equipment shall be labeled with Company Name.

.4 The contractor shall include a detailed list of equipment to be used on this contract with their tender.

3. Special & Periodic Tasks

.1 Scheduled Cleaning Operations

.1 Routine cleaning operations will be performed between 06:00 – 15:00 hours Monday through Friday (also see Section 1, Para 3). Deviations from this are subject to approval of NRC's representative.

Note: All noise causing or intrusive work (machine washing floors, vacuuming walk ways and office carpeting) should be commence upon first arrival in the morning. Floor machine washing must be done in the order set in the Statement of Work (section 2- 2.3.1) so as to not interfere with NRC staff operations. **To access washroom space, a cleaner will be expected to knock and request permission to enter prior to proceeding.**

.2 All scheduled special and periodic project cleaning tasks shall be carried out by additional staffing hours, in accordance with the approved Schedule of Operations

.3 Normally for burnishing, stripping and resealing of sheet flooring, carpet cleaning, interior window cleaning etc. evening or weekend work will be required for these tasks. In such cases, advance appropriate arrangements must be made with NRC's representative or their designate.

4. Cleaning on Request

.1 Areas indicated as NIC (not included in contract) or Project/Periodic Task with As Requested Frequency may be done on a time and material basis, when requested by the NRC Project authority and billed based on the level of effort at the hourly rates provided as part of this tender unless a unit rate for the specialized cleaning has been included.

.2 Normally for burnishing, stripping and resealing of sheet flooring, carpet cleaning, interior window cleaning etc. evening or weekend work will be required for these tasks. In such cases, advance appropriate arrangements must be made with NRC's representative or their designate.

.3 Prior to commencement of requested work, the contractor must provide an estimate and supply to the NRC representative, and a Purchase Order from the NRC in place and supplied to the contractor.

5. Excluded Effects

.1 NRC staff personal effects

.2 Mechanical, electrical and electronic equipment (except grills/diffusers which are included)

.3 Art objects.

.4 Live Plants.

.5 Souvenirs and paraphernalia.

.6 Desks and associated furniture. **Note:** Papers and files to be left on furniture and shall not be disturbed by cleaning staff. Occupant will clean their desks and provide specific request for desk cleaning.

6. Recycling stations and Landfill Waste Receptacles

.1 General

1 Plastic bags for all landfill receptacles to be bio-degradable type (12-24 mos) .and supplied by contractor.

Contractor to provide data on biodegradable bags to be used on this contract.

.2 Contractor to supply central recycle station clear bio-degradable type bags.

.3 Landfill and Organic Waste stations are located in the Lunch room and kitchen area, as well as the central stations in the corridors. Removal of landfill and Organic bags is once daily as per specific building schedule.

.4 Relocate landfill and organics to separate bins outside the shipping and receiving area.

.5 Recycling bins for glass, cans and plastic are removed when $\frac{3}{4}$ full and relocated to the recycling room at bay 1 in the shipping and receiving area.

.6 Cardboard and mixed paper to be broken down and removed to cardboard containers in the recycling room at bay 1 in the shipping and receiving area.

7. Garbage Removal Exclusions

.1 Construction material and debris (unless minor in quantity).

.2 Furniture and equipment crating (unless very small or cardboard).

.3 Obsolete furniture and equipment.

.4 Chemical and hazardous substances and their containers, or specially ventilated rooms in the shipping and receiving area

8. Area Exclusions and staffing requirements for Exclusions and exceptions (Out of scope for this contract and day to day staff)

.1 The following areas are excluded from this contract (NIC) – Not in Contract. Project Authority may request cleaning services in these areas on behalf of the Research Centre, the Tenants or the UofA staff, or areas NIC but controlled by RPPM, KITS or SSC

-Laboratories

-Communication rooms

-Server rooms

-Front Security desk

-Mechanical and electrical rooms

-Storage areas

-supply rooms

-Service Corridors between labs or containing equipment for the EM suite

.2 Staffing for cleaning these areas must not be the day to day staff intended for the use of this contract. Additional staff must be supplied by the contractor. Additional staff must either have reliability status security clearance from the NRC and building orientation, or have NRC staff present to escort them for the duration of the cleaning.

