



**DEPARTMENT OF NATIONAL DEFENCE
REAL PROPERTY OPERATIONS
DETACHMENT (GAGETOWN)
5 CDSB GAGETOWN**

SPECIFICATION

**SERVICE CONTRACT
JANITORIAL SERVICES
NEWCASTLE ARMOURY, NEWCASTLE, NB
BATHURST ARMOURY, BATHURST, NB
CAMPBELLTON ARMOURY, CAMPBELLTON, NB
01 APRIL 2022 TO 31 MARCH 2023
WITH AN OPTION TO RENEW TWO-ONE YEAR PERIODS**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2/1-9900/1872

Date: 2021-06-01

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END OF SECTION

1 GENERAL

1.01 DESCRIPTION OF WORK

- .1 The work under this Service Contract covers the furnishing of all labour, supervision, tools, equipment, cleaning materials, cleaning products, and product dispensers required to provide Janitorial Services for routine daily cleaning at Newcastle Armoury, Bathurst Armoury, and Campbellton Armoury as directed and specified herein.
- .2 Newcastle Armoury is located at 305 George Street, Miramichi, NB.
- .3 Bathurst Armoury is located at 1820 King Street, Bathurst, NB.
- .4 Campbellton Armoury is located at 169 Water Street, Campbellton, NB.
- .5 All deliverables associated with this contract must comply with all Government of Canada legislation, policies, and directives. These include, but are not limited to, the Official Languages Act, Canadian Labour Code, National Building Code of Canada, Defence Production Act, Government Contracting Regulations, and others.

1.02 DURATION OF CONTRACT

- .1 This Service Contract will extend from 01 April 2022 to 31 March 2023 with an option to renew two-one year periods.

1.03 REFERENCES

- .1 Canada Labour Code Part II.
- .2 The New Brunswick Occupational Health and Safety Act, 1983, C.O-02. (Latest Edition).
- .3 The Canadian Electrical Code, (Latest Edition).

1.04 QUALIFICATIONS

- .1 The Contractor will be an established Janitorial Contracting Company with a minimum of (2) two years proven Commercial Janitorial Contracting Experience.

1.05 ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Officer Commanding Real Property Operations Detachment (Gagetown) or a designated representative. The address of the Engineer is:

Contracts Office
Real Property Operations Det Gagetown
Building B-18
238 Champlain Avenue
PO Box 17000 Station Forces
Oromocto, NB E2V 4J5
Tel. (506) 422-2677

Fax. (506) 422-1248

1.06 DOCUMENTS REQUIRED

- .1 Maintain at the job site, one copy each of the following:
 - .1 specifications;
 - .2 addenda; and
 - .3 up to date MSDS sheets.

1.07 CONTRACTOR'S USE OF SITE

- .1 Use of site is limited to areas of work and storage.
- .2 The Contractor is to ensure their staff enter only areas assigned to them for routine janitorial service.
- .3 Do not unreasonably encumber the site with materials or equipment.

1.08 POWER AND WATER

- .1 Electricity and hot water required by the Contractor for the execution of janitorial services will be provided by the Department without charge.
- .2 Connect equipment to existing power supply in accordance with Canadian Electrical Code, (Latest Edition).

1.09 CODES AND STANDARDS

- .1 Perform work to and enforce safety measures in accordance with the Canadian Labour Code Part II and the New Brunswick Occupational Health and Safety Act.
- .2 Contractor must be registered with the WorkSafeNB.
- .3 Services will be performed in accordance with existing Federal, Provincial and Municipal Regulations and by-laws. The Contractor will be responsible for any charges imposed by such regulations and by-laws.
- .4 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- .5 The Contractor undertakes and agrees to comply with all Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.
- .6 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.

1.10 COORDINATION OF WORK

- .1 Work will be coordinated in a manner to disrupt the occupants as little

as possible. The Contractor will arrange the work in co-ordination with the Engineer and the building occupants.

1.11 SITE SUPERVISION

- .1 The Contractor is responsible, through adequate use of a non-working supervisor, to ensure all cleaning is complete to the satisfaction of the Engineer and as specified in Annex A.

1.12 UNIFORM

- .1 The Employee shall wear an industrial type shirt or other acceptable uniform. The uniform worn by the employee performing cleaning services must bear the companies name in a prominent location.

