



Heath & Sherwood (1964) Limited

Janitorial Services for Administration Complex

Revised: January 2018

Note: Bids for Janitorial Services will be accepted until 4:30pm February 2, 2018

Cleaning requirements will be performed on the following **Daily** basis:

- Lunchroom table, counter(s), and cupboard faces
- Washroom toilets, sinks, urinals, mirrors. Replenish any paper towels, toilet tissue, hand soap, and toilet / urinal cakes as needed
- Empty all garbage cans. Picking up any empty boxes, shredder paper, floor paper, etc., and dispose of in our rear yard garbage container.
- All rugs and corner collection of dirt to be vacuumed
- All floors to be washed / mopped thoroughly and behind toilets
- Disinfect door knobs, handles and phone receivers

Additional cleaning on a **Once to Twice Weekly** basis:

- Clean desk chair floor mats both sides
- Interior of microwave

Additional cleaning on a **Twice Monthly** basis:

- Damp wipe desk sides, file cabinets, counter tops, conference table, furniture items, office equipment, fridge, shelves, window sills and ledges.
- Desk tops, counter tops to be wiped down only if they are not cluttered (it is not expected that any devices or paper are moved)

All cleaning supplies and equipment will be supplied by Heath & Sherwood.

This cleaning requirement is 5 days a week (Mon – Fri). Cleaning is not to start before 6 p.m., and will be completed before 7 a.m. the following work day.

The security alarm is to be set, doors locked when leaving and all blinds are to be left closed. Property gate is to be closed and locked upon leaving the premises outside of office hours.

All information on the property remains CONFIDENTIAL, and will be treated as such. Any documents/data seen/heard (whether purposefully or accidentally) is to remain private, and will not be disclosed.

Cleaning contract is for a 1-year period, at which time scope of services, and pricing will be reviewed. If at any time, throughout the course of the contract, either party wishes to terminate the agreement, a minimum of 1 month written notice is to be provided.