



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Voir dans le document/  
See herein  
NA  
Québec  
NA

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

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| <b>Title - Sujet</b><br>Janitorial Services-Garrison Mtl   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W6844-20EMM1/A   | <b>Amendment No. - N° modif.</b><br>001                                    |
| <b>Client Reference No. - N° de référence du client</b><br>W6844-20EMM1  | <b>Date</b><br>2020-10-27  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$MTC-460-15876  |  |
| <b>File No. - N° de dossier</b><br>MTC-0-43100 (460)   | <b>CCC No./N° CCC - FMS No./N° VME</b>                                     |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2020-11-18</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Heure Normale du l'Est<br>HNE |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/> |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Cossette Fontaine, Jessica  | <b>Buyer Id - Id de l'acheteur</b><br>mtc460                               |
| <b>Telephone No. - N° de téléphone</b><br>(514) 603-6205 ( )   | <b>FAX No. - N° de FAX</b><br>( ) -  |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b>  |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## ADDENDUM 001

### INVITATION TO TENDER Janitorial Services – Montreal Garrison

Please find enclosed herewith the above-mentioned addendum which forms part of the tender documents  
Modifications stated herein have precedence over all previous tender documents.

#### 1- Optional site visit - Reminder

It is recommended that the tenderer, or a representative of the Bidder, visit the work site. Arrangements have been made for the site visit, to be held at the Garrison Montreal on October 29, 2020. The site visit will begin at 10:00 EST. The meeting point will be at 6769 Notre-Dame East, Montreal, H1N 1X9. Staff will be on hand to welcome visitors.

Bidders are requested to communicate with the Contracting Authority before the date of the visit, to confirm attendance and provide the name (s) of the person (s) who will attend, as well as the name of the company that will be attending.

Due to the current COVID-19 pandemic, we ask the proponents to comply with the following measures:

- a. A maximum of one (1) person per firm is permitted.
- b. You will need to identify yourself to the person in charge of the visit at the reception. Wearing a mask is mandatory during the visit.
- d. The principles of distance, two (2) meters between each person, must be respected.
- e. Latecomers should go to security and should follow the tour from the time they join or may be denied access.
- f. Please contact the Contracting Authority if, within fifteen (15) days after the visit, visitors shows signs of COVID-19.

#### 2- Technical Specification by prototype

The attached document entitled « Technical Specification by prototype » must be included in the tender documents in section 5 of the Technical Specification.

***All other terms, clauses and conditions remain unchanged***

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 0112S- SHOWER/SAUNA ROOMS IN THE SPORT COMPLEXES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer staff cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):   | 7 / Week  |          |
| <p>B - REGULAR MAINTENANCE:</p> <ul style="list-style-type: none"> <li>Thoroughly wash and disinfect floor, wall and divider surfaces using a pressure cleaner</li> <li>Refill supply dispensers</li> <li>Clean fixtures and other surfaces</li> </ul>  |           |          |
| <p>A - PATROL:</p> <p>In addition of the routine, a patrol must be done one a day with the following tasks:</p> <ul style="list-style-type: none"> <li>Sweep, wash and disinfect the floor surfaces;</li> <li>Verify and refill the supply dispensers;</li> <li>Clean accessories and other surfaces</li> </ul> |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Scrub, brush and disinfect walls and floor surfaces  | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| B - Unhook and clean shower curtains and rehang them after washing   | 6 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 0131- QUARTERS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer occupants a service meeting known requirements, perform HOUSEKEEPING SERVICE according to the tasks listed below: | 5 / Week  |          |
| A - Mop and wash floor surfaces  |           |          |
| Vacuum and remove stains from carpeted floor surfaces  |           |          |
| Empty and clean ashtrays and garbage cans. Change bags, as needed  |           |          |
| Dust and clean furnitures, accessories and remove any stain or mark from doors, walls, etc.                                |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Change all sheets including fitted sheet and comforter   | 1 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| A - Clean and polish floor surfaces  | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 0132- DORMITORIES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer occupants a service meeting known requirements, perform HOUSEKEEPING SERVICE according to the tasks listed below:  | 3 / Week  | None     |
| A - Mop and wash floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces<br>Empty and clean ashtrays and garbage cans. Change bags, as needed<br>Dust and clean furnitures, accessories and remove any stain or mark from doors, walls, etc. ;<br>Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks;<br>Change all sheets including fitted sheet and comforter. Make bed; |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  |          |
| A - Clean and polish floor surfaces   | 1 / Month | None     |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  |          |
| A - Clean permanent lighting fixtures   | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 0150H- INDOOR DRILL HALLS (Winter)

