

**2021/2022**

**Agreement Between**

**Facilities Management (Custodial Services)**  
*Herein after referred to as "Custodial Services"*

**&**

**Algoma Nurse Practitioner-Led Clinic**  
*Herein after referred to as "NP Clinic"*

**for the**

**Cleaning of the Algoma Nurse Practitioner-Led Clinic located at 443 Northern Avenue**

**Section A**

**Services to Be Provided – Daily Cleaning**

Custodial Services agrees to provide the daily cleaning of the NP Clinic for the period covering September 1<sup>st</sup>, 2021 to August 31<sup>st</sup>, 2022. Daily cleaning will take place Sunday night through Thursday night and will occur during the hours of 10:00 PM to 6:30 AM.

Services to will be provided to the standards in the attached cleaning specification (Appendix A) for the following areas;

- 6 – Exam Rooms
- 9 – Offices (only when unlocked or by schedule)
- 1 – Boardroom/Kitchenette
- 3 – Washrooms
- 1 – Main Reception Area
- 1 – Vestibule
- 1 – Nurses station
- 1 – Utility room
- 1 – All Circulation Space

Cleaning will not be provided on the following statutory holidays;

Labour Day – September 6, 2021

Thanksgiving Day – October 11, 2021

Family Day – February 21, 2022

Good Friday – April 15, 2022

Victoria Day – May 23, 2022

Canada Day – July 1, 2022

Civic Holiday – August 1, 2022

Custodial Services will provide all staffing, administration, supplies, consumables, and equipment required to meet the contract specifications.

**The total cost of the contract for Daily Cleaning per month will be \$1,415 plus HST**

## Section B

### Services To Be Provided – Project Cleaning

Custodial Services agrees to provide project cleaning for the NP Clinic twice per calendar year. Project cleaning will be coordinated and planned during a period agreeable to both parties and will be completed over two weekends so as not to interfere with operations. Custodial Services will provide all staffing, administration, supplies, consumables, and equipment required to meet the contract specifications. Custodial Services will be responsible for moving all furniture; stripping, cleaning, and finishing of floor surfaces; wash walls; clean supply and return air grilles; and extensive high dusting. This work will be completed over two weekends each time.

**The total cost per event will be \$2,255 plus HST (Annual cost \$4,510 plus HST)**

## Section C

### Services to Be Provided - Special or Additional Cleaning


Custodial Services will provide special or additional cleaning services to the NP Clinic as requested. Custodial Services will attempt to avoid the occurrence of overtime in fulfilling this request but must charge for cleaning services accordingly.

**Change out of entrance/exit mats, clean and store – \$72.00 plus HST per occurrence**

**Regular Rate – \$35.10 plus HST**

**Overtime Rate – \$52.58 plus HST**

**Both parties agree to and accept the terms and conditions of this agreement. Either party can terminate this agreement by providing 30 days' notice of their intent.**

  
For – NP Clinic

Dominic Noel FD  
Name/Title

October 14/2021  
Date

  
For – Custodial Services

Trevor Rising / Director, Facilities Management  
Name/Title

September 30, 2021  
Date

## **APPENDIX A**

### **CLEANING SPECIFICATIONS**

#### **WASHROOM FACILITIES**

SERVICE	FREQUENCY
Empty waste containers, remove trash, replace garbage bags	Daily
Replenish washroom supplies, e.g. Hand towels, toilet paper, soap	Daily
Sweep & damp mop floors	Daily
Thoroughly clean/disinfect sinks, taps, toilets, urinals, change tables	Daily
Clean mirrors/glass surfaces	Daily
Dusting	Daily
Wash, touch up walls and ceilings to remove stains, visible streaks, graffiti, vandalism marks, etc.	As required

#### **CORRIDORS/ENTRANCE AREAS/RECEPTION AREAS**

SERVICE	FREQUENCY
Sweep floors to remove all dirt, debris	Daily
Damp mop floors	Daily
Empty waste containers, remove trash, replace garbage bags	Daily
Wipe down reception desks	Daily
Empty recyclable materials, transport to central location for disposal	Twice per week
Clean doors/door frames	Twice per week
Clean windows/glass surfaces/railings	Twice per week
Dusting	Twice per week
Vacuum entrance, exit mats	Twice per week
Spot clean entrance, exit mats	As required

#### **EXAM ROOMS**

SERVICE	FREQUENCY
Empty waste containers, remove trash, replace garbage bag	Daily
Sweep floors to remove all dirt, debris	Daily
Damp mop floor with disinfectant	Daily
Check, replenish supplies, e.g. Hand towels, toilet paper, soap)	Daily
Clean/disinfect/sinks, taps, surfaces & exam tables	Daily
Wash/touch up walls, ceiling to remove dirt, stain, etc.	As required

## **OFFICE FACILITIES/BOARDROOM/KITCHENETTE**

SERVICE	FREQUENCY
Empty waste containers, remove trash, replace garbage bags	Daily
Sweep floors to remove all dirt, debris	Daily
Wipe down/disinfect all waste containers	Twice per week
Empty recyclable materials, transport to central location for disposal	Twice per week
Vacuum carpets/rugs	Twice per week
Wipe down/disinfect tables, desks, chairs, counters	Twice per week
Damp mop floors with wet mop	Twice per week
Dusting	Twice per week
Clean windows/glass surfaces	Twice per week

## **JANITOR/UTILITY ROOMS**

SERVICE	FREQUENCY
Keep neat, tidy, in proper order	Daily
Organize equipment and supplies	Daily
Perform minor repair, maintenance work on equipment	Daily

### General Notes:

Cleaning will take place on night shift, Sunday to Thursday, between the hours of 10:00 pm and 6:30 am. Special events that warrant work outside of normal hours may require shift times to be altered to accommodate and may include a premium.

Additional project cleaning or event cleaning may be requested and a cost will be provided.

All equipment and consumables required for cleaning will be provided by Custodial Services. All inventory of cleaning chemicals, paper, and soap products will be maintained by Custodial Services. All products used will be the same as what Sault College presently has in place. Custodial Services will be responsible for the costs for these products under the contract for cleaning services.