

## **APPENDIX A: CLEANING SERVICES FOR THE TOWN OFFICE**

1. The following cleaning and maintenance services shall be performed for both the upper and lower floors with the exception of the storage archives and boiler room.

### **Floors**

- On a daily basis sweep & wash all hard surface floors and vacuum carpeted areas
- Twice a year steam clean all carpeted areas, unless required more frequently due to spills or stains

### **Baseboards, Doors & Trim**

- On a weekly basis wipe down all baseboards, doors, including top edges, and trim to remove smudges, dust & stains.

### **Filing Cabinets and Furniture**

- On a weekly basis dust and wipe down all filing cabinets surfaces (fronts & tops)
- On a weekly basis wipe down the bases of all chairs in the council chambers and office areas, vacuum chair seats and backs on an as needed basis, but at least monthly.

### **Desks & Countertops**

- On a daily basis dust and wipe all desk surfaces. Computer equipment should not be cleaned or dusted.

### **Garbage & Recycling**

- On a daily basis empty all garbage and recycling cans; ensuring recycling materials are dealt with as per the Town of Kamsack's Recycling Guidelines.
- Empty the outside smoker's ash receptacle on an as needed basis, but at least monthly.
- Wash and sanitize waste and recycle receptacles on an as needed basis, but at least monthly.

### **Washrooms & Kitchen**

- Wash and sanitize all basins, bowls, toilets, toilet seats.
- Wash and polish all mirrors, shelves, counters and bright work.
- Replenish all toiletry supplies.

### **Light Fixtures & Fans**

- Burnt out light bulbs should be immediately replaced.
- Light fixture covers and fans should be dusted and wiped down monthly.

### **Windows**

- On a monthly basis interior windows/ledges are to be cleaned.
- On a bimonthly basis (from spring to fall) exterior windows are to be washed

### **Blinds**

- On a monthly basis, blinds are to be dusted or vacuumed.

### **Walls, Bulletin Boards, Picture Frames**

- Daily fingerprints and smudges on walls are to be wiped/washed.
- Monthly walls, bulletin board edges and pictures are to be dusted.
- Once per year walls are to be washed.

### **Ceiling Tiles**

- Replace damaged or dirty ceiling tiles on an as needed basis.

2. The following cleaning and maintenance services shall be performed in the archived file room, fire hall (excluding garage) and boiler room.

- Quarterly floors are to be swept and mopped.

## **APPENDIX B: MAINTENANCE SERVICES FOR THE TOWN OFFICE**

3. The following maintenance services shall be performed :

### **Sidewalks & Steps**

- Snow to be shoveled on front & back steps and sidewalk as soon as possible after a snow fall.
- Ice melt to be used as required to keep these areas clear of slipping hazards. A log of maintenance is required.
- Throughout spring, summer and fall, sidewalks & steps to be swept at least weekly or more often if required.

### **Garbage & Debris Pickup**

- On a daily basis survey the yard around the Town Office and pick up any garbage or debris.

### **Light Fixtures**

- Burnt out light bulbs should be immediately replaced.

### **Regular Maintenance Checks**

- Daily while cleaning, the contractor shall take note of and report potential maintenance issues to the Town Superintendent. This would include dripping plumbing, water leaks, roof leaks, issue with gutters and drainage, electrical problems, etc.