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust furniture and other surfaces (1/week)  |           |          |
| A - Mop and wash floor surfaces   |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 0151- INDOOR RANGES AND VIRTUAL RANGES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 1 / Week  | 5 / Week |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces   |           |          |
| A - Mop, wash and remove stains from floor surfaces   |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Clean and polish floor surfaces   | 1 / Month |          |
| B - Clean door glass and glass dividers on both sides   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Month |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1070- BATHROOMS, BATHS AND/OR SHOWERS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer clients a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                            | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Refill supply dispensers;<br>Clean sanitary fixtures and other surfaces;<br>Clean furniture, fixtures, walls and other surfaces (1/week) |           |          |
| A - Wash and disinfect floor and wall surfaces and partitions  |           |          |
| PERIODIC TASKS   | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:  |           |          |
| A - Scour and/or brush floor and wall surfaces   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Clean bathroom stalls  | 1 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| B - Unhook and clean shower curtains and rehang them after washing   | 6 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them  | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers  | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed   | 2 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1070A- BATHROOMS, BATHS AND/OR SHOWERS (Unit Price)

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer clients a service meeting known requirements, perform HOUSEKEEPING SERVICE according to the tasks listed below:   | None      |          |
| A - Clean and disinfect floor and wall surfaces as well as partitions and shower curtains;<br>Empty and clean garbage cans and change bags, as needed;;<br>Refill the supply dispensers<br>Clean sanitary component (toilets, sinks, showers, baths) and other surfaces (vanity, mirrors, etc.);   |           |          |
| PERIODIC TASKS   | Suggested | Modified |
| Proceed to annual cleaning according to the tasks listed below :   |           |          |
| A - Scour and/or brush floor and wall surfaces;<br>Thoroughly clean all furnishing and accessories;<br>Clean bathroom stalls;<br>Thoroughly clean sanitary component (toilets, sinks, showers, baths) and other surfaces (vanity, mirrors, etc.);<br>Wash windows, unhook, clean and/or wash the fixtures, then reinstall them;<br>Clean lighting fixture accessories;<br>Wash windows, unhook, clean and/or wash the fixtures, then reinstall them;<br>Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks;<br>Wash walls and ceilings including doors and air vents;<br>Scrub and/or strip floor surfaces and apply floor finish as needed; | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1070B- BATHROOMS, BATHS AND/OR SHOWERS - 5 DAYS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer clients a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                            | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Refill supply dispensers;<br>Clean sanitary fixtures and other surfaces;<br>Clean furniture, fixtures, walls and other surfaces (1/week) |           |          |
| A - Wash and disinfect floor and wall surfaces and partitions  |           |          |

| PERIODIC TASKS   | Suggested | Modified  |
|--|-----------|-----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |           |
| A - Scour and/or brush floor and wall surfaces   | 4 / Month | 1 / Month |
| A - Clean and polish floor surfaces  | 1 / Month |           |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None      |
| B - Clean bathroom stalls  | 1 / Month |           |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None      |
| B - Unhook and clean shower curtains and rehang them after washing   | 6 / Year  | None      |
| A - Clean permanent lighting fixtures  | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None      |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 2 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1080- GUARD POSTS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer nursing staff cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)   |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpetted floor surfaces  |           |          |
| PERIODIC TASKS   | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:  |           |          |
| A - Clean and polish floor surfaces  | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Month |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them  | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks   | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers  | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed   | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1090- WASHING, UTILITY AND LINEN ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed<br>Clean inside and outside of washing machines and dryers<br>Dust and clean furniture, fixtures and other surfaces (1/week)          |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 4 / Month |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Clean inside and outside of washing machines and dryers  | 1 / Month |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1090A- LAUNDRY ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed<br>Clean inside and outside of washing machines and dryers<br>Dust and clean furniture, fixtures and other surfaces (1/week)          |           |          |
| A - Mop, wash and remove stains from floor surfaces   |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Clean and polish floor surfaces   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| B - Clean cupboards and/or glassed-in bulletin boards   | 4 / Month |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| B - Clean inside and outside of washing machines and dryers   | 1 / Month |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1110- UTILITY STORAGE (e.g. stationery)

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 1 / Week  | 3 / Week |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces   |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Clean doors and inside of cupboards   | 1 / Year  | None     |
| B - Clean cupboards and/or glassed-in bulletin boards   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1140- LOUNGES, REST AREAS AND VESTIBULES

| ROUTINE TASKS   | FREQUENCY   |          |
|---|-------------|----------|
|   | Suggested   | Modified |
| To make rest periods more pleasant, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                      | 5 / Week    |          |
| B - Empty and clean ashtrays;<br>Empty and clean garbage cans and change bags, as needed;<br>Clean tables;<br>Dust and/or clean furniture, fixtures and other surfaces (1/Week) |             |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |             |          |
| WEEKEND   | Suggested   | Modified |
| On weekends and statutory holidays, take all priorities as well as the required work interventions in sectors:  | 2 / Weekend |          |
| PERIODIC TASKS  | Suggested   | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |             |          |
| A - Clean and polish floor surfaces   | 4 / Month   |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year    | None     |
| B - Clean door glass and glass dividers on both sides   | 4 / Month   |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year    | None     |
| A - Clean permanent lighting fixtures   | 1 / Year    | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year    | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year    | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year    | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 2 / Year    | None     |
| A - Shampoo carpeted floor surfaces   | 1 / Year    | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1150- DINING ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To contribute to the comfort of users, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 7 / Week  | 5 / Week |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)                                |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Clean and polish floor surfaces   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  |          |
| B - Clean cupboards and/or glassed-in bulletin boards   | 1 / Month |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  |          |
| A - Clean permanent lighting fixtures   | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1160- GARBAGE CHUTES AND COMPACTOR ROOMS