1.13 WORK NOT INCLUDED

- .1 The following rooms, service areas, and items are excluded from this contract, unless specifically stated:
 - .1 Electrical and Communication rooms;
 - .2 Heating/ventilation utility rooms;
 - .3 Interior of trophy and display cases;
 - .4 Bar and storage areas of messes;
 - .5 Restricted areas and rooms;
 - .6 Office equipment and personal property of occupants; and
 - .7 Removal of books from bookcases.

1.14 WINDOW CLEANING

- .1 Complete interior and exterior window cleaning will be carried out under a separate contract, however, all window glass, glass partitions and door glass are to be cleaned to a maximum reach, without the aid of step ladders. Note: Windows in the exterior walls of the building shall include the inner glass surface of the inner window only.

1.15 MATERIALS

- .1 All cleaning materials, cleaning products, and product dispensers required to maintain the Newcastle Armoury, Bathurst Armoury and Campbellton Armoury will be supplied by Contractor.
- .2 Cleaning chemicals will be environmentally responsible products and must conform to Environmental Choice Standards (EcoLogo) or Green Seal standard.
- .3 The Contractor must provide to the Engineer a full list of the cleaning products, materials and product dispensers intended for use on this Service Contract. The list must include the corresponding MSDS (WHMIS) sheets and Technical Data Sheets for each product.
- .4 The Contractor must provide to the Engineer a full list of the paper products, garbage bags and soaps intended for use on this Service Contract. The list must include the corresponding MSDS (WHMIS) sheets and Technical Data Sheets for each product, as applicable.
- .5 The Contractor must provide to the Engineer a full list of the products dispensers intended for use on this Service Contract. The list must include

- the corresponding technical data sheet for each dispenser.
- .6 Product categories that will be accepted under the Environmental Choice (EcoLogo) Program are as follows:
 - .1 CCD-110 - Cleaning and Degreasing Compounds;
 - .2 CCD-146 - Hard Surface Cleaners;
 - .3 CCD-147 - Floor Care;
 - .4 CCD-148 - Carpet and Upholstery; and
 - .5 CCD-166 - Disinfectants and Cleaners.
 - .7 Product categories that will be accepted under the Green Seal Program are as follows:
 - .1 GS-34 - Degreasers
 - .2 GC-37 - Cleaning Products for Industrial and Institutional use, and
 - .3 GS-40 - Floor care products for Industrial and Institutional use.
 - .8 Chemical products must be ready to use (RTU).
 - .9 Prohibited products:
 - .1 abrasive powder ie: Comet;
 - .2 paradichlorobenzene deodorant blocks; and
 - .3 products containing acids.
 - .10 Toilet Paper dispenser will be: coreless jumbo roll tissue dispenser, single or double roll capacity.
 - .11 Paper Towel dispenser will be: hand-lever or touchless towel dispenser.
 - .12 Hand Soap dispenser will be: wall mounted, plastic molded, in a neutral colour, pump/manually activated or automatic dispenser.
 - .13 Hand Sanitizer dispenser will be: wall mounted, plastic molded, in a neutral colour, pump/manually activated or automatic dispenser.
 - .14 Coreless jumbo roll bathroom tissue will be: white, 2 ply, minimum 40% post-consumer waste. Minimum 1000 ft per roll.
 - .15 Paper towel will be: neutral, high capacity hard roll paper towel, 1 ply, minimum 40% post-consumer waste. Minimum 600 ft per roll.
 - .16 Hand Soap will be: liquid or foaming, fragrance free and dye free hand soap. Must meet Environmental Choice Program, Certification Criteria Document CCD-146 or Green Seal Standards GS-37. Must be ready to use with no dilution required.
 - .17 Hand Sanitizer will be: antibacterial, fragrance free and dye free hand sanitizer. Must be ready to use with no dilution required.
 - .18 Garbage/Recycle Bags will be:
 - .1 Small green garbage bags: Must be 1mm in thickness, 55.9cm (W) X 60.9cm (L) (22"X24");
 - .2 Medium green garbage bags: Must be 1.5mm thickness, or extra strong, and 66cm (W) X 91.4cm (L) (26"X36"); and
 - .3 Large green garbage bags: Must be 1.5mm thickness, or extra strong, and 88.9cm (W) X 127cm (L) (35"X50").
 - .19 Urinal pucks and screen combination must be: Environmental Choice Program Certification Criteria Document CCD-165 or Green Seal Standards GS-37.

