



REQUEST FOR
PROPOSAL



Request for Proposal – Commercial Cleaning Services YMCA of Cape Breton

Date Issued: Wednesday, February 1, 2023
Closing date: Wednesday, February 22, 2023

The YMCA of Cape Breton is the oldest, most diverse charity on Cape Breton Island. The YMCA-CB is dedicated to the growth of all persons in spirit, mind and body, and to their sense of responsibility to each other and the global community. The YMCA-CB achieves its charitable mission by meeting community needs in seven key areas: employment; re-education and training; childcare; day camp; wellness and preventative health; international development.

The YMCA of Cape Breton requires commercial grade cleaning services for its 60,000 square foot facility located at 399 Charlotte Street, Sydney. Built in 2011, this two-story facility offers a variety of programs and services.

A multi-purpose facility, the Frank Rudderham YMCA offers health, fitness, childcare and employment services on average to 600 adults and children per day. Cleaning services, cleaning equipment and supplies are required for the entire facility including wellness center, studios, locker rooms and saunas, main atrium, pool deck, squash courts, Employment Services, Early Learning Center, washrooms and hallways.

SECTION ONE: REQUEST FOR PROPOSAL INSTRUCTIONS

1. Introduction

- 1.1 The YMCA of CB located at 399 Charlotte Street, Sydney, requires commercial grade cleaning services (“Contractor”) as well as necessary cleaning equipment and supplies for its 60,000 square foot facility.
- 1.2 The YMCA of CB (the “Owner”) is seeking formal proposals from Commercial Cleaning service providers in accordance with the criteria set out in this document.

2. Closing Date and Time

- 2.1 Proposals must be submitted by **5:00 pm AST on Wednesday, February 22, 2023.**
- 2.2 Proposals received after the above noted time will not be accepted.
- 2.3 Proposals are to be submitted in a PDF file to Anita Vosman O’Rourke at **anita.o’rourke@cb.ymca.ca.**

ACTIVITY	DATE
RFP Issue	Wednesday, February 1, 2023
Mandatory Site Meeting at 399 Charlotte Street, Sydney	Friday, February 10, 2023, at 10am.
RFP Close	Wednesday, February 22, 2023, at 5pm AST
Evaluation of Proposals	February 23 to March 1, 2023
Award Issue	March 3, 2023
Contract Start	April 1, 2023

3. The Project

- 3.1 The Contractor shall perform all work as described in the scope of the work in Appendix A. The Contractor must also provide all equipment necessary to complete the scope of work as well as all the cleaning supplies necessary to complete the scope of work.

3.1.1 The Contractor shall:

- Manage their own workforce and ensure staff are scheduled according to the scope of work listed in Appendix A.
- Have bondable status and shall supply copies of regular clear staff criminal record checks and child abuse registry checks as requested by the YCB.(at time of each hire and every three years thereafter)
- Provide YCB with proof of business and proper insurance coverage.

4. Contract Period

- 4.1 The initial term shall be one year (April 1, 2023, to March 31, 2024) with four (4) additional option years, subject to annual review of performance and availability of funds.

5. Mandatory Site Meeting

- 5.1 A mandatory RFP Meeting and opportunity to view the site will be held at **10:00am AST on Friday, February 10, 2023**. Proponents submitting a proposal for the RFP are required to attend the meeting. The meeting will begin promptly at 10:00am AST at 399 Charlotte Street, Sydney. A sign-in sheet will be provided and all proponents are required to sign in. Submissions will only be reviewed for those proponents who have attended the mandatory meeting and signed the sign-in sheet. No exceptions to this will be permitted.

Please RSVP to anita.o'rourke@cb.ymca.ca by Wednesday, February 8th, 2023, at 12pm (noon).