| ROUTINE TASKS   | FREQUENCY |           |
|---|-----------|-----------|
|   | Suggested | Modified  |
| To ensure a level of maintenance suited to the use of these facilities, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):  | 7 / Week  |           |
| B - Empty, clean and disinfect garbage cans and change bags, as needed (twice a day, seven days a week)   |           |           |
| A - Sweep, wash and disinfect floor surfaces in the compactor rooms;<br>Wash and disinfect interior and exterior of the compactors (2/week);<br>Wash and disinfect walls and ceilings of the compactor rooms including doors and air diffusers (1/week);<br>Empty, and/or unblock garbage chutes on all the floors (twice a day, seven days a week) |           |           |
| PERIODIC TASKS  | Suggested | Modified  |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |           |
| A - Scrub floor surfaces  | 1 / Month |           |
| A - Polish or scrub floor surfaces  | 4 / Month | 1 / Month |
| A - Clean permanent lighting fixtures   | 1 / Year  | None      |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None      |
| A - Wash and disinfect inside garbage chutes on all floors: sides, doors and other accessible areas   | 1 / Month | 4 / Month |
| A - Wash and disinfect floor, door and wall surfaces of garbage chutes on all floors  | 1 / Month | 4 / Month |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1240M- EXAMINATION, TREATMENT OR THERAPY ROOMS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer clients a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):    | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Refill supply dispensers;<br>Dust and clean furniture, fixtures and other surfaces including doors and doorknobs |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces   |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Clean glass on windowed cupboards  | 4 / Month |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| A - Unhook partition curtains and rehang them after washing  | 1 / Year  | None     |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| A - Vacuum cloth partitions  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 2 / Year  | None     |
| A - Shampoo carpeted floor surfaces  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1311M- RECEPTION, ADMISSIONS AND SECRETARIAT

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer staff cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Clean top of reception counters;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)           |           |          |
| A - Mop and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces   |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1320- OFFICES AND OFFICE SPACES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):  | 5 / Week  | 3 / Week |
| B - Empty and clean garbage cans and change bags, as needed;<br>Check the facilities' state of cleanliness and take any needed corrective action;<br>Dust and clean furniture, fixtures and other surfaces (1/week) |           |          |
| A - Mop and remove stains from floor surfaces;<br>Mop and wash floor surfaces (1/Week);<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified  |
|--|-----------|-----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |           |
| A - Clean and polish floor surfaces  | 2 / Month | 1 / Month |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None      |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  | None      |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |           |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None      |
| A - Vacuum cloth partitions  | 1 / Year  | None      |
| A - Clean permanent lighting fixtures  | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None      |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None      |
| A - Shampoo carpeted floor surfaces  | 1 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1320H- OFFICES AND OFFICE SPACES (Winter)

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):  | 5 / Week  | None     |
| B - Empty and clean garbage cans and change bags, as needed;<br>Check the facilities' state of cleanliness and take any needed corrective action;<br>Dust and clean furniture, fixtures and other surfaces (1/week) |           |          |
| A - Mop and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 2 / Month | None     |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  |          |
| A - Vacuum cloth partitions  | 1 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | 2 / Year |
| A - Shampoo carpeted floor surfaces  | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1320M- OFFICES AND OFFICE SPACES (Winter)

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):  | 5 / Week  | 3 / Week |
| B - Empty and clean garbage cans and change bags, as needed;<br>Check the state of the facility cleanliness and take any necessary corrective action;<br>Clean top of reception counters;<br>Dust and clean furniture, fixtures and other surfaces (1/week) |           |          |
| A - Mop and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| A - Vacuum cloth partitions  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1321- WORKSHOP OFFICES

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  | 3 / Week |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)   |           |          |
| A - Mop and remove stains from floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces;<br>Mop and wash floor surfaces (2/Week)                             |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  |          |
| A - Vacuum cloth partitions  | 1 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 2 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1340- MEETING, TRAINING OR COMPUTER ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                | 5 / Week  | None     |
| B - Empty and clean garbage cans and change bags, as needed;<br>Wipe and/or clean chalkboards, brushes and chalk-holders;<br>Dust and clean furniture, fixtures and other surfaces (1/Week) |           |          |
| A - Mop and remove stains from floor surfaces;<br>Mop and wash floor surfaces (1/Week);<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 2 / Month | None     |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| A - Vacuum cloth partitions  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None     |
| A - Shampoo carpeted floor surfaces  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1340H- MEETING, TRAINING OR COMPUTER ROOMS (Winter)

