

PART E
SPECIFICATIONS

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS, STANDARD DETAILS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following Drawings are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing</u>
0552PG01.DWG	Main Building, 552 Plinguet Street – Main Floor Plan
0552PG01.DWG	Old Building, 552 Plinguet Street
0552PG01.DWG	Sewer Building, 552 Plinguet Street

E1.3 Further E1.2, drawings indicate shaded areas where building cleaning services shall be performed by the Contractor.

E2. WORK - CLEANING STANDARDS

E2.1 **INTERIOR OF BUILDING:** Entrances, lobbies, waiting areas, rooms, corridors (open and closed areas), meeting and conference rooms, common areas, coffee stations, coffee-lunch room areas and/or rooms, basements, storage rooms.

E2.1.1 DAILY TASK

(a) WASTE RECEPTACLES AND CONTAINERS:

- (i) Empty all contents;
- (ii) Remove liners;
- (iii) Clean both interior and exterior with germicidal detergent;
- (iv) Replace liner;
- (v) Return waste receptacles and/or containers in their correct place; and
- (vi) Where required, the scheduled transportation of recyclables to the designated location takes place.

(b) PUBLIC TELEPHONES, FURNISHINGS, AND FITTINGS:

- (i) Clean with germicidal detergent.

(c) HARD SURFACE FLOORING:

- (i) Clean floors as follows:
 - A) A water soluble dry mop treatment may be used for dust mopping, however, the electrostatic type which do not require any treatment are preferred; and
 - B) An effective free rinsing detergent solution shall be used for damp/wet mopping.

(d) CARPETED AREAS, INCLUDING MATS:

- (i) Vacuum and spot clean carpets, rugs:
 - A) Vacuum carpet wall to wall; and
 - B) Vacuum only, entrance mats.
- (ii) Move all light furniture, excluding desks, screens, and cabinets; and
- (iii) Dust/damp mop "carpet saver" mats.

(e) WALLS, DOORS, WOODWORK, GLASS PARTITIONS:

- (i) Spot clean and remove smudges.

- (f) WATER FOUNTAINS:
 - (i) Clean all surfaces with germicidal detergent; and
 - (ii) Clean walls and floors around the drinking fountain(s).

E3. WASHROOM FACILITIES

E3.1 All public and private washrooms and other areas where sinks and/or dispensers are installed.

E3.1.1 DAILY TASK

- (a) INTERIOR AND EXTERIOR SURFACES:
 - (i) Clean with germicidal detergent: wash basins; toilet seats; bowls and bases, exposed flush tanks; urinals; and plumbing fixtures (including exposed pipes); polished chrome, brass or similar fixtures;
 - (ii) Use separate and identifiable cleaning cloths for the cleaning of washrooms from other facilities. Toilets and urinals are to be cleaned using separate equipment or cloths;
 - (iii) Non acid bowl cleaners are permitted, however, when a phosphoric acid bowl cleaner is used, it must be dispensed using a flip top or a foaming trigger spray head only; and
 - (iv) Parazine blocks are not permitted, however, water soluble packets of enzymes, enzyme tablets or granules, or approved urinal maintainers formulated with acids and detergents held in a mat frame may be used as necessary.
- (b) SANITARY AND WASTE RECEPTACLES:
 - (i) Remove and empty liners;
 - (ii) Clean receptacles with germicidal detergent; and
 - (iii) Replace liners.
- (c) TOILET TISSUE HOLDERS AND DISPENSERS:
 - (i) Clean interior and exterior of dispensers with germicidal detergent; and
 - (ii) Then, restock all toilet tissue holders, soap, sanitary and towel dispensers.
- (d) FLOORS:
 - (i) Wet mop floors and wall bases with a non filming detergent solution,
 - (ii) Clean floors, wall bases, and corners;
 - (iii) Ensure floor drains are not blocked and no odour emanating from floor drains.
- (e) SHOWER STALLS:
 - (i) CERAMIC TILE:
 - A) Remove surface mildew and mould stains in grouting;
 - B) Disinfect tiles and grouting;
 - C) Rinse tiles and grouting.
 - (ii) FIBREGLASS and CONSTRUCTED/EPOXY COATED:
 - A) Guidance and direction from the Contract Administrator is to be obtained before cleaning. Clean with germicidal cleaner approved by the Contract Administrator.
- (f) MISCELLANEOUS: Partitions, walls, including the enamel surfaces, doors and ledges and shower stalls.
 - (i) Spot clean with germicidal cleaner;
 - (ii) Clean with germicidal cleaner;
 - (iii) Clean partitions and walls from the bottom up; and

- (iv) Clean and polish all mirrors, frames, powder shelves and bright work, including flush meters, piping and toilet seat hinges.