6. Addenda

- 6.1 Proponents may submit requests for clarification of the RFP documents to anita.o'rourke@cb.ymca.ca. The deadline for questions and requests for clarification is Friday, February 17, 2023, at 5pm AST.
- 6.2 The Owner will consider all requests for clarification, and any clarifications or revisions made to the RFP documents as a result of such requests will be issued as addenda to the RFP document and will be posted on our YCB website at [News & Events – YMCA Cape Breton](#)
- 6.3 RFP documents are made available only for the purpose of obtaining offers for this project. Their use does not confer a license or grant for other purposes.

- 6.4 Upon receipt of addenda, verify documents are complete; notify the Owner immediately should documents be found incomplete or in error.
- 6.5 Should the Proponent, while examining the site or RFP documents find any discrepancy, inaccuracy, or deviation between the existing conditions and the RFP documents; or between part of the RFP documents and any other part, it shall inform the owner so that clarification or revision may be issued.
- 6.6 If such an interpretation is not requested, the proposal process will be presumed to be based upon the interpretation or directions that may be made subsequently by the Owner after award of Contract, in accordance with the provisions of the RFP documents.

SECTION TWO: PROPOSAL REQUIREMENTS

1. Submissions Instructions and Proposal Requirements

- 1.1. Proponents are solely responsible for delivery of their proposals in the manner and time prescribed.
- 1.2. Proposals shall be submitted in the Proposal Forms provided. All blank spaces on the Proposal Forms must be filled in.
- 1.3. If information included by the Proponent on the Proposal Form is corrected (e.g. a wrong figure), the change shall be initialed by the person signing the Proposal.
- 1.4. Where a Proponent is a partnership, the Proposal Form shall be signed by the general partner, or the partner with the authority to bind all partners. Where the Proponent is a sole proprietor, the Proposal Form shall be signed by the proprietor and witnessed.
- 1.5. Revisions to the Proposal will be accepted provided they are received on or before the closing date and time. Revisions must be sent to anita.o'rourke@cb.ymca.ca. No telephoned messages will be accepted when revising a proposal.

2. Notice of Award

- 2.1. The successful Contractor will be notified and be accepted by a 'Notice of Award' letter issued by the Owner and following receipt of the following information the Owner will issue a 'Notice to Proceed' letter to the Contractor together with the Contract Documents for signing:
- Certificate of good standing from the Worker's Compensation Board.
 - Proof of sufficient insurance coverage.

- Names of Subcontractors and description of work to be performed by them.
- 2.2. The above information shall be submitted to the Owner ten (10) working days from the date of the 'Notice of Award' letter.
- 2.3. The award of Contract is subject to the approval of the Owner.
- 2.4. Pricing will be firm for the contract period, unless this RFP states otherwise.

3. Proposal Evaluation

3.1. All Proposals must include verification of the following:

- Workers Compensation Board (WCB) Clearance
- Commercial Liability Insurance of \$5,000,000 CAD
- Contractor Occupational Health and Safety Policy
- First Aid Certification and WHMIS Certification
- Valid Business License

3.2. Proposals will be evaluated for best value according to the following matrix:

CRITERIA	POINTS
Previously Awarded Projects by YMCA-CB	5 points
Experience/References	15 points
Proposed Service Schedule & Details	40 points
Pricing	40 points
Total	100 points

4. Right to Reject

4.1. The Owner reserves the right to reject any or all the quotes and to accept any quote it considers advantageous. Any or all quotes may not be accepted if the Owner determines, at its sole discretion and after appropriate evaluation, that:

- The references are, in the opinion of the Owner, unsatisfactory; or
- The Contractor, or any company with whom the Contractor is associated, has performed work for the Owner in the past five (5) years in an unsatisfactory way; or
- In the opinion of the Owner, the Contractor is unable to perform its contractual obligations full and properly during the whole life of the contract; or
- The RFP must be cancelled due to financing problems/changing economic circumstances; or

- Information becomes available after the RFP closing which significantly changes the scope or extent of the project; or
- The Proposal, or any of the Proposals, exceed the approved budget; or
- The Proposal is disqualified; or
- The Proposal is incomplete or improperly prepared.