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Wipe and/or clean chalkboards, brushes and chalk-holders;<br>Dust and clean furniture, fixtures and other surfaces (1/Week) |           |          |
| A - Mop and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  |          |
| A - Vacuum cloth partitions  | 1 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1350- TRAINING ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                | 5 / Week  | None     |
| B - Empty and clean garbage cans and change bags, as needed;<br>Wipe and/or clean chalkboards, brushes and chalk-holders;<br>Dust and clean furniture, fixtures and other surfaces (1/Week) |           |          |
| A - Mop and remove stains from floor surfaces;<br>Mop and wash floor surfaces (1/Week);<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 1 / Month | None     |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Clean cupboards and/or glassed-in bulletin boards  | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| A - Vacuum cloth partitions  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None     |
| A - Shampoo carpeted floor surfaces  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1390- CAFETERIAS AND SNACKBARS

| ROUTINE TASKS   | FREQUENCY |           |
|---|-----------|-----------|
|   | Suggested | Modified  |
| To contribute to the comfort of users, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |           |
| B - Empty and clean garbage cans and change bags, as needed;<br>Refill supply dispensers;<br>Clean surfaces and designated fixtures (1/Week)                  |           |           |
| A - Mop or sweep, wash and remove stains from floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces  |           |           |
| PERIODIC TASKS  | Suggested | Modified  |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |           |
| A - Clean and polish floor surfaces   | 4 / Month | 1 / Month |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None      |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |           |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None      |
| A - Clean permanent lighting fixtures   | 1 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 2 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1420- CHAPELS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)   |           |          |
| A - Mop and remove stains from floor surfaces;<br>Mop and wash floor surfaces (1/Week);<br>Vacuum and remove stains from carpeted floor surfaces                             |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Clean and polish floor surfaces   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides                                 | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  | None     |
| A - Clean doors and inside of cupboards   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 1 / Year  | None     |
| A - Shampoo carpeted floor surfaces   | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1430M- ARCHIVE AND MICROFILM LIBRARY ROOMS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 1 / Week  |          |
| B - Empty and clean garbage cans and bags, as needed;<br>Clean top of reception counters;<br>Dust, clean the furniture, fixtures and other surfaces (1/week)                 |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces   |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Clean and polish floor surfaces   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  |          |
| B - Clean door glass and glass dividers on both sides                                 | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  |          |
| A - Clean permanent lighting fixtures   | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  |          |
| A - Clean doors and inside of cupboards   | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1490M- PHARMACIES OR MEDECINE PREPARATION

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Clean top of reception counters;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)          |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| A - Clean and polish floor surfaces  | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1510- LIBRAIRIES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |          |
| A - Mop and remove stains from floor surfaces;<br>Mop and wash floor surfaces (1/Week);<br>Vacuum and remove stains from carpeted floor surfaces                            |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| A - Clean and polish floor surfaces  | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  |          |
| A - Shampoo carpeted floor surfaces  | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1530- GYMNASIUMS AND PALESTRAE

|  | FREQUENCY   |          |
|--|-------------|----------|
|  | Suggested   | Modified |
| <b>ROUTINE TASKS</b>   |             |          |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):              | 5 / Week    |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Refill paper hand-towel dispensers;<br>Clean mirrored walls;<br>Dust furniture and other surfaces (1/Week)                                     |             |          |
| A - Mop and remove stains from floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces;<br>Mop, wash or brush floor surfaces (2/Week)<br>Mop, wash or brush training mats both sides (2/Week) |             |          |
| <b>WEEKEND</b>   | Suggested   | Modified |
| On weekends and statutory holidays, take all priorities as well as the required work interventions in sectors:   | 2 / Weekend |          |
| <b>PERIODIC TASKS</b>  | Suggested   | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:  |             |          |
| A - Clean and disinfect physical training and weight machines  | 4 / Month   |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month   |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year    | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them  | 1 / Year    | None     |
| A - Clean permanent lighting fixtures  | 1 / Year    | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers  | 1 / Year    | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed   | 1 / Year    | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1530S- GYMNASIUMS AND PALESTRAE

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):   | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed<br>Refill paper hand-towel dispensers<br>Clean door glass and glass dividers on both sides<br>Dust furniture and other surfaces (1/Week)  |           |          |
| A - Mop and remove stains from floor surfaces<br>Vacuum and remove stains from carpet surfaces<br>Mop, wash or brush floor surfaces (3/Week)<br>Mop and wash floor surfaces (3/Semaine);<br>Mop and wash or brush training mats both sides (3/Week)<br>Clean and disinfect physical training and weight machines (3/Week) |           |          |