.3 Prior to commencement of requested work, the contractor must provide an estimate and supply to the NRC representative, and a Purchase Order from the NRC, tenant, or UofA staff in place and supplied to the contractor.

.4 In the event of unforeseen circumstances (i.e. Emergency work that needs attention) the NRC representative reserves the right to use day to day staff in the moment, and will notify the contractor supervisor to make additional alternate arrangements, or augment billing.

.5 Day to day staff is to the direction from the appointed RPPM NRC representative or designate only.

9. Office Security

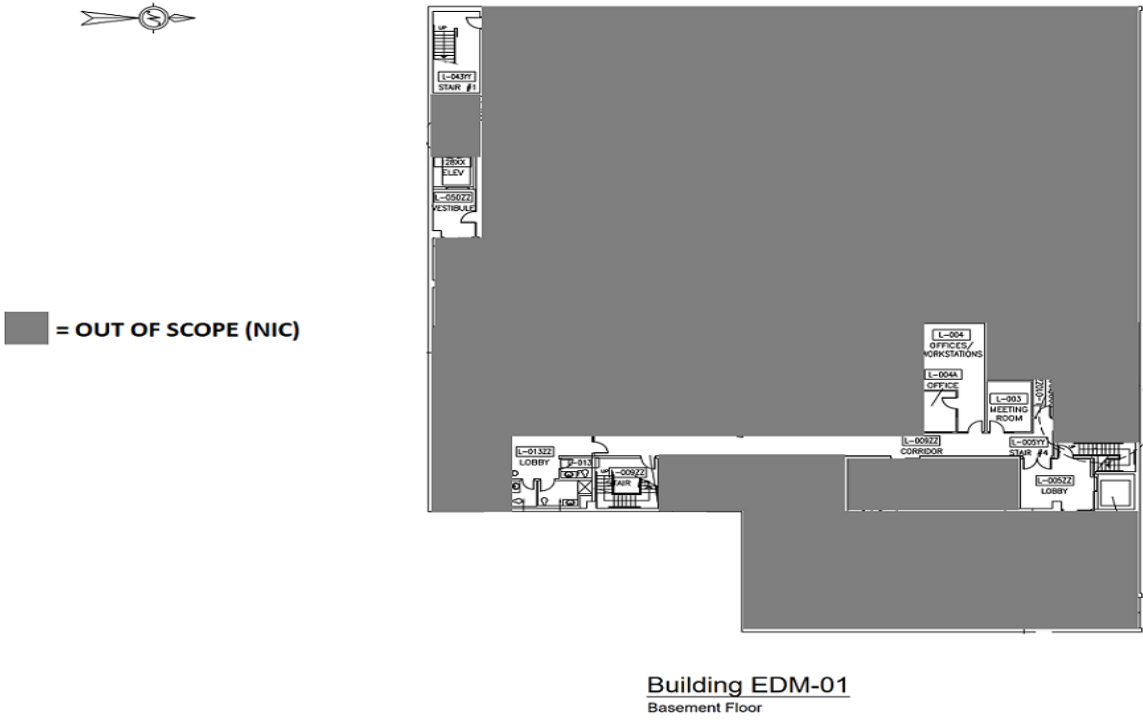
.1 Office doors shall be left in the same security condition as they are encountered when cleaning. I.e. locked, closed and unlocked or open and unlocked.