E3.1.2 MONTHLY TASK

(a) FLOORS:

- (i) Pour clean water in floor drains, or as directed.

(b) LOCKERS:

- (i) Clean fronts and tops of lockers with germicidal cleaner;
- (ii) Clean lockers from the bottom up;

E3.1.3 SEMI-ANNUAL TASK

(a) FLOORS:

- (i) Wet mop floors and wall bases with a non filming detergent solution,
- (ii) Clean floors, wall bases, and corners;
- (iii) Ensure floor drains are not blocked and no odour emanating from floor drains;
- (iv) Machine scrub floors with detergent solution including toilet bases;
- (v) Apply sealer as required; and
- (vi) Where directed, maintain floors with sufficient coats of water base sealer. A minimum of three coats of finish to be applied over the sealer.

E4. LEDGES AND APPURTENANCES

E4.1 Ledges and appurtenances (including doors, frames, trims, mouldings, radiators, grilles). Equipment/fixtures made of: glass, vinyl, wood and metal.

E4.1.1 DAILY TASK

(a) LEDGES AND APPURTENANCES:

- (i) Spot clean with germicidal cleaner.

E5. ALL RESILIENT AND NON-RESILIENT FLOORS

E5.1 Including vinyl, linoleum, corlon, mondo, terrazzo, ceramic, quarry and non-slip flooring.

E5.1.1 DAILY TASK

(a) FLOORS:

- (i) Wash with neutral detergent.

(b) CORNERS, BASES AND EQUIPMENT:

- (i) Wipe all surfaces of spray residue.

E5.1.2 MONTHLY TASK

(a) FLOORS:

- (i) Burnish all hard surfaces, and wear areas as required; and
- (ii) Re-coat wear areas as required.

E5.1.3 SEMI-ANNUAL TASK

(a) FLOORS:

- (i) Scrub/strip and remove all soil, stains, seal and old floor finish;
- (ii) Neutralize rinse, then
- (iii) Rinse with at least two (2) clear warm water rinses; then
- (iv) Wet vacuum each time after rinsing;

- (v) Re-seal/re-coat floors,
- (vi) Allow sufficient drying time between applications;
- (vii) Refinish floors by applying sufficient coats of slip resistant finish (minimum of four) environmentally responsible finishes to be used; and
- (viii) Burnish floors to a uniform sheen, with slip resistant finish.

E6. WALLS

E6.1 Walls, transoms, and other fixtures and fittings attached to walls in hallways, Sewer Building lunchroom, Main lunchrooms, Emergency Services Dispatch and lunchroom, and training room.

E6.1.1 DAILY TASK

- (a) WALLS:
 - (i) Spot clean with neutral detergent.

E6.1.2 MONTHLY TASK

- (a) WALLS:
 - (i) Scheduled for cleaning on the last weekend of each month;
 - (ii) Wash with neutral detergent;
 - (iii) When washing walls, wash walls from bottom up, staying within ½ inch of ceiling to prevent marks; and
 - (iv) Immediately wipe up any water spillage on floors and furniture.

E7. VENETIAN BLINDS/VERTICAL BLINDS

E7.1 Blinds, tracks, surfaces and sills.

E7.1.1 MONTHLY TASK

- (a) VENETIAN BLINDS:
 - (i) Dust and damp clean both sides of PVC and Aluminium blinds, etc., and
 - (ii) Vacuum both sides of blinds.
- (b) VERTICAL BLINDS:
 - (i) Remove spots and stains;
 - (ii) Vacuum both sides of blinds.
- (c) TRACKS, SURFACES AND SILLS:
 - (i) All surfaces shall be free of dust and fingerprints, etc.

E8. VERTICAL SURFACES, HIGH CLEANING

E8.1 High cleaning down to window sills, partition ledges, including doors/frames, ledges, picture frames, charts, graphs, wall louvers, exposed pipes, clocks, etc.