5. Harmonized Sales Tax (H.S.T.)

5.1. Service Providers shall **not** include HST in their Quote.

6. Required Forms

- Form 1 – Information Form
- Form 2 – References
- Form 3 – Proposed Service Schedule & Details
- Form 4 – Pricing

APPENDIX A – SCOPE OF WORK

Frank Rudderham Family YMCA Facility

Childminding Room : Monday to Sunday	Daily	Twice Daily	Weekly	Monthly
All floors vacuumed/swept and Mopped	x			
Remove Garbage Clean Outside of bin and replace Liner	x			
Clean office Furniture (when free of papers)	x			
Clean window ledges			x	
Clean chair bottoms/armrest			x	
Clean Doors and Handles	x			
Clean dispensers and refill as needed	x			
Clean inside Windows			x	

Spin/Yoga Room : Monday to Sunday				
All Floors vacuumed/swept and mopped	x			
All bikes to be cleaned/disinfected	x			
Remove garbage clean outside of bin and replace liner	x			
Clean window ledges			x	
Clean doors and handles	x			

Washrooms 2nd Floor: Monday to Sunday				
Remove garbage, clean outside of the bin and replace liner	x			
All floors vacuumed/swept and mopped	x			
All sinks to be cleaned and disinfected	x			
Clean wall, partitions, and doors			x	
All Doors and kickplates cleaned and polished	x			
All toilets cleaned and disinfected	x			
All toilet tank and bases cleaned and disinfected	x			
All toilets surround floor and walls cleaned	x			
All urinals cleaned, disinfect and deodorized	x			
All mirrors cleaned and polished	x			
All hand dryers, paper towel and toilet paper dispensers cleaned	x			
All stainless steel cleaned and polished	x			
All air Vents/lights/permanent fixtures cleaned				x
Replenish dispensers as needed	x			

Connecting Hallway: Monday to Sunday				
Clean all glass and railing	x			
Vacuum and Mop Staircase going to lobby	x			

Clean Railing	x			
Replenish Dispensers as needed	x			

Daycares (Early Learning Centre): Monday to Friday	Daily	Twice Daily	Weekly	Monthly
All floors vacuumed/swept and mopped	x			
Clean office furniture	x			
Clean computers and monitors	x			
Clean window ledges	x			
Clean Chair Bottoms/Arm Rest	x			
Clean Doors and Handles	x			
Countertops and outside of cabinets disinfected	x			
Remove Garbage clean outside of bin and replace liner	x			
Clean Dispenser and refill as needed	x			
Clean inside windows			x	
Clean Bathrooms/wipe down all surfaces, disinfect toilets, change garbage, replenish dispensers as needed, clean floors.		x		

Lobby & Adjacent Washrooms: Monday to Sunday

All floors vacuumed/swept and auto scrub floors		x		
Remove Garbage Clean outside of bin and replace Liner	x			
Clean window ledges	x			
Clean outside of lockers			x	
Clean doors and handles	x			
Clean Water fountains	x			
Clean Glass doors	x			
Replenish dispensers as needed (Hand sanitizer)	x			
High Dusting- Duct Work-Ledges below glass railing				x
Clean/disinfect toilets, sinks and mirrors, and sweep/mop floors.		x		

GYMNASIUM: Monday to Sunday				
All floors vacuumed/swept and auto scrub floors	x			
Move mats and equipment on gym floor as needed	x			
Remove garbage clean outside of bins and replace liners	x			
Clean window ledges as needed				
Clean doors and handles	x			
replenish dispensers as needed	x			