| PERIODIC TASKS  | Suggested | Modified  |
|---|-----------|-----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |           |
| A -   | 2 / Month | 1 / Month |
| A - Clean and polish floor surfaces   | 2 / Month | 1 / Month |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  | None      |
| A - Clean permanent lighting fixtures   | 1 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 1 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1533- PHYSICAL ACTIVITY ROOMS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):        | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Refill paper hand-towel dispensers;<br>Clean mirrored walls;<br>Dust furniture and other surfaces (1/Week)                               |           |          |
| A - Mop and remove stains from floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces;<br>Mop and wash floor surfaces (3/Week)<br>Mop, wash or brush training mats both sides (2/Week) |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Clean and polish floor surfaces   | 1 / Month |          |
| A - Clean and disinfect physical training and weight machines                         | 4 / Month |          |
| B - Clean door glass and glass dividers on both sides                                 | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1533S- PHYSICAL ACTIVITY ROOMS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):  | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed<br>Refill paper hand-towel dispensers<br>Clean sanitary fixtures and other surfaces<br>Clean mirrored walls<br>Clean door glass and glass dividers on both sides<br>Dust furniture and other surfaces (1/Week) |           |          |
| A - Vacuum and remove stains from carpet surfaces<br>Mop and remove stains from floor surfaces<br>Mop and wash or brush training mats both sides<br>Clean and disinfect physical training and weight machines (2/Week)   |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Clean and polish floor surfaces   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1540S- SWIMMING POOLS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |          |
| A - Sweep, wash and disinfect the floor surfaces, clean fixtures, accessible walls and other surfaces;<br>Clean door glass and glass dividers on both sides                                       |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Scour and disinfect floor surfaces  | 1 / Month |          |
| A - Clean and disinfect drain tiles   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1551- CHILD-CARE CENTRES

| ROUTINE TASKS  | FREQUENCY |           |
|--|-----------|-----------|
|  | Suggested | Modified  |
| To contribute to the children's quality of life and to offer staff cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |           |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces  |           |           |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces   |           |           |
| PERIODIC TASKS   | Suggested | Modified  |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:  |           |           |
| B - Thoroughly clean furniture and fixtures  | 1 / Month |           |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |           |
| A - Clean and polish floor surfaces  | 2 / Month | 1 / Month |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None      |
| A - Clean permanent lighting fixtures  | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them  | 1 / Year  | None      |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks   | 1 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers  | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed   | 2 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1600- VESTIBULES, TUNNELS AND ENTRANCES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):   | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Wash doors and glass partitions on both sides (5/Week);<br>Dust and clean furniture, fixtures and other surfaces (1/Week) |           |          |
| A - Sweep and wash floor surfaces and shoe-scaper grates<br>Vacuum and ensure that the protective mats are properly maintained<br>Clean the shoe-scaper pans (1/Week)                     |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Clean and polish floor surfaces   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  | None     |
| B - Clean inside of fire hose cabinets  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 2 / Year  | None     |
| A - Shampoo carpeted floor surfaces   | 2 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1600M- VESTIBULES, TUNNELS AND ENTRANCES

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                        | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Clean doors and wall partitions on both sides (5/Week);<br>Dust and clean furniture, fixtures and other surfaces including doors and doorknobs |           |          |
| A - Sweep and wash floor surfaces and shoe-scaper grates<br>Vacuum and ensure that the protective mats are properly maintained<br>Clean the shoe-scaper pans (1/Week)  |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Clean and polish floor surfaces   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures                                   | 1 / Year  |          |
| B - Clean inside of fire hose cabinets  | 1 / Year  |          |
| A - Clean permanent lighting fixtures   | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                 | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 2 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1610H- CORRIDORS - 7 DAYS (Winter)

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |          |
| A - Mop and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 4 / Month |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Clean inside of fire hose cabinets   | 1 / Year  | None     |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 2 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1611- CORRIDORS AND CIRCULATION AREAS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |          |
| A - Mop and remove stains from floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces;<br>Mop and wash floor surfaces (3/Week)  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Clean and polish floor surfaces  | 4 / Month |          |
| B - Clean cupboards and/or glassed-in bulletin boards  | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |          |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| B - Clean inside of fire hose cabinets   | 1 / Year  |          |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  |          |
| A - Clean permanent lighting fixtures  | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 2 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1611H- CORRIDORS AND CIRCULATION AREAS (Winter)

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |          |
| A - Mop and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Clean and polish floor surfaces   | 4 / Month |          |
| B - Clean cupboards and/or glassed-in bulletin boards   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| B - Clean inside of fire hose cabinets  | 1 / Year  | None     |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 2 / Year  | None     |
| A - Shampoo carpeted floor surfaces   | 2 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1620- MAIN STAIRWAYS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean railings and other surfaces (1/Week)   |           |          |
| A - Sweep and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| B - Clean inside of fire hose cabinets  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip stairs and risers  | 1 / Year  | None     |
| A - Shampoo carpeted floor surfaces   | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1620M- MAIN STAIRWAYS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean railings and other surfaces including doors and doorknobs  |           |          |
| A - Sweep and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  |          |
| B - Clean inside of fire hose cabinets  | 1 / Year  |          |
| A - Clean permanent lighting fixtures   | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  |          |
| A - Scrub and/or strip stairs and risers  | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1630- SECONDARY STAIRWAYS AND FIRE ESCAPES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 1 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean railings and other surfaces (2/Month)  |           |          |
| A - Sweep and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  |          |
| B - Clean inside of fire hose cabinets  | 1 / Year  |          |
| A - Clean permanent lighting fixtures   | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  |          |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  |          |
| A - Scrub and/or strip stairs and risers  | 1 / Year  | 2 / Year |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1640- ELEVATORS