E8.1.1 SEMI-ANNUAL TASK

- (a) VERTICAL AND HORIZONTAL SURFACES OTHER THAN WALLS:
 - (i) Dust or wipe with damp cloth and polish where required.

E9. FURNITURE

E9.1 Furniture including: showcases, cabinets, bookcases, credenzas, cupboards, file cabinets, dividers and chairs.

E9.1.1 WEEKLY TASK

- (a) **FURNITURE:** fabric, plastic, wood, metal and vinyl:
- (i) Clean all furniture: credenzas, bookcases, desks, file cabinets, tables, furniture glass, desk lamps and chairs;
 - (ii) Clean and polish all furniture framing and trim; and
 - (iii) Spot clean fabric as required.
 - (iv) Fabric upholstered furniture – vacuum/dust frames
 - (v) Sills and ledges – Clean windowsills, partition ledges, baseboards and mouldings.

E9.1.2 MONTHLY TASK

- (a) **FURNITURE:**
- (i) **Fabric:**
 - A) Vacuum dividers, both sides.
 - (ii) **Plastic:**
 - A) Clean washable surfaces with a neutral detergent.
 - (iii) **Vinyl:**
 - A) Clean vinyl with a waterless hand cleaner (brush if required);
 - B) Application of a polish/protectant where required, on all vinyl furniture; and
 - C) Clean washable furniture with a neutral detergent.
 - (iv) **Wood:**
 - A) Clean washable surfaces with a neutral detergent; and
 - B) Polish furniture with the appropriate furniture polish.
 - (v) **Metal:**
 - A)
 - (vi) Guidance and direction from the Contract Administrator is to be obtained before cleaning or applying polish to vinyl, arborite and/or other furniture finishes.

E10. AIR VENTS - CEILING AND WALL TYPE

E10.1.1 MONTHLY TASK

- (a) **ALL VENTS**
- (i) Clean with a neutral cleaner.

E11. WINDOWS/PLEXIGLASS/LEXAN

E11.1 Glass, frames, sashes, sills and mouldings.

E11.1.1 DAILY TASK

- (a) **INTERIOR:**
- (i) Spot clean all interior glass/Plexiglas/Lexan surfaces with cleaner.
- (b) **INTERIOR AND EXTERIOR:**
- (i) Spot clean (both sides) only entrance glass, entrance sidelights and perimeter window of Emergency Services Dispatch Office.

E12. JANITORIAL AND SPECIAL ROOMS

E12.1 Janitors' Rooms and Electrical Utility Rooms including Mechanical and LAN Room.

E12.1.1 DAILY TASK

- (a) ALL ROOMS except Utility Rooms:
 - (i) Keep room tidy;
 - (ii) Empty mop pails after use;
 - (iii) Sweep and mop floors, ensure all excess water is removed;
 - (iv) Wash walls from bottom up, avoid streaks, soil spots or line marks on ceiling;
 - (v) Empty waste containers. If required, store waste neatly in Janitor's Room;
 - (vi) Clean interior and exterior of waste containers;
 - (vii) Clean sinks; and
 - (viii) Keep rooms, particularly sinks and waste containers, free from offensive odours.
- (b) EQUIPMENT:
 - (i) Clean equipment;
 - (ii) Place equipment in an orderly manner;
 - (iii) Clean mops and cloths;
 - (iv) Store mops and cloths neatly;
 - (v) Store chemicals, paper products, equipment and materials neatly;
 - (vi) No soiled mops or cleaning cloths shall be left in use on site; and
 - (vii) Remove and launder or bag-seal for regular scheduled pickup.

E12.1.2 MONTHLY TASK

- (a) UTILITY ROOMS including Mechanical, Electrical and LAN Room
 - (i) Vacuum floor
 - (ii) Dust surfaces.

E13. CONTROLLED DISPENSING SYSTEM:

- E13.1.1 The Contractor may install a controlled dispensing system if it is required, however, written approval must be obtained from the Contract Administrator:
- (a) The dispensing system must be a type where chemical concentrates are sealed in a bag or container, have a diluted project holding system for filling trigger sprayers and the products are colour coded with corresponding label control; and
 - (b) Where the Contractor chooses a controlled dispensing system which is fixed to both the solution and water supply, the Contractor is responsible and liable for the installation and annual inspection of an approved backflow prevention mechanism.

