

CUSTODIAL DUTIES

Location

Municipal Building, 56 Douglas Street, Salisbury, NB, 372-3230.

Period of Contract

January 1, 2022 up to and including December 31, 2022 with the option of negotiating an additional three (3) years.

Time

Cleaning is not to begin before 5:30 p.m. Monday to Friday, but may be done anytime on the weekend provided the building is not in use.

Weekly

1. Clean glass in front entry.
2. Vacuum Office, Council Chambers & Mats.
3. Mop up tile floors.
4. Dust furniture, file cabinets, counters etc.
5. Clean sinks and flush in both washrooms and stock with supplies.
6. Clean firemen's kitchen.
7. Collect garbage in Office, Council Chambers, Training Room and Kitchen.
8. Advise Clerk if something needs repaired or replaced.
9. Purchase supplies for cleaning and washrooms.

Wednesday

Collect garbage and clean floors and washrooms.

Monthly

1. Dust top of doorways
pictures
top of window casings
floor moldings
shelves
window ledges
heaters
chair frames
2. Vacuum upholstery on chairs.
3. Spot wash walls throughout the building with non abrasive cleaner.

Twice Yearly

1. Wash windows throughout the building; inside and out including tracks.
2. Clean vertical blinds in the building.
3. Have tile floors professionally stripped, waxed and sealed and carpets cleaned.

Village Responsibilities

- Supplies cleaning materials. Janitor will pick up washroom and cleaning supplies at local businesses, leaving a copy of the invoice with Village Clerk.
- Supplies vacuum cleaner.
- Supplies and installs light bulbs.
- Removes garbage, once it is collected.
- Issues cheque for cleaning contract once a month.

INSURANCE AS REQUIRED BY THE VILLAGE OF SALISBURY