

Schedule "B"
Contractual Duties and Schedule- Administration

DAILY (MONDAY TO FRIDAY)	DATE:	Contractor Initials	Admin Initials
Time in: _____ Time out: _____			
Clean Kitchen and Coffee areas: <input type="checkbox"/> Clean Coffee counter <input type="checkbox"/> Put away creamers and icepack <input type="checkbox"/> Wash coffee pots – empty Filter Basket <input type="checkbox"/> Dirty Dishes in Dishwasher and wash <input type="checkbox"/> Clean and disinfect counter tops and Table in Kitchen <input type="checkbox"/> Restock paper towel			
Bathrooms: <input type="checkbox"/> Disinfect Toilet & Urinal <input type="checkbox"/> Disinfect counter, Sink, Faucets and handles <input type="checkbox"/> Disinfect Counter <input type="checkbox"/> Clean Mirrors <input type="checkbox"/> Refill Soap Dispensers <input type="checkbox"/> Re-stock toilet paper and Paper towel <input type="checkbox"/> Check vents and clean if necessary			
Disinfect all doorknobs and light switches in building			
Wipe tops of desks, cabinets, shelving, counter tops, coffee and end tables			
Vacuum all Carpets and Front Entrance Mats			
Sweep & Mop All Floors - including under all moveable furniture, mats and Front & Back Entrances			
Empty All Trash Cans & Paper Shredders and Take To Outdoor Garbage Bin			
WEEKLY (Each Friday)			
Clean Inter Office windows & Sills as necessary			
Spot clean walls and doors, including cupboard doors			
Clean microwave interior & exterior			
Sweep, Mop & Vacuum under moveable furniture & Equipment			
Wipe Refrigerator inside and out			
Thoroughly clean & organize coffee station inside & out			
Wipe Down and Disinfect Sofa and Coffee and End Tables			
Wipe Down and Disinfect Kitchen Table and Chairs			
Wipe Down and Disinfect Boardroom Table			
Wipe Down Baseboards (brown-grey in color)			
MONTHLY (_____ OF EACH MONTH)			
Clean all office equipment-in open areas and in offices			
Clean all office furniture (vacuum) - in open areas and in offices			
Clean interior & exterior windows and sills (weather permitting)			
Wash Trash Baskets			
Bi- Annual (end of June-July)			
Clean Windows and Entrance Doors- Inside and Outside			
Clean and wipe down inside ALL Cupboards and Drawers			
Clean Light Fixtures Inside and Out			
ANNUAL (WINTER BREAK)			
Wash All walls and clean Glass Windows of Offices			
Clean and wipe down inside ALL Cupboards and Drawers			
Clean Light Fixtures Inside and Out			

OFFICE EQUIPMENT: <ul style="list-style-type: none"> • All computer parts • Fax machine • Photocopier • Telephones • Paper Shredder • Computer Screens 	FURNITURE: <ul style="list-style-type: none"> • Desks • Filing cabinets • Shelving units • Table & Chairs • Sofa and Chairs • Coffee/ End Table 	CONTACT: Darren Robertson Administration 788-3663 Home 250.601.0018 * The Contractor is required to contact Darren at home if the office is closed and you can't make it for a shift.
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