Specification Section 5 – Floor Plans in Scope and Floor Area

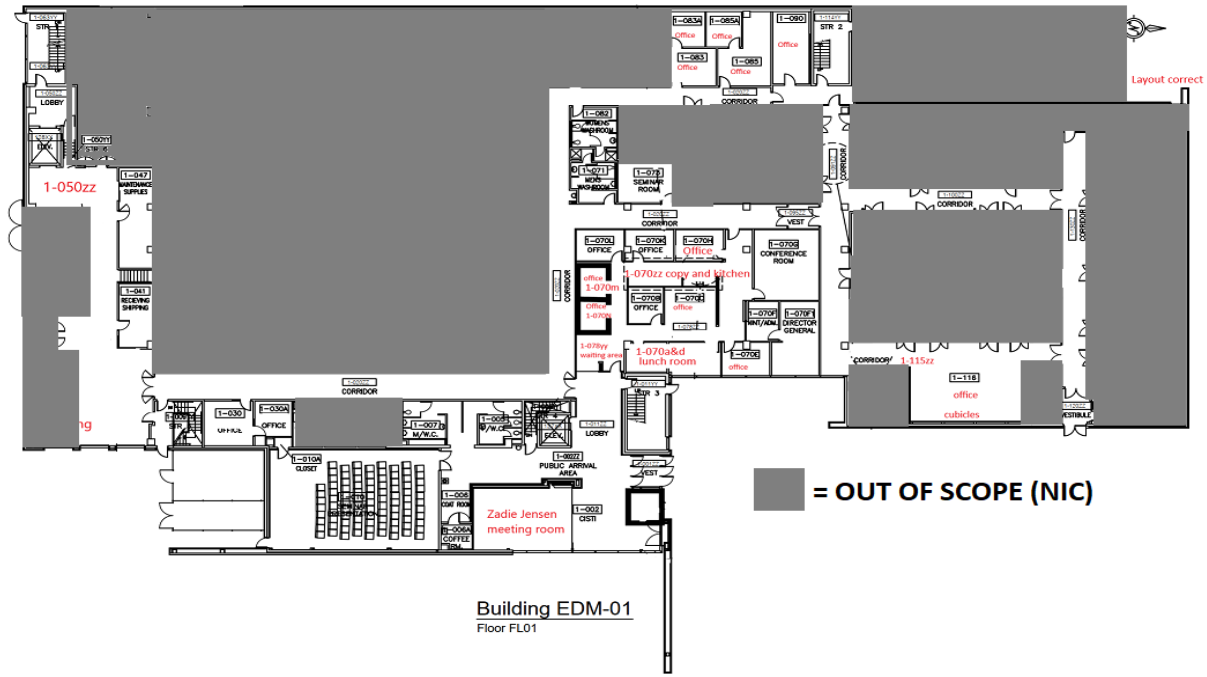
Floor	Area	Sq. Meters	Sq. Feet
Lower	Estimated common space subtracting approximate out of scope space	372.6	4010.633
Main	Common areas/offices/meeting and seminar rooms	1865.59	20,081
2nd	Common areas/offices/meeting rooms	1565	16,850
3 rd	Common areas/offices/meeting rooms	1565	16,850
4th	Common areas and meeting rooms	1279.55	13,773
5 th	Common areas/offices/meeting rooms	1565	16,850
6 th	Common areas/offices/meeting rooms	1565	16,850
Total		9777.74	105,264.63

All areas are approximate. Contractor is responsible to confirm measurements as required.

