

**Town of Millet
Janitorial Contract
Schedule A**

| Town Administration Offices | Times/Week | Times/Month | Times/Year | Other |
|--|-------------------|--------------------|-------------------|--------------|
| Empty waste baskets | 2 | | | |
| Dust/damp wipe and sanitize tops of all horizontal surfaces | 2 | | | |
| Dust telephones and computers | 2 | | | |
| Wipe and sanitize light switches and door handles | 2 | | | |
| Remove finger prints from entrances | 2 | | | |
| Spot clean walls | 2 | | | |
| Clean and polish glass on doors inside and out | 2 | | | |
| Clean and sanitize washrooms | 2 | | | |
| Clean and sanitize kitchen countertop, sink, outside of fridge, and small appliances | 2 | | | |
| Refill all dispensers | 2 | | | |
| Vacuum all floors, stairs and floor mats | 2 | | | |
| Mop hard surface floors including stairs | 2 | | | |
| Damp wipe baseboards | | 1 | | |
| Clean windows inside and out entire MCC | | | 2 | |
| Damp wipe artificial plants | | | 4 | |
| Clean elevator floor and sanitize/polish surfaces | 2 | | | |

| Millet Public Library | Times/Week | Times/Month | Times/Year | Other |
|---|-------------------|--------------------|-------------------|--------------|
| 2 Hours per week at the discretion of the Library | | | | |

| Public Works Office\Kitchen\Washrooms | Times/Week | Times/Month | Times/Year | Other |
|--|-------------------|--------------------|-------------------|--------------|
| Empty waste baskets | 2 | | | |
| Dust/damp wipe and sanitize tops of all horizontal surfaces | 2 | | | |
| Dust telephones and computers | 2 | | | |
| Wipe and sanitize light switches and door handles | 2 | | | |
| Remove finger prints from entrances | 2 | | | |
| Spot clean walls | 2 | | | |
| Clean and sanitize washrooms | 2 | | | |
| Clean and sanitize kitchen countertop, sink, outside of fridge, and small appliances | 2 | | | |
| Refill all dispensers | 2 | | | |
| Vacuum all floors and floor mats | 2 | | | |
| Mop hard surface floors | 2 | | | |
| Damp wipe baseboards | | 1 | | |
| Clean windows inside and out | | | 2 | |

**Town of Millet
Janitorial Contract
Schedule A**

| Community Hall in MCC | Times/Week | Times/Month | Times/Year | Other |
|--|-------------------|--------------------|-------------------|--------------------|
| Empty waste baskets | 1 | | | After each booking |
| Dust/damp wipe and sanitize tops of all horizontal surfaces | 1 | | | After each booking |
| Wipe and sanitize light switches and door handles | 1 | | | After each booking |
| Remove finger prints from entrances | 1 | | | After each booking |
| Spot clean walls | 1 | | | After each booking |
| Clean and polish glass on doors inside and out | 1 | | | After each booking |
| Clean and sanitize washrooms | 1 | | | After each booking |
| Clean and sanitize kitchen countertop, sink, outside of fridge, stove and small appliances | 1 | | | After each booking |
| Refill all dispensers | 1 | | | After each booking |
| Vacuum all floors, stage, stairs and floor mats | 1 | | | After each booking |
| Mop hard surface floors including stairs and stage | 1 | | | After each booking |
| Damp wipe baseboards | | | 1 | After each booking |
| Clean windows inside and out | | | 2 | |

| Hugo Witt Room in Agriplex | Times/Week | Times/Month | Times/Year | Other |
|--|-------------------|--------------------|-------------------|--------------------|
| Empty waste baskets | 1 | | | After each booking |
| Dust/damp wipe and sanitize tops of all horizontal surfaces | 1 | | | After each booking |
| Wipe and sanitize light switches and door handles | 1 | | | After each booking |
| Remove finger prints from entrances | 1 | | | After each booking |
| Spot clean walls | 1 | | | After each booking |
| Clean and sanitize kitchen countertop, sink, outside of fridge, and small appliances | 1 | | | After each booking |
| Refill all dispensers | 1 | | | After each booking |
| Vacuum all floors | 1 | | | After each booking |
| Mop hard surface floors | 1 | | | After each booking |
| Damp wipe baseboards | | | 1 | After each booking |

| Banquet Hall in Agriplex | Times/Week | Times/Month | Times/Year | Other |
|--|-------------------|--------------------|-------------------|--------------------|
| Empty waste baskets | 1 | | | After each booking |
| Dust/damp wipe and sanitize tops of all horizontal surfaces | 1 | | | After each booking |
| Wipe and sanitize light switches and door handles | 1 | | | After each booking |
| Remove finger prints from entrances | 1 | | | After each booking |
| Spot clean walls | 1 | | | After each booking |
| Clean and polish glass on doors inside and out | 1 | | | After each booking |
| Clean and sanitize washrooms | 1 | | | After each booking |
| Clean and sanitize kitchen countertop, sink, coolers, stove and small appliances | 1 | | | After each booking |
| Ensure all dishes are cleaned and stored properly | 1 | | | After each booking |
| Refill all dispensers | 1 | | | After each booking |
| Vacuum all floors, stage, stairs and floor mats | 1 | | | After each booking |
| Mop hard surface floors including stairs and stage | 1 | | | After each booking |
| Damp wipe baseboards | | | 1 | After each booking |

| Property Description | Address |
|-----------------------------|---------------------------------------|
| Town Administration | Millet Civic Centre, 4528 - 51 Street |
| Library | Millet Civic Centre, 4528 - 51 Street |
| Community Hall | Millet Civic Centre, 4528 - 51 Street |
| Hugo Witt Room | Millet Agriplex 5400 - 45 Avenue |
| Banquet Hall | Millet Agriplex 5400 - 45 Avenue |
| Public Works | 4507 - 49 Street |