

CLEANING PERSON – LIST OF DUTIES

General

1. Hours of Work: For Municipal Office/Quadeville Garage - Any time after 4:00 pm weekdays and any time on weekends, once a month at a mutually agreeable time. As municipal meetings are scheduled after 4:00 pm, a municipal representative may contact the Cleaning Person to ensure that they change their scheduled work to another day.

For Palmer Rapids Community Centre – The Cleaning Person will be required to clean the Community Centre based on the usage of the building.

Cleaning Functions for Municipal Office and Quadeville Garage

1. Interior

- a) high ledges, tops of partitions and other high areas where dust collects, to be dusted four (4) times per year (i.e. January, April, July, October)
- b) door kick plates and hand plates to be washed using appropriate solution and kept free of marks
- c) all entrance and cupboard doors and frames to be kept free of marks
- d) all doors and door frames to be kept clean and free of all marks
- e) all fabric, brick, plaster, ceramic, painted surfaces to be kept free of all marks at all times
- f) walls to be washed twice yearly (i.e April, October)
- g) molding, ledges, cupboards, wall fixtures, open shelves to be dusted
- h) all window sills, frames, doors and baseboards to be dusted
- i) all base board heaters to be dusted

2. Entrances and Lobbies

- a) floors to swept and/or vacuumed
- b) floors including corners to be washed
- c) mats to be vacuumed
- d) glass doors to be cleaned on both sides
- e) glass windows around entrances to be washed on both sides

3. Floors
 - a) all carpets to be vacuumed
 - b) all other flooring to be swept and washed
 - c) all spots to be removed using the appropriate cleaner. Spots which cannot be removed by normal means shall be reported to the Owner
4. Walls
 - a) all finger marks, smudge marks, splash marks, cobwebs, etc. are to be removed with detergent solution
5. Washrooms
 - a) floors to be swept and washed
 - b) toilet seats, bowls and wash basins, cleaned and disinfected
 - c) body contact points such as water taps, receptacles and dispensers, door plates, toilets seats and flush valves to be wiped and disinfected
 - d) flush tanks, dispensers, receptacles, mirror, shelves and all exposed piping to be dusted and cleaned
 - e) wastepaper baskets, to be emptied, washed and disinfected
 - f) toilet bowls, to be descaled using an approved descaler
 - g) liquid soap containers, toilet paper and paper towels to be replenished as necessary
6. Furniture
 - a) cleared office furniture, horizontal surfaces to be dusted
 - b) cleared desks to be washed and polished
 - c) cleared counter tops to be washed
 - d) exposed vertical surfaces to be dusted
 - e) chrome edges and legs to be damp wiped
 - f) vertical and horizontal surfaces on all boardroom and executive office furniture to be dusted and polished
 - g) filing cabinets and empty shelving to be dusted
 - h) telephone and communication instruments to be damp wiped
7. Wastepaper Baskets
 - a) to be damp wiped inside and outside
 - b) kitchen type garbage bags to be placed in all wastepaper baskets and reused until the bags become soiled
8. Light Fixtures
 - a) all light fixtures, to be washed once per year as follows: fluorescent fixtures, remove shield, wash exposed panel, wash acrylic shield, replace cover
 - b) replace burnt out bulbs in all light fixtures as they occur
 - c) bulb replacement will be supplied by the owner

9. Windows
 - a) all exterior windows and doors, to be washed thoroughly twice yearly in the spring and fall
 - b) all interior glass to be cleaned thoroughly and kept free of fingerprints and dirt at all times
10. Other
 - a) all dishes and utensils left in the sink must be washed and stored in the appropriate locations
 - b) fridge and microwave to be cleaned