Lockers Rooms -General/ Plus and Family (Five in total)				
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Remove Garbage clean outside of bin and replace liners	x			
All floors vacuumed/swept and mopped	x			
All sinks to be cleaned and disinfected	x			
Clean walls, Partitions, and doors	x			
Clean outside of lockers			x	
Clean on top of All lockers			x	
Clean inside of lockers			x	
Scrub all showers making sure they are free of dirt and hair	x			
Power Wash Both saunas (after hours daily) and Power Wash Showers Weekly	x		x	
All doors and kickplates cleaned and polished	x			
All toilets cleaned and disinfected	x			
All toilet tanks and bases cleaned disinfected	x			
All toilets surrounding floors and walls cleaned	x			
All urinals cleaned, disinfected, and deodorized	x			
All mirrors cleaned and polished	x			
All hand dryers, paper towel and toilet paper dispensers cleaned	x			
All stainless steel cleaned and polished	x			
All air vents/lights/permanent fixtures cleaned				x
Replenish dispensers and replace as needed	x			

Wellness Center: Monday to Friday				
All floors vacuumed/swept mopped	x			
Vacuum under all treadmills	x			
Auto scrub walking track doing 3 laps	x			
Remove garbage clean outside of bin and replace liner	x			
Clean window ledges	x			
Clean doors and handles	x			
Clean all dispensers	x			
Replenish dispensers as needed	x			
Clean mirrors		x		
Clean water fountains	x			
Vacuum and mop heavy lift area	x			
Clean elevator inside and outside	x			
Vacuum /Sweep and mop stairs going down to lobby	x			

Fitness Studio: Monday to Friday				
All floors vacuumed/swept and Auto scrub floors	x			
Remove garbage clean outside of bin and replace liner	x			
Clean window ledges	x			

Clean doors and handles	x			
Clean mirrors	x			
Replenish Dispensers as needed	x			

Front Desk/Admin Offices				
Vacuum all carpets	x			
Remove garbage clean outside of bins and replace liner	x			
Wipe desks	x			
Clean lunch/board Room	x			
Clean and replenish dispensers as needed	x			

Squash Courts: Monday to Sunday				
Clean all glass	x			
All floors dry mopped	x			
Clean benches	x			

NS Works Center: Monday to Friday	Daily	Twice Daily	Weekly	Monthly
All hard floors vacuumed/swept and mopped	x			
Clean office furniture	x			
Clean computers and monitors	x			
Clean window ledges	x			
Clean chair bottoms/arm rest				x
Clean door and handles	x			
Countertops and outside of cabinets disinfect	x			
Remove garbage clean outside of bins and replace liners	x			
Clean dispensers and refill as needed	x			
Clean outside/inside microwave	x			
Clean all interior glass			x	

Upstairs Connecting Hallway: Monday to Friday				
Vacuum All Carpets	x			
Clean all Glass and Railing	x			
Clean elevator (vacuum, mop, clean doors/bottoms)	x			
Sweep and Mop staircase going to lobby	x			
Wipe Railing	x			

Upstairs Classroom/Office				
All floors vacuumed/swept and mopped	x			
Remove Garbage Clean outside of bin and replace liners	x			
Clean window ledges	x			

Clean doors and handles	x			
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Washrooms (2nd Floor Employment Services Hallway): Monday to Friday				
Remove garbage clean outside of bin and replace liner	x			
All floors vacuumed/swept and mopped	x			
All sinks to be cleaned and disinfected	x			
All counter tops to be cleaned and disinfected	x			
Clean wall, partitions, and doors	x			
All doors and kickplates cleaned and polished	x			
All toilets cleaned and disinfected	x			
All toilet tanks and bases cleaned and disinfected	x			
All toilets surrounding floor and walls cleaned	x			
All urinals cleaned, disinfected and deodorized	x			
All mirrors cleaned and polished	x			
All Hand dryers, paper towels and toilet paper dispenser cleaned	x			
All stainless steel cleaned and polished	x			
All Air Vents/lights/permanent fixtures cleaned			x	
	Daily	Twice Daily	Weekly	Monthly
Pool Deck: Monday to Sunday				
Wipe down all benches	x			
Wipe down all window ledges			x	
Auto scrub pool deck (move all benches)	x			
Disinfect all door handles and clean glass	x			
Remove Garbage clean outside of bin and replace liner	x			
Power wash pool deck		Yearly		