| ROUTINE TASKS   | FREQUENCY |           |
|---|-----------|-----------|
|   | Suggested | Modified  |
| To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 7 / Week  |           |
| B - Clean railings, doors, walls and other surfaces   |           |           |
| A - Mop or sweep, wash or remove stains from floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces   |           |           |
| PERIODIC TASKS  | Suggested | Modified  |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |           |
| A - Clean and polish floor surfaces   | 4 / Month | 1 / Month |
| A - Clean elevator rails  | 1 / Month |           |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Month |           |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 2 / Year  | None      |
| A - Clean lighting fixtures and ceiling grilles   | 1 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1650M- BATHROOMS - PATROL

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer staff cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |

- B - REGULAR MAINTENANCE:
  - Thoroughly wash and disinfect floor, walls and divider surfaces;
  - Clean and disinfect shower mats;
  - Empty and clean garbage cans and change bags, as needed;
  - Refill supply dispensers;
  - Clean fixtures and other surfaces including doors and doorknobs

- A - PATROL:
  - In addition to waste disposal, check the state of the facility's cleanliness and take any necessary corrective action (once a day)

| WEEKEND  | Suggested   | Modified |
|--|-------------|----------|
| Perform a patrol and regular maintenance as described in the routine above.. | 0 / Weekend |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |

- A - Polish or scrub floor surfaces 1 / Month
- A - Dust and/or clean high-up surfaces and fixtures 1 / Year
- B - Clean bathroom stalls 1 / Month
- A - Clean permanent lighting fixtures 1 / Year
- A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them 1 / Year
- A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks 1 / Year
- A - Wash walls and ceilings including doors and ventilation diffusers 1 / Year

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1650S- BATHROOMS - 7 DAYS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer staff cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):   | 7 / Week  |          |
| B - Clean sanitary fixtures and other surfaces;<br>Refill supply dispensers;<br>Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |          |
| A - REGULAR SERVICE:<br>Sweep, wash and disinfect the floor surfaces  |           |          |
| A - PATROL:<br>In addition of the routine, a patrol must be done one a day with the following tasks:<br>Sweep, wash and disinfect floor surfaces<br>Refill paper hand-towel dispensers<br>Empty and clean garbage cans and change bags, as needed<br>Clean sanitary fixtures and other surfaces |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Polish or scrub floor surfaces   | 1 / Month |          |
| B - Clean bathroom stalls  | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 2 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1651- BATHROOMS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer staff cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                              | 5 / Week  |          |
| B - Clean sanitary fixtures and other surfaces;<br>Refill supply dispensers;<br>Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week) |           |          |
| A - Sweep and wash floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A - Polish or scrub floor surfaces   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Clean bathroom stalls  | 1 / Month |          |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 2 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1660- SHOWER ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer staff cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |

B - Empty and clean garbage cans and change bags, as needed;  
Clean fixtures and other surfaces (1/Week)

A - Thoroughly wash and disinfect floor surfaces, walls and partitions;  
Clean and disinfect shower mats

| PERIODIC TASKS | Suggested | Modified |
|----------------|-----------|----------|
|----------------|-----------|----------|

Perform the following tasks at the intervals suggested, on a monthly or yearly basis:

|  |           |  |
|--|-----------|--|
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  |  |
| B - Clean bathroom stalls  | 1 / Month |  |
| A - Clean permanent lighting fixtures  | 1 / Year  |  |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  |  |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  |  |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  |  |
| A - Scrub, brush and disinfect floor and wall surfaces as well as shower mats                              | 4 / Month |  |
| B - Unhook and clean shower curtains and rehang them after washing   | 6 / Year  |  |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1680- MESS, LOUNGES AND KITCHENNETTES - 7 DAYS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To contribute to the staff's comfort, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):                    | 7 / Week  |          |
| B - Empty and clean ashtrays;<br>Empty and clean garbage cans and change bags, as needed;<br>Clean tables;<br>Dust and/or clean furniture, fixtures and other surfaces (1/Week) |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |

| PERIODIC TASKS   | Suggested | Modified  |
|--|-----------|-----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |           |
| A - Clean and polish floor surfaces  | 2 / Month | 1 / Month |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None      |
| B - Clean glass on windowed cupboards  | 4 / Month |           |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |           |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None      |
| A - Clean permanent lighting fixtures  | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None      |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1681- MESS, LOUNGES AND KITCHENNETTES

