



**RETURN BIDS TO:**

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Travaux publics et Services gouvernementaux  
Canada

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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  
7<sup>e</sup> étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Janitorial Services-Garrison Mtl	
<b>Solicitation No. - N° de l'invitation</b> W6844-20EMM1/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W6844-20EMM1	<b>Date</b> 2020-10-27
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTC-460-15876	
<b>File No. - N° de dossier</b> MTC-0-43100 (460)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-11-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> <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> Cossette Fontaine, Jessica	<b>Buyer Id - Id de l'acheteur</b> mtc460
<b>Telephone No. - N° de téléphone</b> (514) 603-6205 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <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> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <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	
B - REGULAR MAINTENANCE:		
Thoroughly wash and disinfect floor, wall and divider surfaces using a pressure cleaner		
Refill supply dispensers		
Clean fixtures and other surfaces		
A - PATROL:		
In addition of the routine, a patrol must be done one a day with the following tasks:		
Sweep, wash and disinfect the floor surfaces;		
Verify and refill the supply dispensers;		
Clean accessories and other surfaces		

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; 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.; Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks; 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

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; 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; 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; Refill supply dispensers; Clean sanitary fixtures and other surfaces; 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; Empty and clean garbage cans and change bags, as needed;; Refill the supply dispensers 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; Thoroughly clean all furnishing and accessories; Clean bathroom stalls; Thoroughly clean sanitary component (toilets, sinks, showers, baths) and other surfaces (vanity, mirrors, etc.); Wash windows, unhook, clean and/or wash the fixtures, then reinstall them; Clean lighting fixture accessories; Wash windows, unhook, clean and/or wash the fixtures, then reinstall them; Clean inside of storage spaces, such as clothes-closets, storage closets, cupboards and clothing racks; Wash walls and ceilings including doors and air vents; 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; Refill supply dispensers; Clean sanitary fixtures and other surfaces; 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop, wash and remove stains from floor surfaces 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 / 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

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 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 Clean inside and outside of washing machines and dryers Dust and clean furniture, fixtures and other surfaces (1/week)		
A - Mop, wash and remove stains from floor surfaces 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		
Clean inside and outside of washing machines and dryers		
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; Dust and clean furniture, fixtures and other surfaces		
A - Mop, wash and remove stains from floor surfaces 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; Empty and clean garbage cans and change bags, as needed; Clean tables; Dust and/or clean furniture, fixtures and other surfaces (1/Week)		
A - Mop, wash and remove stains from floor surfaces 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop, wash and remove stains from floor surfaces 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

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 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; Wash and disinfect interior and exterior of the compactors (2/week); Wash and disinfect walls and ceilings of the compactor rooms including doors and air diffusers (1/week); 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; Refill supply dispensers; Dust and clean furniture, fixtures and other surfaces including doors and doorknobs		
A - Mop, wash and remove stains from floor surfaces 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; Clean top of reception counters; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and wash floor surfaces 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

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 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; Check the facilities' state of cleanliness and take any needed corrective action; Dust and clean furniture, fixtures and other surfaces (1/week)		
A - Mop and remove stains from floor surfaces; Mop and wash floor surfaces (1/Week); 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;  
Check the facilities' state of cleanliness and take any needed corrective action;  
Dust and clean furniture, fixtures and other surfaces (1/week)

A - Mop and wash floor surfaces  
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;  
 Check the state of the facility cleanliness and take any necessary corrective action;  
 Clean top of reception counters;  
 Dust and clean furniture, fixtures and other surfaces (1/week)

- A - Mop and wash floor surfaces  
 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Vacuum and remove stains from carpeted floor surfaces; 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; Wipe and/or clean chalkboards, brushes and chalk-holders; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Mop and wash floor surfaces (1/Week); 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; Wipe and/or clean chalkboards, brushes and chalk-holders; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and wash floor surfaces 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; Wipe and/or clean chalkboards, brushes and chalk-holders; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Mop and wash floor surfaces (1/Week); 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; Refill supply dispensers; Clean surfaces and designated fixtures (1/Week)		
A - Mop or sweep, wash and remove stains from floor surfaces; 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Mop and wash floor surfaces (1/Week); 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

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 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; Clean top of reception counters; Dust, clean the furniture, fixtures and other surfaces (1/week)		
A - Mop, wash and remove stains from floor surfaces 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; Clean top of reception counters; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop, wash and remove stains from floor surfaces 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Mop and wash floor surfaces (1/Week); 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

