

TOWN OF PORT McNEILL

SCHEDULE "A"

CUSTODIAL SERVICES

1. COMMUNITY HALL

- 1.1 The community Hall will be cleaned within 24 hours after an event. The Contractor will ensure the Community Hall and all rooms are clean and ready for renters within 24 hours prior to and/or after a scheduled event.

After all bookings, duties are to include:

1.1.1 Sweep and wash floors in the main hall, entranceway, kitchen, stage, and washrooms.

1.1.1 Sweep entranceway stairs, landing and wheelchair access ramp.

1.1.2 Clean all high touch points (e.g., doorknobs, light switches, railings, etc.)

1.1.3 Notify the Public Works Manager of garbage to be removed.

1.1.4 Report any discrepancies (e.g., incomplete decoration removal, damages, etc.) to the Town Office immediately upon discovery.

1.2 Table & Chair Storage Room

Vacuum and/or sweep the floor in the chair storage room once per month.

1.3 Kitchen

Clean kitchen after each use. Clean stove, oven, sink and refrigerator as required and at a minimum of once per month. Wipe out cupboards every 3 months. Ensure a supply of garbage bags and dish soap are left in the kitchen and a broom and mop is available where renters can locate them.

1.4 Washrooms

Clean all sinks, toilets, urinals, and mirrors. Wipe down all walls around sinks, toilets, urinals. Wipe down garbage receptacles, replace toilet paper, paper towel, and hand soap as needed. Check and refill hand soap, paper towel and toilet paper dispensers.

1.5 Events with Liquor License

After every event, wash tables and chairs and put back in the table and chair storage room.

2. CENTENNIAL FIELD AND MANTIC FIELD CONCESSION STANDS AND WASHROOMS

- 2.1 Ball season is April through September each year.

2.2 Concessions

- 2.2.1 Pre-season cleaning will include washing walls, cleaning the stove, refrigerator, grills, sinks and floors. This must be completed by March 31 each year.
- 2.2.2 Clean the stove, refrigerator, grills, sinks, and floors, and remove garbage after each use throughout the year.
- 2.2.3 Ensure the stove, refrigerator, grills, sinks and floors are clean at the end of ball season.
- 2.2.4 Notification will be given for non season bookings.

2.3 Washrooms

- 2.3.1 Pre-season cleaning will include washing all sinks, toilets, urinals, and mirrors. Wipe down all walls around sinks, toilets, urinals. Wipe down garbage receptacles. This work must be completed by March 31.
- 2.3.2 Washrooms must be cleaned twice a week from April 1 - August 31.
- 2.3.3 Provide cleaning as required outside of the ball season.
- 2.3.4 Change toilet paper, paper towel, and hand soap as needed and remove garbage.

3. OLD SCHOOL RECREATION CENTRE

3.1 Biweekly Duties

- 3.1.1 Sweep and/or dust mop all hallways and classrooms. Sweep stairs leading to and from the stage.
- 3.1.2 Wipe down tables, counters, and ledges in all classrooms. Wash chalkboards as required and remove garbage.
- 3.1.3 Wash floors in all classrooms and hallways, clean sinks, and plumbing fixtures.
- 3.1.4 Clean all high touch points (e.g., doorknobs, light switches, railings, etc.)
- 3.1.5 Regular dusting.
- 3.1.6 Sweep and wash gymnasium floor, dust mop the stage area, and wash the stage area as required.
- 3.1.7 Remove garbage.

3.2 **Washrooms Biweekly**

Clean all sinks, toilets, urinals, and mirrors. Wipe down all walls around sinks, toilets, urinals, and wash floors. Wipe down garbage receptacles, replace toilet paper, paper towel, and hand soap as needed.

3.3 **Periodic Cleaning**

- Wash all windows inside and outside once per year, including inner troughs.
- Blinds are to be damp wiped and cleaned at least once per year.
- All heaters, windows sills, trims, and ledges are to be vacuumed and damp wiped monthly, more frequently if required.

4. ADMINISTRATION BUILDINGS

4.1 **Town Office**

The Town Office will be cleaned once weekly after business hours Friday and before business hours Monday, with the only exception being a statutory Holiday.

Duties will include:

- 4.1.1 Wash and put away dishes, clean kitchen, wash floors, and restock paper towel dispenser.
- 4.1.2 Dust all furniture and office equipment, damp wipe surfaces, windowsills and trims, picture frames and plaques.
- 4.1.3 Vacuum and wash all floors and stair well.
- 4.1.4 Clean high touch points, such as front entry door, doorknobs, light switches, reception glass, and railings.
- 4.1.5 Clean all sinks, toilets, urinals, and mirrors. Wipe down all walls around sinks, toilets, urinals. Wipe down garbage receptacles, replace toilet paper, paper towel, and hand soap as needed.
- 4.1.6 Clean all tables in Council Chambers.
- 4.1.7 Sweep the outside front entrance area, including stairs, ramp, and spiderwebs from overhead.
- 4.1.8 Remove all garbage to the disposal area.

Periodic Cleaning

- Windows are to be washed inside and outside at least at once every six (6) months, including inner troughs.
- Blinds are to be damp wiped and cleaned at least once per year.

- Defrost and clean the refrigerator as required.
- Shampoo carpets once per year. Advanced notice to the office is required.

4.3 **Public Works Office**

The Public Works Office will be cleaned once weekly

Duties will include:

4.3.1 Coffee room/office:

Wash dishes, clean kitchen, wash the kitchen floor, and restock paper towel, toilet paper and hand soap dispensers.

4.3.2 Washrooms:

Clean all sinks, toilets, urinals, and mirrors. Wipe down all walls around sinks, toilets, urinals. Wipe down garbage receptacles, replace toilet paper, paper towel, and hand soap as needed.

Periodic Cleaning

- Wash windows in coffee room, office, and washrooms at least once every six (6) months, including inner troughs.
- Damp wipe coffee room, office, and washroom walls once every six (6) months.

5. **Town Cottage**

The Town Cottage will need to be cleaned after every stay and will need to be checked in on once a month. Any discrepancies must be reported to the Town Office immediately upon discovery.

5.1.1 Wash dishes, clean kitchen, wash floors, vacuum, wash and change bedding.

5.1.2 Dust all furniture, damp wipe surfaces, windowsills, and trims.

5.1.3 Clean sink, toilet, and mirrors. Wipe down all walls around sinks and toilet. Wipe down garbage receptacles, replace toilet paper, paper towel, and hand soap as needed.

5.1.4 Remove all garbage to the disposal area.

Periodic Cleaning

- Wash windows inside and outside once every six (6) months.

6. **Museum**

The Museum will have a deep clean within the first week of April and the first week of November each year.

Duties will include:

- 6.1.1 Clean high touch points, such as front entry door, doorknobs, light switches, and railings.
- 6.1.2 Vacuum and wash all floors and stair well.
- 6.1.3 Clean all sinks, toilets, urinals, and mirrors. Wipe down all walls around sinks, toilets, urinals. Wipe down garbage receptacles, replace toilet paper, paper towel, and hand soap as needed.

***Please do not touch the artifacts and equipment unless asked otherwise. ***

The Town of Port McNeill will supply the following:

- Toilet paper
- Paper towel
- Hand soap
- Disinfectant cleaner
- Glass Cleaner
- Garbage bags
- Mop and broom for Community Hall renters

All other cleaning supplies are to be provided by Custodian