E14. PRODUCTS, CHEMICALS, SUPPLIES AND EQUIPMENT:

- E14.1.1 The Contractor shall ensure that:

General:

- (a) Only the pre-approved listed products, chemicals, supplies and equipment are within or used in the Site;
- (b) all products, supplies, equipment, etc., for use on the Site meet or exceed the specifications and requirements herein as established by the City of Winnipeg,

Chemicals:

- (c) All chemicals are stored in a safe manner and to the satisfaction of the Contract Administrator;

- (d) All chemical containers are label identified with product name, safety and first aid instruction in accordance with current Workplace Hazardous Material Information Systems (W.H.M.I.S.), whether in their original purchase container, or if they have been transferred to a smaller or larger dispensing container;
- (e) solvent seals or finish, butyl or butyl by product contained products, bleach, hydrochloric or sulphuric acid, ammonia, phenolic or hydrogen peroxide based germicides, Armoral, Protectol, Saddle Soap or polishers, vinegar, ammoniated or mop on-mop off strippers, Windex or like product, powdered cleansers, SOS pads, Parzine blocks, or carpet cleaning products such as Argosheen or those containing optical brighteners over 0.01%, shall not be used or permitted in the Site;

M.S.D.S.:

- (f) Current Materials Safety Data Sheets (M.S.D.S.) are available for all products on site and be contained in a binder specifically marked M.S.D.S. in each area where chemicals are stored or dispensed;
- (g) Written approval shall be obtained from the Contract Administrator prior to using a product that does not have a current M.S.D.S. The written approval to use the product shall be kept in the M.S.D.S. binder referred to in (f);

Supplies and Equipment:

- (h) Cleaning cloths, dry mops, wet mops, finish applicator mops, wall washing mops and extendable dusters are of a launderable type;
- (i) Laundered clean and dried mops and cloths are on site and used at the start of each shift and/or cleaning function;
- (j) Feather dusters and non-launderable (straight string) mops are not for use on the site. However, washable lambs wool or polywool, extendable handle dusters may be used for safety to perform higher level work;
- (k) Cleaning equipment, carts, etc., are maintained in a clean and operable state, and washable filters, tools, hoses, etc., are thoroughly cleaned weekly;
- (l) Carpet sweepers are not permitted on, or for use in the premises, while vacuums must be a dual motor upright or canister with an electric power head. All must have the appropriate tools to vacuum fabric furniture, draperies, corners, edges, etc., and must be complete with filtration efficiency approved by the Contract Administrator or his delegate;
- (m) Ergonomic style back-pack vacuums with approved filtration systems may be used for carpeted stairs and traffic lane vacuuming;
- (n) All cleaning equipment, ladders, etc., stored or used on site, are inspected regularly and maintained in a state acceptable to current W.C.B. regulations and be C.S.A. approved.
- (o) Where adequate lockable space has been provided, the approved products, electrical and minor equipment, such as floor pails, wringers, vacuums, etc., utilized in the day to day delivery of the service are available for regular inspection, in the provided space. All products and equipment used for the Work shall be subject to inspection by the Contract Administrator;
- (p) Any items, minor equipment, supplies, etc., which do not conform to the specifications contained herein or which the Contract Administrator deems as potentially harmful to persons or surfaces are removed from the Site.

E14.1.2

The Contract Administrator shall:

- (a) remove and dispose of products found on Site that have no M.S.D.S. or written pre-approval by the Contract Administrator, as will any items, minor equipment, supplies,

etc., which have been banned by these Standards or which the Contract Administrator deems as potentially harmful to persons or surfaces, for the protection of the client.

E15. CLEANING RESULTS:

E15.1.1 Mandatory:

- (a) Liners for all washroom receptacles, whereas separate or special liners may be utilized for recyclables;
- (b) The use of an effective germicidal detergent and clean cloths.

E15.1.2 General:

- (a) The Contractor is advised that in order to meet the requirements of the Specifications, products, chemicals, supplies or equipment, over and above those specified herein and approved by the Contract Administrator may be required.
- (b) The Contractor is reminded that prior to providing any alternate or additional products, chemicals, supplies or equipment on Site, prior written approval of the Contract Administrator must be obtained;
- (c) The Contractor is reminded that the term "Clean" in most cleaning applications within these Specifications means the use of colour coded cleaning cloths, a pail containing appropriate cleaning product and physical handwork to friction clean. Paper towels may only be used in the cleaning of glass/mirror type surfaces.