Pool Office: Monday to Sunday				
Vacuum and mop floors	x			
Remove garbage clean outside of bin and replace liner	x			
wipe Desk	x			

Yearly Cleaning		Yearly		
High Dusting Wellness Centre		x		
Deep cleaning of walking track and WC Floor quarterly		x		
Windows inside and outside		x		
Glass around walking track (deep clean)		x		
Carpet Cleaning		x (3 Times Yearly)		
Tile and Grout Cleaning		x		

Additionally, the Contractor will need to provide the following as part of this scope of work:

1. The Contractor will be responsible for all cleaning and materials to complete the scope of work;
2. The Contractor must be available to respond to any health and safety related questions or concerns within 24-hours; and
3. The Contractor must submit invoices monthly to the YMCA of Cape Breton for payment.

FORM 1 – INFORMATION FORM

Company Name:	
Title, Name, Email of main contact.	
Has your company previously been awarded projects from YMCA-CB?	
If yes, please cite project.	
Please provide a short history of your company.	
Briefly describe your company's qualifications for this project.	

FORM 2 - REFERENCES

PLEASE PROVIDE TWO REFERENCES FROM PREVIOUS PROJECTS

Reference Name:

Reference Contact Number:

Details on scope of project:

Reference Name:

Reference Contact Number:

Details on scope of project:

FORM 3 – PROPOSED SERVICE SCHEDULE & DETAILS

<u>Please answer all the following questions:</u>	
Proposed staffing schedule to complete work noted in Scope of Work: 1. Detail days of the week, work start and end times.	
Proposed staffing complement per shift noted in question above.	
How will you comply with requirement for all staff to have up to date and clear Criminal Sector and Child Abuse Registry checks prior to hire? As well as renewal every three years.	
What is your plan to source commercial-grade cleaning supplies for the purpose of this project?	
What is your plan to source commercial-grade equipment for the purpose of this project?	
What is your proposed plan to work during peak times with minimum member/client impacts?	
Describe how will you schedule the work of staff in conjunction with Program Schedules/Room availability.	
Describe your flexibility in staff scheduling based on program changes?	
Describe your ability to respond to cleaning emergencies as required?	
Describe your ability to provide additional hours/services for special events held at the facility?	
Provide names of subcontractors and a description of work to be performed by them:	

FORM 4 – PRICING

From (Contractor):

COMPANY NAME

STREET ADDRESS OR POSTAL BOX NUMBER

CITY/TOWN, PROVINCE AND POSTAL CODE

To (Owner): YMCA of Cape Breton

399 Charlotte Street, Sydney NS

We, the undersigned, having examined the RFP Documents for the above contract, including all Addenda and having visited the Site of the Work, hereby offer to:

Perform the services noted in the Scope of Work for the following price of:

\$_____ per month for contracted services and agree to this fixed price to a maximum of _____ months, and

\$_____ per month for the purchase of cleaning supplies and equipment to be used to provide the services noted in the Scope of Work.

*Prices noted above are in Canadian dollars, and EXCLUDING HST; and

We, the undersigned, declare that:

- We have arrived at this Quote without consultation with any competitor.
- All RFP Form appendices called for by the RFP Documents form an integral part of the Quote.

Signatures | Signed and submitted by:

COMPANY NAME

NAME AND TITLE OF AUTHORIZED SIGNING OFFICER

SIGNATURE OF AUTHORIZED SIGNING OFFICER

NAME OF WITNESS

SIGNATURE OF WITNESS

Dated this _____ day of _____, 20_____.

