

## Schedule "A"

### **Janitorial Requirements – Administration Office**

Monday through Friday, excluding Statutory Holidays and days off as required.

#### **DAILY:**

1. Clean Council Chambers
2. Clean washroom.
3. Clean kitchen counters.
4. Dust front counter, workstations and office desk furniture.
5. Dust window ledges, top of shelves or cupboards.
6. Clean and damp mop rooms, hallways and washrooms.
7. Remove garbage.
8. Vacuum carpets.

#### **WEEKLY:**

1. Scrub floors thoroughly.

#### **MISCELLANEOUS:**

1. Clean windows, as required.
2. Replace washroom supplies, as required.
3. Clean basement stairs and furnace room (twice monthly).
4. Keep janitor room tidy as required.
5. Steam cleaning of carpets shall be done annually.

#### **NOT RESPONSIBLE FOR:**

1. Parking Lots
2. Vault
3. Cells (Storage)

Schedule "A" (continued)

**Janitorial Requirements – RCMP Building**

Daily Monday through Friday, excluding Statutory Holidays and days off as required.

**DAILY:**

1. Vacuum carpets.
2. Dust furniture.
3. Clean washrooms.
4. Remove garbage.

**WEEKLY:**

1. Damp mop the cell area as required.

**MISCELLANEOUS:**

1. Clean windows as required.
2. Replace washroom supplies as required.
3. Clean garage as required.
4. Steam cleaning of carpets shall be done annually.

Schedule "A" (Continued)

**Public Works Building**

Cleaning to be done at least once per week

1. Clean 2 washrooms.
2. Vacuum all mats.
3. Wash floors upstairs, stairs, and both washrooms.
4. Dust upstairs only.
5. Clean windows upstairs, as required.
6. Wash walls upstairs and stairwell, as required.
7. Empty garbage.