E15.1.3 The objective of the City and expected results of the building cleaning service performed by the Contractor, shall be:

- (a) All surfaces (horizontal and vertical) clean and free of: finger marks, mop and/or detergent streaks, surface stains, water marks, black marks, soap scum, mildew/mould; dust, spots, surface stains, loose and caked soil; debris, loose paper, mop strings; odours, cleaning solution, heavy accumulation of finish, spray residue, water spillage, washing line marks, and scars from equipment (hand and/or machine);
- (b) Surfaces are clean and bright and in a condition equal to that of the intended finish of the surface, where reasonably possible;
- (c) All rooms/areas specified in E2.1 through and including E12 and E17 are clean, neat and tidy and free of debris, to present an overall attractive appearance of cleanliness;
- (d) Floors exhibit a uniform sheen with reflective properties. This level of floor care is to be maintained at all times;
- (e) All debris and/or other soil matter is removed from wall corners, around the edges of carpet or "T" mats, under furniture, tables, chairs, behind doors, and along baseboards;
- (f) Nap on rugs and carpets are to be laid in one direction.
- (g) No waste or recycle holding containers or baskets are to be placed upon desks or tables during cleaning operations;
- (h) Corners, edges and crevices are clean;
- (i) Bare hands are not used to handle or sort any waste/recyclables for health and safety reasons;
 - (i) Liners are to be removed holding them away from the body.
- (j) When washing both walls and ceilings, wash walls first, then wash the ceilings;
- (k) For Floors:
 - (i) Care must be taken throughout mopping operation to prevent cleaning solutions from collecting against and under furniture legs and cabinets;

- (ii) After scrubbing, neutralizing, recoating and burnishing, no evidence of improper finish applications to exist;
 - (iii) Sufficient coats of sealer is applied;
 - (iv) Sufficient coats of floor finish to offer floor protection;
 - (v) To clean under furniture and equipment without marring or damaging same;
 - (vi) All furniture and equipment moved prior to cleaning, must be returned to their original locations;
 - (vii) Chairs must not be placed on wet or damp floors to prevent rust marks on floors;
- (l) For Carpets and Rugs:
- (i) When treating a carpet spot, always to spray from the exterior perimeter into the centre of the stain;
 - (ii) Any spots that cannot be removed by conventional/normal methods, shall be reported to the Contract Administrator.

E16. EXCLUSIONS

E16.1 General:

- (a) Copying machines;
- (b) Typewriters;
- (c) Adding machines;
- (d) Cash registers;
- (e) Dictating equipment;
- (f) Plants;
- (g) Microfilm readers;
- (h) Audio and/or visual equipment;
- (i) Computer equipment, including:
 - (i) keyboards;
 - (ii) printers;
 - (iii) servers;
 - (iv) monitors;
- (j) CRT terminals;
- (k) Communication equipment (ie: telephones, etc.)
- (l) Art objects;
- (m) Personal accessories, including but not limited to:
 - (i) Ceramics;
 - (ii) Ornaments; and
 - (iii) free standing pictures, wall pictures and picture frames.
- (n) Boiler rooms; and
- (o) Garage areas.

E17. LOCATION AND SCHEDULE OF WORK

E17.1 SECTION A – 552 Plinguet Street

(a) LOCATION:

- (i) Main Building – Office Area (Management, Emergency Services, Clerical, Foreman and Supervisor's offices, Lunchroom, washrooms, locker rooms and hallways, mechanical and electric utility rooms, and LAN room);
- (ii) Old Building – Locker/Washroom, Hallways, Office(s) and Training Area; and
- (iii) Sewer Building –Lunchroom, Locker/washroom

(b) SCHEDULE OF WORK:

- (i) Sunday through Saturday between .19:00 and 24:00 hours

E18. CLEANING FREQUENCY

E18.1 The Contractor shall provide cleaning services in accordance with the Cleaning Requirements indicated as TABLES A, B, C, D and E.