APPENDIX A – SCOPE OF WORK

Frank Rudderham Family YMCA Facility

Childminding Room : Monday to Sunday	Daily	Twice Daily	Weekly	Monthly
All floors vacuumed/swept and Mopped	x			
Remove Garbage Clean Outside of bin and replace Liner	x			
Clean office Furniture (when free of papers)	x			
Clean window ledges			x	
Clean chair bottoms/armrest			x	
Clean Doors and Handles	x			
Clean dispensers and refill as needed	x			
Clean inside Windows			x	

Spin/Yoga Room : Monday to Sunday				
All Floors vacuumed/swept and mopped	x			
All bikes to be cleaned/disinfected	x			
Remove garbage clean outside of bin and replace liner	x			
Clean window ledges			x	
Clean doors and handles	x			

Washrooms 2nd Floor: Monday to Sunday				
Remove garbage, clean outside of the bin and replace liner		3 X		
All floors vacuumed/swept and mopped		2X		
All sinks to be cleaned and disinfected		3 X		
Clean wall, partitions, and doors			x	
All Doors and kickplates cleaned and polished	X			
All toilets cleaned and disinfected		3 X		
All toilet tank and bases cleaned and disinfected		3 X		
All toilets surround floor and walls cleaned	x			
All urinals cleaned, disinfect and deodorized		3 X		
All mirrors cleaned and polished		3 X		
All hand dryers, paper towel and toilet paper dispensers cleaned	x			
All stainless steel cleaned and polished	x			
All air Vents/lights/permanent fixtures cleaned				x
Replenish dispensers as needed	x			

Connecting Hallway: Monday to Sunday				
Clean all glass and railing/ AS NEEDED	x			
Vacuum and Mop Staircase going to lobby/ AS NEEDED	x			

Clean Railing	x			
Replenish Dispensers as needed	x			

Daycares (Early Learning Centre): Monday to Friday	Daily	Twice Daily	Weekly	Monthly
All floors vacuumed/swept and mopped	x			
Clean office furniture	x			
Clean computers and monitors	x			
Clean window ledges	x			
Clean Chair Bottoms/Arm Rest	x			
Clean Doors and Handles	x			
Countertops and outside of cabinets disinfected	x			
Remove Garbage clean outside of bin and replace liner		x		
Clean Dispenser and refill as needed	x			
Clean inside windows			x	
Clean Bathrooms/wipe down all surfaces, disinfect toilets, change garbage, replenish dispensers as needed, clean floors.		x		

Lobby & Adjacent Washrooms: Monday to Sunday

All floors vacuumed/swept and auto scrub floors		x		
Remove Garbage Clean outside of bin and replace Liner	x			
Clean window ledges	x			
Clean outside of lockers			x	
Clean doors and handles	x			
Clean Water fountains	x			
Clean Glass doors/ as needed	x			
Replenish dispensers as needed (Hand sanitizer)	x			
High Dusting- Duct Work-Ledges below glass railing				x
Clean/disinfect toilets, sinks and mirrors, and sweep/mop floors.		x		

GYMNASIUM: Monday to Sunday				
All floors vacuumed/swept and auto scrub floors	x			
Move mats and equipment on gym floor as needed	x			
Remove garbage clean outside of bins and replace liners	x			
Clean window ledges as needed Clean doors and handles	x			
Dry Mop Gym floors	x			
replenish dispensers as needed	x			

Lockers Rooms -General/ Plus and Family (5 in total) Mon-Sun				
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Remove Garbage clean outside of bin and replace liners		x		
All floors vacuumed/swept and mopped/as needed		x		
All sinks to be cleaned and disinfected		3X		
Clean walls, Partitions, and doors	x			
Clean outside of lockers			x	
Clean on top of All lockers			x	
Clean inside of lockers			x	
Scrub all showers making sure they are free of dirt and hair	x			
Power Wash Both saunas (after hours daily) and Power Wash Showers Weekly	x		x	
All doors and kickplates cleaned and polished	x			
All toilets cleaned and disinfected		3X		
All toilet tanks and bases cleaned disinfected	x			
All toilets surrounding floors and walls cleaned	x			
All urinals cleaned, disinfected, and deodorized		3X		
All mirrors cleaned and polished		3X		
All hand dryers, paper towel and toilet paper dispensers cleaned	x			
All stainless steel cleaned and polished	x			
All air vents/lights/permanent fixtures cleaned				x
Replenish dispensers and replace as needed	x			

