

CENTRAL COAST REGIONAL DISTRICT
JANITORIAL SERVICES AND SUPPLIES 2017
REGIONAL DISTRICT OFFICE BUILDING
Schedule 'A'

These specifications apply to offices, boardroom, washrooms, kitchen and storage rooms located at 626 & 628 Cliff Street, Bella Coola, representing a total work space of approximately 1,728 sq. ft.

A) Weekly Requirements:

1. Vacuum carpets
2. Dust window ledges, file cabinet tops, desks, electric baseboards and equipment
3. Wipe all light switches, door knobs/handles with disinfectant
4. Clean washroom, including mirrors and all surfaces
5. Disinfect all sinks and toilets
6. Wash floors
7. Remove Garbage from all bins
8. Clean kitchen
9. Security check before leaving

B) As Required:

1. Clean interior windows, including front entrance doors, and screen sills as required, at least once monthly
2. Spot clean carpet
3. Spot clean walls
4. Replace light bulbs as needed
5. Dust all surfaces
6. Clean window blinds
7. At the Regional Districts expense, purchase garbage bags and kitchen and bathroom paper products as needed (not bathroom paper towels)
8. Report required repairs and needed supplies to the Regional District

C) Annually:

1. Cleaning of exterior windows
2. Detail around sink faucets
3. Strip/Wax floors – computer equipment to be moved by CCRD staff only