E18.2 The frequency of cleaning shall be as indicated by the following code:

Code Frequency

- D Daily – Sunday through Saturday
- M Monthly – First Friday of each Month
- SM Semi-Annual – Twice a year (April and October)

E19. HOLIDAYS OBSERVED

E19.1 No cleaning services will be required on the following holiday:

- (a) Christmas Day - December 25

E19.2 The Main Building, Office area, Management is normally only occupied Monday through Friday and will require cleaning only those days of week, unless otherwise requested by the Contract Administrator.

E20. MATERIALS AND EQUIPMENT

E20.1 **The Contractor shall supply** all materials and equipment necessary and advisable to perform the services to the standard specified in this Contract, including but not limited to:

- (a) The equipment to be supplied and kept in satisfactory condition;
- (b) Sufficient materials to be applied in accordance with the manufacturer's instructions. All materials that are used must meet "Canadian General Standards Board" (CGSB) specifications as listed below:
 - (i) CAN/CGSB-2.1-96 Skin Cleaning Lotion, Type 1
 - (ii) CAN/CGSB-2.46-95 Toilet Bowl and Urinal Cleaning Compound, Type 1
 - (iii) CAN/CGSB-2.55-97 Glass Cleaner
 - (iv) CAN/CGSB-2.60-92 and Amendment dated Apr. 1995 Remover for Water-Emulsion Floor Polish and Wax
 - (v) CAN/CGSB-2.107-92 General Purpose Built Liquid Detergent
 - (vi) CAN/CGSB-2.112-92 Remover for Water-Emulsion Floor Polish
 - (vii) CAN/CGSB-2.160-95 General Purpose, Germicidal Detergent, Type 3
 - (viii) CAN/CGSB-2.180-94 Carpet and Upholstery Shampoo
 - (ix) CAN/CGSB-25.3-92 Buffable, Water-Emulsion Floor Wax
 - (x) CAN/CGSB-25.10-96 Furniture Polish, Type 1

- (xi) CAN/CGSB-25.20-95 Surface Sealer for Floors
- (xii) CAN/CGSB-25.21-95 Detergent-Resistant Floor Polish
- (xiii) CAN/CGSB-25.24-96 Burnishable, Detergent-Resistant, Water-Emulsion Floor Polish

E20.2 The Contractor shall supply all washroom supplies including, without limitation, liquid hand soap, plastic trash bags, sanitary napkins, deodorant blocks and other similar products. All such supplies shall be supplied at the sole expense of the Contractor except sanitary napkins for which the Contractor may make a reasonable charge. All washroom supplies shall meet the "Canadian General Standards Board" (CGSB) specifications.

E20.3 Where required, the Contractor shall replenish paper towels and liquid hand soap dispensers in lunch rooms, kitchenettes and coffee stations.

E20.3.1 The Contractor shall supply liquid hand soap and powdered hand soap at the Contractors expense to fit the existing dispensers.

E20.4 The Contractor shall ensure that all dispensers are filled to adequate levels with the supplies identified in Clause No. E20.2, and E20.3.

E20.5 **The City will supply** toilet tissue and paper towels.

E20.6 The Contractor shall ensure that all employees engaged in the execution of the Contract are properly trained in the handling of cleaning materials and equipment, in accordance with the "Workplace Hazardous Materials Information System" (WHMIS) legislation, and keep on the premises in a prominent place within the janitor storage area, a three-ring binder containing current manufacturers' Material Safety Data sheets for all cleaning products used on site.

E21. IDENTIFICATION OF MATERIALS

E21.1 The Bidder shall identify all materials proposed to be used, and shall provide within 48 hours of a request by the Contract Administrator, verification consisting of manufacturers' product labels, manufacturers' technical bulletins, independent laboratory tests, or equivalent documentation evidencing that all materials proposed to be used meet or exceed the specified Canadian General Standards Board (CGSB) standards.

E22. GENERAL STANDARDS AND QUALITY OF SERVICE

E22.1 The Contractor shall ensure that all services expressly described (and reasonably implied in this Contract in the opinion of the Contract Administrator) and materials to be provided meet the optimum standard of workmanship, cleanliness, sanitation, safety and efficiency and shall without limitation:

- (a) ensure that no surfaces are damaged by materials or their application;
- (b) all residues of cleaning materials, dust and other matter are removed at the completion of each cleaning; and
- (c) remove all waste/trash resulting from cleaning and deposit in designated bins.