- .20 Wax Sanitary Bags must be able to fit existing holders.
- .21 The Contractor will be responsible to replenish all material and products consumed such as paper towel, toilet paper, hand soap, hand sanitizer, sani-bags, urinal pucks, and garbage/recycling bags on a daily or as required basis.
- .22 The Contractor will be responsible to supply and install new product dispensers at the site at the outset of this Contract to the satisfaction on the Engineer. Within (5) five working days from the start of this Service Contract the Contractor will remove all existing product dispensers and replace them with their own. All dispensers removed by the Contractor will be labelled and returned to the Engineer.
- .23 The Contractor is responsible for maintaining all product dispensers in good working order. Replacement of dispensers due to normal wear and tear will be the responsibility of the Contractor. Replacement of dispensers due to abuse will be the responsibility of DND. Broken dispensers will be replaced on an as required basis, subject to the approval of the Engineer.
- .24 All manufactured articles, materials, and equipment will be applied, installed and connected as specified by the manufacturer.
- .25 The weekly minimum amount of material required to properly replenish consumable products and to maintain each individual building shall be stored on site in the storage rooms in each individual building.
- .26 No substitutions or changes of Cleaning Products, Materials and Dispensers will be accepted, unless prior approval is obtained from the Engineer.

1.16 MATERIAL STORAGE

- .1 Store and maintain materials with labels intact and in original containers.
- .2 Storage shall be in those areas approved by the Engineer.
- .3 Maintain storage facility in a neat and tidy condition at all times.
- .4 Storage areas containing hazardous materials shall have entrance door markings as required by WHMIS.
- .5 Containers are to bear WHMIS labels as required.
- .6 MSDS Sheets for products used on this Service Contract must be in both official languages, placed in all storage areas and kept up to date by the Contractor.
- .7 Storage areas are to be locked when not in use. The Contractor is responsible for the security of his Equipment and Materials.
- .8 Storage space will be provided by the Department.
- .9 Provide spill containment trays as required for all products.

1.17 EQUIPMENT REQUIRED

- .1 The Contractor will supply cleaning equipment as listed in this paragraph.

- .2 The following equipment is considered minimum and will be held at each site at all times.
 - .1 Two mobile utility janitorial carts;
 - .2 Two 25 litre bucket c/w 75mm casters and mop ringer;
 - .3 One dry canister vacuum c/w adaptable power head hook-up. Maximum noise level (db) 60-70, and
 - .4 One dual speed floor polisher 480mm @ 170-300 RPM.
- .3 In addition to the equipment listed above, a 500mm automatic floor scrubber will be supplied for floor cleaning at Newcastle Armoury and Bathurst Armoury on a daily basis for the duration of this Contract. Note: The auto scrubber shall be self-propelled powered by rechargeable sealed gel batteries and c/w appropriate brushes, pads and other features, as recommended by the manufacturer of the floor surface to be cleaned. Contractor shall present supporting data, that equipment is suitable when requested by the Engineer.
- .4 Quantities of brooms, mops, dusters and other devices, as deemed necessary by the Engineer shall be maintained to adequately support cleaning services, and are to be replaced when found defective, worn or unserviceable.
- .5 All equipment will be "new" or "like new" of industrial quality at the beginning of the contract and will be maintained in like-new condition for the duration of the contract.
- .6 All equipment will be maintained in a clean and sanitary condition.
- .7 All equipment will be inspected by the Engineer after the award of the Contract and on a continuing basis during the period of the contract.
- .8 Equipment fuelled by propane or gasoline are not permitted inside DND buildings.
- .9 Any equipment found unacceptable by the Engineer, will be removed from the site and immediately replaced with a piece suitable to the Engineer.

1.18 SERVICE AND FREQUENCY

- .1 Annex A is a list of exterior and interior services and the minimum frequency required. Services listed are general and shall apply to all buildings.
- .2 Frequencies as indicated in Annex A are subject to change as directed by the Engineer. When frequency of work is indicated "as required", the Engineer will make the final decision as to when this service is required.
- .3 The Contractor, on award of the Service Contract, shall place the building in first class condition.

1.19 QUANTITIES AND BASIS FOR PAYMENT

- .1 The work performed under this Service Contract will be paid for on an hourly basis. The Contractor will accept the payment as full consideration for everything furnished and done by them in respect to the work.
- .2 The Contractor will submit prices for the following in accordance with the specification. Such prices will include supervision, expenses, tools, equipment, cleaning materials, cleaning products, and product dispensers, transportation (travel time to and from the contractors base of operation

will be included in the rates provided) and profit.