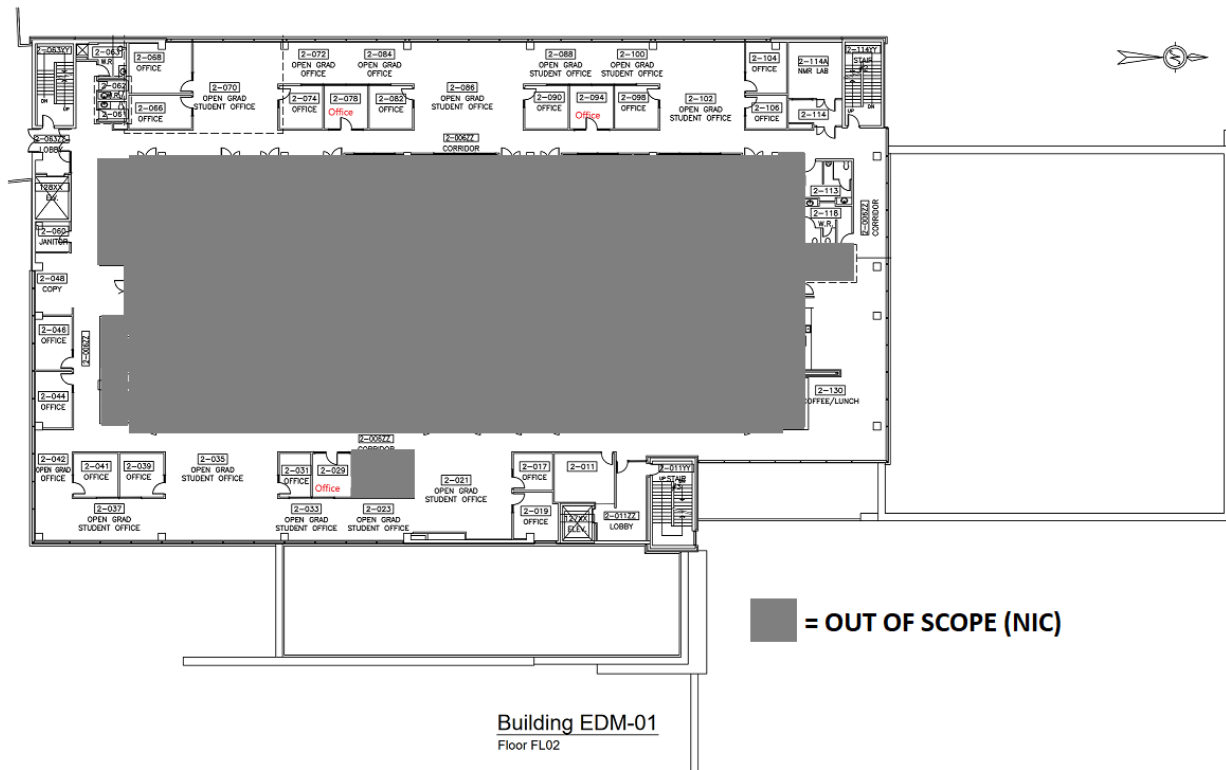
4.1 Lower level



4.1.2 1st floor



4.1.3 2nd floor



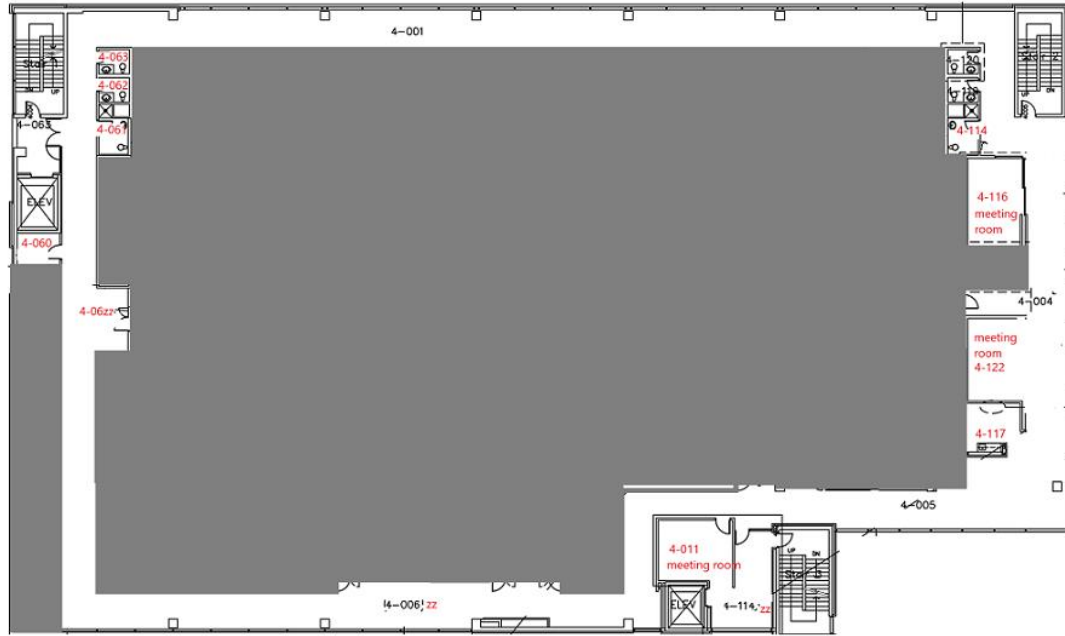
4.1.3 3rd floor




Building EDM-01
Floor FL03

■ = OUT OF SCOPE (NIC)