E22.2 The Contractor shall inspect each site weekly and leave a copy of a written report of the Work performed, identifying any deficiencies and the corrective action taken.

E23. STORAGE

E23.1 The City of Winnipeg shall make available designated storage areas for the purpose of storing the cleaning materials and equipment used by the Contractor during the term of this Contract.

E23.2 The Contractor shall:

- (a) store materials and equipment in the designated areas only;
- (b) clearly identify all containers in the designated area as to material content;
- (c) post in a conspicuous place in the designated storage areas safety precautions regarding the materials;
- (d) ensure that all storage areas used by the Contractor are secured so as to be accessible only by authorized personnel of the Contractor and the City;
- (e) ensure that all equipment and tools are properly cleaned and stored at the end of each daily cleaning operation in such a manner as not to present any fire hazard or cause any unsanitary or unsafe condition or odour.

E24. SECURITY OF FACILITY

E24.1 The Contractor shall ensure that, at all times, when his employees or representatives are in the facility that the facility is kept secure from entry by unauthorized persons.

E24.1.1 Upon leaving the building, these employees or representatives of the Contractor shall ensure that all windows and screens are closed and secured, and all entrances to the building are properly locked with alarms set as required.

E24.1.2 Access to certain parts of the buildings are controlled through the use of the following:

(a) Access control cards:

- (i) The Contractor will be supplied with 2 control cards.
- (ii) A fee to replace a lost or stolen control card is \$50.00 at the Contractors expense.

or

(b) Keys:

- (i) The Contractor will be provided with 1 set of keys for areas secured with keyed locks.
- (ii) Keys shall not be copied.
- (iii) A fee to replace the key is \$25.00 at the Contractors expense.

E24.1.3 Keys and access cards are to be returned at the end of the Contract to the Contract Administrator.

E25. DEFECTIVE WORK

E25.1 The sum fixed for Defective Work for this Contract, per scheduled Working Day, per location, as follows:

(a) 552 Plinguet Street. \$45.00

E25.2 Further to E25.1, the Contractor will be given a grace period of then (10) Working Days to learn the building and refine his/her cleaning methods. He/she will then be expected to comply fully with the cleaning requirements outlined in the Contract.

E25.3 Building Cleaning Inspections are carried out at each location once a week on random days. In addition to the fixed sum for Defective Work for this Contract, the Contract Administrator, at his discretion, will impose an inspection fee of \$50.00 per cleaning inspection, for all additional inspections required to ensure compliance with specifications.

E26. PERSONNEL

- E26.1 The Contractor shall ensure that all their employees engaged in the execution of this Contract are experienced janitors and are properly trained in the handling of cleaning materials and equipment including use, maintenance and storage according to manufacturer's instructions.
- E26.2 The Contractor shall supervise their employees and shall ensure that all such employees behave at all times in a manner appropriate to persons in a Civic facility and shall without limitation ensure that all the Contractor's employees:
- (a) are dressed in a clean, neat and respectable manner;
 - (b) personal hygiene meets acceptable standards;
 - (c) behave in a courteous and polite manner to City personnel and other persons in the facility;
 - (d) are careful with all property that is in or a part of the facility;
 - (e) do not smoke while on the premises; and
 - (f) refrain from using profanity.
- E26.3 The Contractor shall ensure that all its employees working in these facilities have proper identification in the form of:
- (a) a uniform bearing the name of the company (only);
 - (b) a photo identification badge, must be worn at all times while on the premises.

E27. COMMUNICATION

- E27.1 The Contractor shall have on the Site, a minimum of one (1) employee during all service scheduled Work, who can receive and carry out written and verbal instructions in English or requests that fall within the Contract requirements, and to effectively relay in a timely manner any which fall outside the Contract requirements, such as flooding, building security problems, plumbing needs, etc.
- (a) Further, it is expected that this person will be familiar with the site Task Schedule and the Cleaning Requirements, all of which form part of the Contract.
 - (b) The Contractor shall provide to the Contractor's employees performing Work at the Site, a copy of: Part E-Specifications, Drawings, and Table A, B, C, D and E – Cleaning Requirements, and the copy shall be kept in the janitor's storage room for their referral.