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 PROTOTYPE : 1530- 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):	5 / Week	
B - Empty and clean garbage cans and change bags, as needed; Refill paper hand-towel dispensers; Clean mirrored walls; Dust furniture and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Vacuum and remove stains from carpeted floor surfaces; Mop, wash or brush floor surfaces (2/Week) Mop, wash or brush training mats both sides (2/Week)		
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 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 Refill paper hand-towel dispensers Clean door glass and glass dividers on both sides Dust furniture and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces Vacuum and remove stains from carpet surfaces Mop, wash or brush floor surfaces (3/Week) Mop and wash floor surfaces (3/Semaine); Mop and wash or brush training mats both sides (3/Week) 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; Refill paper hand-towel dispensers; Clean mirrored walls; Dust furniture and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Vacuum and remove stains from carpeted floor surfaces; Mop and wash floor surfaces (3/Week) 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

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		
Refill paper hand-towel dispensers		
Clean sanitary fixtures and other surfaces		
Clean mirrored walls		
Clean door glass and glass dividers on both sides		
Dust furniture and other surfaces (1/Week)		
A - Vacuum and remove stains from carpet surfaces		
Mop and remove stains from floor surfaces		
Mop and wash or brush training mats both sides		
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

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; 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; 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; Dust and clean furniture, fixtures and other surfaces		
A - Mop, wash and remove stains from floor surfaces 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; Wash doors and glass partitions on both sides (5/Week); Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Sweep and wash floor surfaces and shoe-scaper grates Vacuum and ensure that the protective mats are properly maintained 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

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 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; Clean doors and wall partitions on both sides (5/Week); Dust and clean furniture, fixtures and other surfaces including doors and doorknobs		
A - Sweep and wash floor surfaces and shoe-scaper grates Vacuum and ensure that the protective mats are properly maintained 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and wash floor surfaces 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and remove stains from floor surfaces; Vacuum and remove stains from carpeted floor surfaces; 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and wash floor surfaces 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; Dust and clean railings and other surfaces (1/Week)		
A - Sweep and wash floor surfaces 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; Dust and clean railings and other surfaces including doors and doorknobs		
A - Sweep and wash floor surfaces 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; Dust and clean railings and other surfaces (2/Month)		
A - Sweep and wash floor surfaces 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; 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	
<p>B - REGULAR MAINTENANCE:</p> <p>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</p>		
<p>A - PATROL:</p> <p>In addition to waste disposal, check the state of the facility's cleanliness and take any necessary corrective action (once a day)</p>		
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; Refill supply dispensers; Empty and clean garbage cans and change bags, as needed; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - REGULAR SERVICE: Sweep, wash and disinfect the floor surfaces		
A - PATROL: In addition of the routine, a patrol must be done one a day with the following tasks: Sweep, wash and disinfect floor surfaces Refill paper hand-towel dispensers Empty and clean garbage cans and change bags, as needed 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

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; Refill supply dispensers; Empty and clean garbage cans and change bags, as needed; 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

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 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; Empty and clean garbage cans and change bags, as needed; Clean tables; Dust and/or clean furniture, fixtures and other surfaces (1/Week)		
A - Mop, wash and remove stains from floor surfaces 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; Empty and clean garbage cans and change bags, as needed; Clean tables; 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 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop and wash floor surfaces 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); Empty and clean garbage cans and change bags, as needed		
A - Mop, wash and remove stains from floor surfaces 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; Dust and clean furniture, fixtures and other surfaces (1/Week)		
A - Mop, wash and remove stains from floor surfaces 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; Dust and clean furniture, fixtures and other surfaces including doors and doorknobs		
A - Mop, wash and remove stains from floor surfaces 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 Refill paper hand-towel dispensers Clean furniture, benches and chairs Dust furniture and other surfaces (1/Week); Clean door glass and glass dividers on both sides		
A - REGULAR SERVICE: Sweep, wash and disinfect the floor surfaces		
A - PATROL: In addition of the routine, a patrol must be done one a day with the following tasks: Sweep, wash and disinfect floor surfaces Refill paper hand-towel dispensers Empty and clean garbage cans and change bags, as needed Dust furniture and other surfaces 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

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 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; 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

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):	1 / Week	5 / Week
A - Sweep and wash floor surfaces; Clean the furniture and fixtures; Empty and clean garbage cans and change bags, as needed		
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 - 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; Vacuum and remove stains from carpeted floor surfaces; Empty and clean garbage cans and change bags, as needed; 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

## 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	

## 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 ____	
	<u>Suggested</u>	<u>Modified</u>
Not required	None	
A - ...		
PERIODIC TASKS	<u>Suggested</u> <u>Modified</u>	
Not required		
A - Not required	0 / Year	