

2019/2020

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 1st, 2019 to August 31st, 2020. 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 2nd, 2019
- Thanksgiving Day – October 14th, 2019
- Christmas Day – December 25th, 2019
- Boxing Day – December 26th, 2019
- New Year's Day – January 1st, 2019
- Family Day – February 17th, 2020
- Good Friday – April 10th, 2020
- Victoria Day – May 18th, 2020
- Canada Day – July 1st, 2020
- Civic Holiday – August 3rd, 2020

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 \$1,350 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 and will be completed over two weekends each time.

The total cost per event will be \$2,150 plus HST (Annual cost \$4,300 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.

Regular Rate – 33.50 plus HST

Overtime Rate – 50.40 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
Name/Title

August 6th 2019
Date



For – Custodial Services

Trevor Rising / Director, Facilities Management
Name/Title

July 23, 2019
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 |
| Wash/shampoo 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.