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To contribute to the staff's comfort, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):   | 5 / Week  |          |
| B - Empty and clean ashtrays;<br>Empty and clean garbage cans and change bags, as needed;<br>Clean tables;<br>Dust and/or clean furniture, accessories such as refrigerators, microwave (inside and outside) and other surfaces (1/Week) |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces   |           |          |

| PERIODIC TASKS   | Suggested | Modified  |
|--|-----------|-----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |           |
| A - Clean and polish floor surfaces  | 2 / Month | 1 / Month |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None      |
| B - Clean glass on windowed cupboards  | 4 / Month |           |
| B - Clean door glass and glass dividers on both sides  | 4 / Month |           |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None      |
| A - Clean permanent lighting fixtures  | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None      |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 1 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None      |
| A - Shampoo carpeted floor surfaces  | 2 / Year  |           |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1691- WAITING ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To contribute to the comfort of users, we will perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |          |
| A - Mop and wash floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Clean and polish floor surfaces   | 2 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| B - Clean glass on windowed cupboards   | 4 / Month |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  | None     |
| A - Shampoo carpeted floor surfaces   | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1700- AMPHITHEATRES AND AUDITORIUMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Dust and clean fixtures and other surfaces (1/Week);<br>Empty and clean garbage cans and change bags, as needed   |           |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Clean and polish floor surfaces   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| B - Clean cupboards and/or glassed-in bulletin boards   | 1 / Year  | None     |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  | None     |
| A - Vacuum cloth partitions   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  | None     |
| A - Shampoo carpeted floor surfaces   | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1710- CHANGE ROOMS AND LOCKERS ROOMS

| ROUTINE TASKS   | FREQUENCY |           |
|---|-----------|-----------|
|   | Suggested | Modified  |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |           |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces (1/Week)  |           |           |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |           |           |
| PERIODIC TASKS  | Suggested | Modified  |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |           |
| A - Clean and polish floor surfaces   | 2 / Month | 1 / Month |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None      |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |           |
| A - Clean top of clothing racks   | 4 / Month |           |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  | None      |
| A - Clean permanent lighting fixtures   | 1 / Year  | None      |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None      |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 2 / Year  | None      |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None      |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  | None      |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1710M- CHANGE ROOMS AND LOCKERS ROOMS

| ROUTINE TASKS   | FREQUENCY   |          |
|---|-------------|----------|
|   | Suggested   | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week    |          |
| B - Empty and clean garbage cans and change bags, as needed;<br>Dust and clean furniture, fixtures and other surfaces including doors and doorknobs   |             |          |
| A - Mop, wash and remove stains from floor surfaces<br>Vacuum and remove stains from carpeted floor surfaces  |             |          |
| WEEKEND   | Suggested   | Modified |
| On weekends and statutory holidays, take all priorities as well as the required work interventions in sectors:  | 2 / Weekend |          |
| PERIODIC TASKS  | Suggested   | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |             |          |
| A - Clean and polish floor surfaces   | 2 / Month   |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year    |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month   |          |
| A - Clean top of clothing racks   | 4 / Month   |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year    |          |
| A - Clean permanent lighting fixtures   | 1 / Year    |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year    |          |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 2 / Year    |          |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year    |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year    |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1711S- SPORTS CHANGE ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):   | 7 / Week  |          |
| B - Empty and clean garbage cans and change bags, as needed<br>Refill paper hand-towel dispensers<br>Clean furniture, benches and chairs<br>Dust furniture and other surfaces (1/Week);<br>Clean door glass and glass dividers on both sides  |           |          |
| A - REGULAR SERVICE:<br>Sweep, wash and disinfect the floor surfaces  |           |          |
| A - PATROL:<br>In addition of the routine, a patrol must be done one a day with the following tasks:<br>Sweep, wash and disinfect floor surfaces<br>Refill paper hand-towel dispensers<br>Empty and clean garbage cans and change bags, as needed<br>Dust furniture and other surfaces<br>Clean furniture, benches and chairs |           |          |

| PERIODIC TASKS   | Suggested | Modified |
|--|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:                      |           |          |
| A -  | 4 / Month |          |
| A - Clean top of clothing racks  | 4 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures  | 1 / Year  | None     |
| B - Thoroughly clean furniture and fixtures  | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them                              | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks | 2 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers                                      | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                                     | 1 / Year  | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1730- FREIGHT ELEVATORS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| B - Clean railings, doors and other surfaces   |           |          |
| A - Sweep and wash floor surfaces  |           |          |
| PERIODIC TASKS   | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:  |           |          |
| A - Wash walls and ceilings including doors and ventilation diffusers  | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Clean elevator rails   | 1 / Month | None     |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1740- CLEANING SUPPLIES STORAGE

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To project an image of cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  | None     |
| B - Clean dolly, tools and fixtures;<br>Empty and clean garbage cans and change bags, as needed  |           |          |
| A - Wash floors and clean equipment that has been used.  |           |          |
| PERIODIC TASKS   | Suggested | Modified |
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis:  |           |          |
| A - Clean door glass and glass dividers on both sides  | 4 / Month |          |
| A - Clean permanent lighting fixtures  | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them  | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers  | 1 / Year  | None     |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed   | 1 / Year  | None     |