- .1 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Newcastle Armoury.
- .2 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Bathurst Armoury.
- .3 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Campbellton Armoury.
- .3 The quantities described in para 1.19.2 may increase or decrease and are used only as a guide for tendering. The quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.
- .4 Time charged and contract price may be verified by Government Audit before or after payment is made under the terms of this Service Contract.
- .5 The Contractor will provide service during normal working hours on an eight (8) hour per day, five (5) days per week basis between the hours of 0730hrs to 1600hrs Monday to Friday inclusive.
- .6 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
- .7 The Contractor, upon receipt of a Service Contract, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.
- .8 The Contractor will submit one invoice monthly covering all charges. The invoice will identify the type of service provided, the total hours worked and the hourly rate. The Contractor's invoice shall reference the Contract, work order and requisition numbers. Each site included in this Contract will be identified as a different line item on the invoice.
- .9 The Contractor shall maintain daily time sheets for each employee for attendance verification. Time sheets shall:
 - .1 indicate the time the employee commenced and ceased work;
 - .2 be signed by the employee; and
 - .3 be considered the property of DND and remain at the work site orderly room at all times.
- .10 Copies of daily time sheets are to be submitted with each monthly invoice to verify conformity to hours of work.

1.20 STATUTORY HOLIDAYS

- .1 Statutory holidays are not included in days of work and will not be paid, unless otherwise stipulated. Statutory holidays are defined as:
 - .1 New Years Day;
 - .2 Family Day;
 - .3 Good Friday;
 - .4 Easter Monday;
 - .5 Victoria Day;
 - .6 Canada Day;
 - .7 New Brunswick Day;
 - .8 Labour Day;
 - .9 Thanksgiving;

- .10 Remembrance Day;
- .11 Christmas Day; and
- .12 Boxing Day.

1.21 SECURITY CLEARANCE

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, operators and labourers. This roster must be made available to the Engineer upon request.
- .2 Security procedures require, that when requested by the Engineer, the Contractor will provide to the Engineer at no cost to DND, a copy of a Canadian Police Certificate for Employment for each employee who will work on this Service Contract.

END OF SECTION

1 GENERAL

1.01 REFERENCES

- .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, 1983, C.O-0.2. (Latest Edition).
- .3 National Building Code of Canada, (Latest Edition).

1.02 REGULATORY REQUIREMENTS

- .1 Do work in accordance with the safety measures of the National Building Code of Canada (latest edition), the Canada Labour Code Part II, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.

1.03 RESPONSIBILITY

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 Real Property Operations Detachment (Gagetown) employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part II, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work.

1.04 UNFORESEEN HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

1.05 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

1.06 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

END OF SECTION

1 GENERAL

1.01 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
 - .1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.02 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm system will not be:
 - .1 obstructed;
 - .2 shut-off; and
 - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

1.03 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

1.04 BLOCKAGE OF ROADWAYS

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

1.05 SMOKING PRECAUTIONS

- .1 Observe smoking regulations at all times.

1.06 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.07 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.08 HAZARDOUS SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.09 QUESTIONS AND/OR CLARIFICATION

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 FIRE INSPECTION

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.

- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

END OF SECTION

1 GENERAL

1.01 GENERAL

- .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

1.02 FIRES

- .1 Fires and burning of rubbish on site not permitted.

1.03 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.04 SPILL PROTECTION

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc.).

END OF SECTION

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
1.	<u>General</u>										
	a. Emergency cleaning;	X									
	b. Dust notice boards;					X					
	c. Dust and wipe high ledges, tops of cabinets, partitions, doors, exposed pipes, etc.;					X					
	d. Hose cabinets, display areas: (1) spot clean; (2) wash and polish;			X			X				
	e. Radiators: (1) dust and damp wipe; (2) wash;					X		X			
	f. Ceiling air diffusers, air intake grills: (1) vacuum; (2) wash;						X			X	
	g. Door grill: (1) vacuum; (2) wash;					X				X	
	h. Water Dispensers: (1) wash; (2) disinfect;		X X								
	i. Blinds: (1) Vacuum; (2) Wash;						X				X
	j. Pictures, murals, clocks - clean;					X					
	k. Counters - clean;		X								
	l. Waste paper baskets & containers (other than washrooms): (1) Emptied; (2) dusted and washed;			X				X			