Cleaning Functions for BLR Community Centre

1. Foyer
 - a) remove garbage from cans and place at back door
 - b) garbage cans and blue boxes to be damp wiped
 - c) all doors and door handles to be washed
 - d) wipe walls as required
 - c) wipe ledges, top of heater, top of doors and door casings
 - e) benches to be damp wiped
 - f) baseboards to be damp wiped
 - g) floors to be swept and washed
 - h) sweep outside front steps and walkway
 - i) remove garbage and cigarette butts from outside garbage can
 - j) water fountain to be cleaned and disinfected
2. Washrooms
 - a) floors to be swept and mopped
 - b) toilet seats, bowls and wash basins, cleaned and disinfected
 - c) body contact points such as water taps, receptacles and dispensers, door plates, toilets seats and flush valves to be wiped and disinfected
 - d) flush tanks, dispensers, receptacles, mirror, shelves and all exposed piping to be dusted and cleaned
 - e) wastepaper baskets, to be emptied, washed and disinfected
 - f) remove garbage from large can and place at back door
 - g) toilet bowls, to be descaled using an approved descaler
 - h) liquid soap containers, toilet paper and paper towels to be replenished as necessary
 - i) baseboards to be damp wiped
 - j) wash walls behind urinals and inside toilet stalls

3. Hall

- a) remove garbage from cans and place at back door
- b) garbage cans and blue boxes to be damp wiped and bags replaced
- c) all doors and door handles to be washed
- d) wipe walls as required
- e) wipe bar and kitchen ledges
- f) wipe tables and chairs, including legs
- g) baseboards and chair rail to be damp wiped
- h) floors to be swept and washed (including stage) either by machine or by mopping
- i) floors to be waxed as required

4. Kitchen

- a) remove garbage from cans and place at back door
- b) garbage cans and blue boxes to be damp wiped and bags replaced
- c) all doors and door handles to be damp wiped
- d) all counter tops and ledges are to be cleaned and disinfected
- e) all sinks are to be cleaned and disinfected
- f) all cabinets are to be kept free of marks
- g) clean microwave inside and wipe down outside
- h) clean refrigerator and remove any outdated food
- i) coils on bottom of refrigerator to be vacuumed twice a year (April, October)
- j) stove, including ovens are to be cleaned
- k) floors to be swept and washed
- l) floors to be waxed as required
- m) tea towels and dish clothes are to be washed after each event
- n) all dishes and utensils left in the sink must be washed and stored in the appropriate locations
- o) an inventory of the items in the kitchen to be completed after each event and missing items are to be reported to Township Office.

5. Furnace Room

- a) shelves to be kept neat and clean
- b) room to be kept organized and free of clutter and garbage
- c) floors to be swept and washed as required
- d) consult with Facility Manager for cleaning products

6. Bar

- a) remove garbage from cans and place at back door
- b) garbage cans and blue boxes to be damp wiped and bags replaced
- c) all doors and door handles to be damp wiped
- d) all counter tops and ledges are to be cleaned and disinfected
- e) all sinks are to be cleaned and disinfected
- f) all cabinets, freezer and refrigerator are to be kept free of marks
- g) floors to be swept and washed

7. Canteen

- a) remove garbage from cans and place at back door
- b) garbage cans and blue boxes to be damp wiped and bags replaced
- c) all doors and door handles to be damp wiped
- d) all counter tops and ledges are to be cleaned and disinfected
- e) all sinks are to be cleaned and disinfected
- f) all cabinets are to be kept free of marks
- g) clean microwave inside and wipe down outside
- h) clean refrigerator and remove any outdated food
- i) stove, including ovens are to be cleaned, if required
- j) floors to be swept and washed
- k) windows to be washed thoroughly twice yearly in spring and fall
- l) windows to be kept free of fingerprints and dirt at all times

8. Ice Surface

- a) remove garbage from cans and place in back door
- b) garbage cans and blue boxes to be damp wiped and bags replaced
- c) floors to be swept and washed
- d) bleachers to be swept and washed as required
- e) change rooms to be swept and washed as required
- f) bathrooms cleaned and disinfected
- g) spectator glass to be cleaned once per year (October/November)
- h) players benches/area to be swept and cleaned as required
- i) dusting to be completed as required (may include working at heights)

9. Other duties as assigned by Facility Manager.

10. Cleaning required after an event in the Palmer Rapids Community Centre:

<u>Type of Event</u>	<u>Cleaning Required</u>
Community Supper	Hall, Kitchen, Foyer, Bathrooms
Dance	Hall, Kitchen, Foyer, Bathrooms, Bar
Wedding on Ice Surface	Ice Surface, Kitchen, Foyer, Bathrooms, Canteen