**TABLE A - CLEANING REQUIREMENTS: FLOORS
 FOR 552 PLINGUET STREET**

**WATER AND WASTE DEPARTMENT
 WATER SERVICES DIVISION**

LOCATION	Remove Spots, Stains, and Graffiti	Sweep with Broom and/or Treated Mop	Hand or Machine Wash with Cleaner	Vacuum	Disinfect	Apply Sealer
Sheet Vinyl	D	D	D		D	SM
Carpet	D			D	D	
Concrete Floor – anti slip surface	D	D	D		D	SM
Concrete Floor – painted or unpainted	D	D	D		D	
Floor Tile (Asphalt, Vinyl, Mastic, Ceramic)	D	D	D		D	SM
Linoleum	D	D	D		D	SM

D – Daily

SM – Semi-Annual (April and October)

**TABLE B - CLEANING REQUIREMENTS: WALLS
FOR 552 PLINGUET STREET**

**WATER AND WASTE DEPARTMENT
WATER SERVICES DIVISION**

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner
Concrete (painted/unpainted)	D	
Plaster, Drywall (painted/unpainted)	D	
Concrete Block (painted/unpainted)	D	
Wood Panelled Wall	D	
Base Cove	D	D
Plastic Laminate Surfaces	D	D

D - Daily

**TABLE C - CLEANING REQUIREMENTS: FURNISHINGS & FIXTURES - 1
 FOR 552 PLINQUET STREET**

WATER AND WASTE DEPARTMENT
 BUILDING SERVICES DIVISION
 OPERATIONS BRANCH

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner	Disinfect	Vacuum / Wash	Empty & Clean	Remove Refuse to Designated Area	Supply Plastic Trash Bags	Refill Dispensers	Remove Recyclables to Designated Area
Recycle Receptacles	D	D			D				D - office
Recycle Receptacles									M – collected daily office recyclables, remove to outside of building
Waste Receptacles	D	D	D		D	D	D		
Sinks	D	D	D						
Drinking Fountains	D	D	D						
Dispensers	D	D	D					D	
Toilets & Seats	D	D	D						
Urinals	D	D	D						
Shower stalls (metal, plastic, fibreglass, or tile)	D	D	D						
Plumbing Fixtures (chrome)	D	D	D						
Mirrors	D	D							
Interior Glass	D	D							
Window Blinds (Venetian)	D			M					
Window Blinds (Vertical fabric)	D								
Window Sills & Ledges	D	D							
Janitor Sink				D					

D - Daily
 M – Monthly

TABLE D - CLEANING REQUIREMENTS: FURNISHINGS & FIXTURES – 2
FOR 552 PLINGUET STREET

WATER AND WASTE DEPARTMENT
SEWER SERVICES DIVISION

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner	Disinfect	Vacuum
Desk Side Panels & Legs	D	D		
Tables & Legs	D	D		
Counter Tops & Sides	D	D	D	
Filing Cabinets	D	D		
Credenzas	D	D		
Cabinets	D	D		
Desk Lamps		D		
Bookcases	D	D		
Library Book Shelves	D	W		
Telephones (public phones)	D	D	D	
Chairs (vinyl/plastic only)	D	W	D	
Chairs and Chesterfields (fabric covered)	D			W
Furnishings (finished wood/chrome surfaces)	D	D		

D – Daily
 W – Weekly

TABLE E - CLEANING REQUIREMENTS: FURNISHINGS & FIXTURES – 3
FOR 552 PLINGUET STREET

WATER AND WASTE DEPARTMENT
 SEWER SERVICES DIVISION

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner	Dust with Treated Cloth	Disinfect	Vacuum
Coat Racks and Hat Shelves	D	W	D		
Stainless Steel Surfaces	D	D			
Doors, Frames and Hardware	D	D			
Grilles (Air Supply & Exhaust)		M			M
Lockers (steel) & tops of lockers	D	M			
Radiators	D	D			
Shelves (other than library bookshelves)	D				
Directory Cases	D	D			
Display Cases	D	D			
Entrance & Exit Gates	D	D			
Plastic Signs		M			
Study Desks	D	D			
Light Fixtures & Lenses & Diffusers (Both Sides)		SM			

Revised July 12/99

D - Daily
 W - Weekly
 M - Monthly
 SM – Semi-Annually