

**Schedule -A-**

Tender # 01-22:

Two-year Contract for Hall, Health Center, and  
Fire Department Maintenance and Janitorial Services

Work Description	
<b>Hall – twice a week and as required for events</b>	
Kitchen	
1	Clean grill & oven
2	Run dishwasher at least once a week
3	Clean countertops
4	Clean cabinets
Restrooms	
5	Minor maintenance of toilets & taps
6	Clean bathroom stalls & countertops
General (all areas)	
7	Minor maintenance of chairs & tables
8	Put away tables & chairs after an event
9	Replace light bulbs
10	Remove garbage, replace bags
11	Refill drinking water jugs
12	Stock paper & cleaning products
13	Strip and wax floor once a year (or more as required)
14	Rodent control
15	Clean floors (sweep, wash, vacuum, etc)
16	Clear snow at entrances (under one foot in depth)
17	Notify management of damages after an event
18	Wash glass surfaces, including windows & doors
19	Other general cleaning
<b>Health Center – once a week</b>	
20	Clean floors (sweep, wash, vacuum, etc)
21	Remove garbage, replace bags
22	Clean restrooms
23	Stock paper & cleaning products
24	Other general cleaning
<b>Fire Hall – once a week</b>	
25	Clean floors (sweep, wash, vacuum, etc)
26	Remove garbage, replace bags
27	Clean restrooms
28	Stock paper & cleaning products
29	Other general cleaning
<b>Cleaning supply room</b>	
30	Maintain a tidy workspace