Wellness Center: Monday to Sunday				
All floors vacuumed/swept mopped	x			
Vacuum/ dust under all treadmills	x			
Auto scrub walking track	x			
Remove garbage clean outside of bin and replace liner	x			
Clean window ledges	x			
Clean doors and handles	x			
Clean all dispensers	x			
Replenish/ replace dispensers as needed	x			
Clean mirrors/ as needed		x		
Clean water fountains	x			
Vacuum and mop heavy lift area	x			
Clean elevator inside and outside	x			
Vacuum /Sweep and mop stairs going down to lobby	x			

Fitness Studio: Monday to Sunday				
Dry Mop (daytime)	x			
Remove garbage clean outside of bin and replace liner	x			
Clean window ledges	x			
All floors vacuumed/swept and Auto scrub floors (afterhours)	x			

Clean doors and handles	x			
Clean mirrors	x			
Replenish Dispensers as needed	x			

Front Desk/Admin Offices				
Vacuum all carpets	x			
Remove garbage clean outside of bins and replace liner	x			
Wipe desks	x			
Clean lunch/board Room	x			
Clean and replenish dispensers as needed	x			

Squash Courts: Monday to Sunday				
Clean all glass as needed	x			
All floors dry mopped	x			
Clean benches	x			

NS Works Center: Monday to Friday	Daily	Twice Daily	Weekly	Monthly
All hard floors vacuumed/swept and mopped	x			
Clean office furniture	x			
Clean computers and monitors	x			
Clean window ledges	x			
Clean chair bottoms/arm rest				x
Clean door and handles	x			
Countertops and outside of cabinets disinfect	x			
Remove garbage clean outside of bins and replace liners	x			
Clean dispensers and refill as needed	x			
Clean outside/inside microwave	x			
Clean all interior glass			x	

Upstairs Connecting Hallway: Monday to Friday				
Vacuum All Carpets	x			
Clean all Glass and Railing as needed	x			
Clean elevator (vacuum, mop, clean doors/bottoms)	x			
Sweep and Mop staircase going to lobby/ as needed	x			
Wipe Railing	x			

Upstairs Classroom/Office				
All floors vacuumed/swept and mopped	x			
Remove Garbage Clean outside of bin and replace liners	x			
Clean window ledges	x			

Clean doors and handles	x			
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Washrooms (2nd Floor Employment Services Hallway): Monday to Friday				
Remove garbage clean outside of bin and replace liner	x			
All floors vacuumed/swept and mopped	x			
All sinks to be cleaned and disinfected		x		
All counter tops to be cleaned and disinfected		x		
Clean wall, partitions, and doors	x			
All doors and kickplates cleaned and polished	x			
All toilets cleaned and disinfected		x		
All toilet tanks and bases cleaned and disinfected	x			
All toilets surrounding floor and walls cleaned	x			
All urinals cleaned, disinfected and deodorized		x		
All mirrors cleaned and polished		x		
All Hand dryers, paper towels and toilet paper dispenser cleaned	x			
All stainless steel cleaned and polished	x			
All Air Vents/lights/permanent fixtures cleaned			x	
	Daily	Twice Daily	Weekly	Monthly
Pool Deck: Monday to Sunday				
Wipe down all benches	x			
Wipe down all window ledges			x	
Auto scrub pool deck (move all benches)		x		
Disinfect all door handles and clean glass	x			
Remove Garbage clean outside of bin and replace liner		x		
Power wash pool deck & Grout Cleaning/during pool annual shutdown		Yearly		

Pool Office: Monday to Sunday				
Vacuum and mop floors	x			
Remove garbage clean outside of bin and replace liner	x			
wipe Desk	x			

Yearly Cleaning		Yearly		
High Dusting Wellness Centre		x		
Deep cleaning of walking track and WC Floor quarterly		x		
Windows inside and outside		x		
Glass around walking track (deep clean)		x		
Carpet Cleaning		x (3 Times Yearly)		
Tile and Grout Cleaning		x		