## TECHNICAL SPECIFICATION BY PROTOTYPE

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 PROTOTYPE : 1750- DECKS AND EXTERIOR BALCONIES

|   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| <b>ROUTINE TASKS</b>  |           |          |
| To keep the facilities clean, given the climatic conditions associated with their use, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 1 / Week  | 5 / Week |
| A - Sweep and wash floor surfaces;<br>Clean the furniture and fixtures;<br>Empty and clean garbage cans and change bags, as needed  |           |          |
| <b>PERIODIC TASKS</b>   | Suggested | Modified |
| To ensure maintenance suited to the occasional use of these facilities, perform the following tasks at the intervals suggested, on a monthly or yearly basis:   |           |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 4 / Year  | 6 / Year |

TECHNICAL SPECIFICATION BY PROTOTYPE

PROTOTYPE : 1751- INTERIOR MEZZANINES

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| To keep the facilities clean, given the climatic conditions associated with their use, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 5 / Week  |          |
| A - Sweep and wash floor surfaces;<br>Vacuum and remove stains from carpeted floor surfaces;<br>Empty and clean garbage cans and change bags, as needed;<br>Clean furniture and fixtures (1/Week)             |           |          |

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| To ensure maintenance suited to the occasional use of these facilities, perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  | None     |
| B - Clean cupboards and/or glassed-in bulletin boards   | 4 / Month |          |
| B - Clean door glass and glass dividers on both sides   | 4 / Month |          |
| B - Thoroughly clean furniture and fixtures   | 1 / Year  | None     |
| A - Vacuum cloth partitions   | 1 / Year  | None     |
| A - Clean permanent lighting fixtures   | 1 / Year  | None     |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  | None     |
| A - Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks  | 1 / Year  | None     |
| A - Wash walls and ceilings including doors and ventilation diffusers   | 1 / Year  | None     |
| A - Shampoo carpeted floor surfaces   | 1 / Year  | None     |

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 TECHNICAL SPECIFICATION BY PROTOTYPE
 

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PROTOTYPE : 1760- QUARtermasters, Warehouses and Stores

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| Not required  | None      | None     |
| A - ...   |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| To ensure maintenance suited to the occasional use of these facilities, perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Sweep floor surfaces  | 1 / Month |          |
| A - Wash floor surfaces in required areas   | 1 / Month |          |
| A - Dust and/or clean high-up surfaces and fixtures   | 1 / Year  |          |
| A - Clean door glass and glass dividers on both sides   | 1 / Month |          |
| A - Clean permanent lighting fixtures   | 1 / Year  |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them   | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed  | 1 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1790- DELIVERY AREAS

| ROUTINE TASKS  | FREQUENCY |          |
|--|-----------|----------|
|  | Suggested | Modified |
| To offer staff cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets): | 1 / Week  | None     |

- A - Sweep and wash floor surfaces;
- Clean fixtures and other work station surfaces;
- Empty and clean garbage cans and change bags, as needed

| PERIODIC TASKS  | Suggested | Modified |
|---|-----------|----------|
| Perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Clean door glass and glass dividers on both sides                                 | 4 / Month |          |
| A - Wash windows, unhook, clean and/or wash the fixtures, then reinstall them         | 1 / Year  |          |
| A - Scrub and/or strip floor surfaces and apply floor finish as needed                | 1 / Year  |          |

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 TECHNICAL SPECIFICATION BY PROTOTYPE
 

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PROTOTYPE : 1820- ELECTRICAL AND MECHANICAL ROOMS

| ROUTINE TASKS   | FREQUENCY |          |
|---|-----------|----------|
|   | Suggested | Modified |
| Not required  | None      |          |
| A - ...   |           |          |
| PERIODIC TASKS  | Suggested | Modified |
| To ensure maintenance suited to the occasional use of these facilities, perform the following tasks at the intervals suggested, on a monthly or yearly basis: |           |          |
| A - Empty and clean garbage bins and replace bags, as needed  | 4 / Year  |          |
| A - Clean, disinfect sinks and tubs, then refill the supply dispensers  | 4 / Year  |          |
| A - Sweep floor surfaces  | 4 / Year  |          |
| A - Wash floor surfaces in required areas   | 4 / Year  |          |
| A - Clean inside of fire hose cabinets  | 4 / Year  |          |

TECHNICAL SPECIFICATION BY PROTOTYPE

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PROTOTYPE : 1999- ZERO-MAINTENANCE SPACES

| ROUTINE TASKS    | FREQUENCY |          |
|------------------|-----------|----------|
|                  | Suggested | Modified |
| Not required     | None      |          |
| A - ...          |           |          |
| PERIODIC TASKS   | Suggested | Modified |
| Not required     |           |          |
| A - Not required | 0 / Year  |          |