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	m. Dry garbage to be removed from building and placed in litter bins outside building;			X							
	n. Wash windows and glass partitions; and	X				X					
	o. Wash Mirrors.	X		X							
2.	<u>Entrances, Lobbies, Vestibules & Foyers</u>										
	a. Floors: (1) Sweep; (2) Wash; (3) Spray buff; (4) Removal of salt, sand and water; (5) Strip, seal and wax;	X		X		X					X
	b. Walls: (1) Spot clean; (2) Wash;	X							X		
	c. Foot grills and recessed pans - clean and vacuum;	X				X					
	d. Mats: (1) Vacuum; (2) Clean;	X		X		X					
	e. Glass doors and side glass (inside and out): (1) Spot clean; (2) Wash and polish;			X		X					
	f. Door frames - clean, and			X							
	g. Areas to be policed and kept free of litter, salt, sand and water.			X							
3.	<u>Stairs and Stairwell</u>										
	a. Sweep;			X							

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	b. Wash, and			X							
	c. Handrails - wash and disinfect		X								
4.	<u>Offices</u>										
	a. Carpets and Rugs: (1) spot clean; (2) spot vacuum; (3) thorough vacuum;	X X			X						
	b. Walls: (1) dust; (2) spot clean; (3) wash;				X X					X	
	c. Floors: (1) dust and sweep; (2) wash and spray buff; (3) spot removal; (4) vacuum; (5) strip, seal and wax;				X X X	X					X
	d. Furniture: (1) vertical dust; (2) horizontal dust; (3) wash; (4) polish; (5) vacuum;	X X X			X X						
	e. Bookcases: (1) dust exposed areas; (2) dust exposed ends of books; (3) clean and polish glass doors;				X X X						
	f. Waste paper baskets: (1) Emptied, and (2) dusted and washed.			X				X			

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
5.	<u>Washrooms (ALL Buildings), Toilet Rooms, Showers</u>										
	a. Floors (including shower areas) scrubbed and disinfected;	X		X							
	b. Toilet seats, bowls, urinals, wash basins to be cleaned and disinfected;		X								
	c. Body contact points such as water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc. to be disinfected;		X								
	d. Dust and clean flush tanks, dispensers, receptacles, mirrors, shelves and exposed piping;			X							
	e. Empty, wash, disinfect sani-cans and replace bags;			X							
	f. Damp wash toilet partitions;			X							
	g. Wash and disinfect walls, floor drains and floor drain covers;			X							
	h. Remove waste paper;			X							
	i. De-scale toilet bowls and urinals;			X							
	j. Soap dispensers, shower dispensers, toilet paper, sani-bags, paper towel, and urinal drip system dispensers to be replenished;	X									
	k. Refuse receptacles to be washed and disinfected, and			X							
	l. Shower stall walls and floors scrubbed and disinfected.			X							

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
6.	<u>Corridors and Halls</u>										
	a. Floors: (1) sweep/dry mop; (2) wash and spray buff; (3) spot removal; and (4) strip, seal and wax.	X X X		X X X							X
	b. Carpets: (1) thorough vacuum; (2) spot clean;	X		X							
	c. Walls: (1) spot clean, and (2) wash.	X							X		
7.	<u>Locker and Dressing Rooms</u>										
	a. Floors: (1) Sweep; (2) Wash and spray buff; (3) Spot clean; (4) Strip, seal and wax;	X X X		X X X							X
	b. Walls: (1) spot clean; (2) dust, and (3) wash.	X					X		X		
8.	<u>Lunchrooms, Kitchenettes and Lounges</u>										
	a. Floors: (1) sweep; (2) wash and spray buff; (3) spot clean; (4) strip, seal and wax;	X X X		X X X							X

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	b. Walls: (1) spot clean; (2) wash;	X							X		
	c. Counters: (1) damp wipe and disinfect;		X								
	d. Sinks and faucets: (1) clean and disinfect;		X								
	e. Ranges and refrigerators: (1) damp wipe exterior surfaces; (2) clean under and behind; (3) clean interiors of refrigerators when empty when requested, and (4) clean interiors of ranges.	X X		X		X X		X			
9.	<u>Training and Lecture Rooms</u>										
	a. Floors: (1) sweep; (2) wash and buff; (3) spot clean; (4) strip, seal and wax;	X X X		X X X							X
	b. Carpets and Rugs: (1) spot clean; (2) spot vacuum; (3) thorough vacuum;	X			X	X					
	c. Walls: (1) spot clean; (2) dust; (3) wash;	X			X	X					