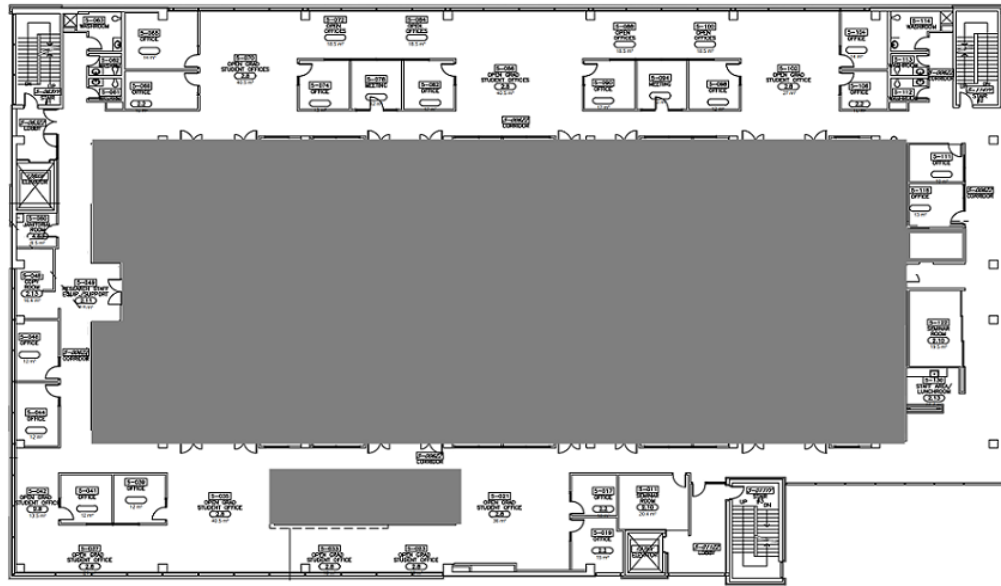
4.1.4 4th floor



 = OUT OF SCOPE (NIC)

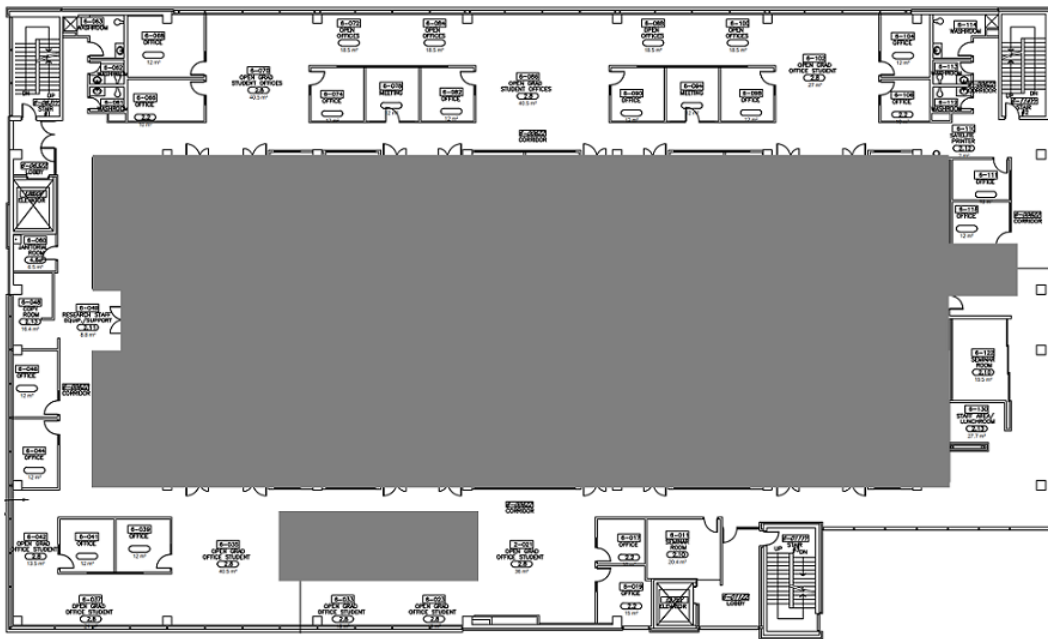
Building EDM-01

4.1.5 5th floor



Building EDM-01
Floor FL05

4.1.6 6th floor



Building EDM-01

