



Request for Proposal
Campus Cleaning Contract
RFP# UKC011

Issue date: July 19, 2016

Site Visit: July 25, 2016

Last date for inquiries: July 29, 2016 by 2:00 p.m. AST

Closing date: August 9, 2016 at 2:00 p.m. AST

TABLE OF CONTENTS

INSTRUCTIONS TO BIDDERS	1
Overview	1
Proposal Submission	1
Bidder's Site Visit	2
Evaluation and Award	2
Acceptance of Terms	2
SERVICES REQUIRED	2
REQUIREMENTS OF BIDDING COMPANIES	3
Qualifications and Experience	3
TERMS OF CONTRACT	3
Period of Contract	3
Extension of Contract	4
Failure or Refusal to Perform Work	4
Insurance	4
Remuneration	5
Wage Rate	5
Taxes, Licenses, Permits, and Payroll Deductions	5
Staffing Plan	6
Contractor's Equipment	6
Security Clearances and Bonding	6
Legal Jurisdiction	6
Termination	6
Assignment	7
Communication	7
Materials and Cleaning Supplies	7
Building Security	8
Reporting on Damage	8
Use of University or Faculty/Staff Equipment	8
Regulations and Standards	8
Inspection	8
Contractor's Use of Site	9
Room Occupancy and Setup	9
Provision of Space	9
Wet Floor Signs	9
Recycling	9
Supervision and Training	9
Identifications	9
Communication	10
Parking	Error! Bookmark not defined.
Appendix A	Information To Be Supplied By Bidder
Appendix B	Light Duty Cleaning
Appendix C	Residence Cleaning
Appendix D	Heavy Duty Cleaning
Appendix E	Square Footage

INSTRUCTIONS TO BIDDERS

Overview

The University of King's College is (hereinafter refer to as the University or King's) is inviting proposals for provision of janitorial, cleaning, and custodial services on its campus as detailed in this Request for Proposals (RFP).

Proposal Submission

1. Proposals must be submitted in accordance with the stated terms and conditions, specifications, proposal submission forms, and any appendices and addenda. Proposals must be signed and dated by a person authorized to make commitments on behalf of the Bidder.
2. Proposal submissions and signed copies of addenda are to be submitted to:

Jennifer Barnhill, Procure-to-Pay Coordinator
University of King's College
6350 Coburg Rd, Bursar's Office
Halifax Nova Scotia
B3H 2A1

Telephone: (902) 422-1271 x 126
Email: jennifer.barnhill@ukings.ca

3. It is the Bidder's responsibility to provide all information requested. Failure to do so may result in a Bidder's proposal being rejected by the University at its sole discretion.
4. Submissions are to be received on or before **2:00pm local time August 9th, 2016**. Late proposals will not be accepted. Proposals may be submitted by email.
5. Proposals shall remain valid for at least 60 days.
6. It is the Bidder's responsibility to clarify interpretation of any item in the Request for Proposal before the closing date specified. Questions relating to the technical requirements of this RFP should be directed to:

Mr. Alex Doyle, Director of Facilities, University of King's College
Telephone: (902) 422-1271 x 262

Questions relating to the RFP process should be directed to:

Jennifer Barnhill, Procure-to-Pay Coordinator
Telephone: (902) 422-1271 x 126 or email: jennifer.barnhill@ukings.ca

7. The University is not bound to accept the lowest, or any proposal, and reserves the right to reject any or all proposals for whatever reason or reasons the University deems proper at its own discretion.
8. The University reserves the right, in its sole discretion, to pursue any or all of the following actions in regards to this RFP:

- a. Issue addenda to the RFP;
 - b. Withdraw this Request for Proposals;
 - c. Extend the time for submission of proposals; and
 - d. Take whatever action it deems to be in its best interest.
9. All costs associated with preparing a response and proposal to the RFP will be borne by the Bidder.
10. The Bidder should provide the information required in **Appendix A**.

Mandatory Bidder's Site Visit

Each bidder must attend the mandatory site visit on **July 25th, 2016**. Any bidders submitting a proposal without having attended the site visit will be disqualified. The visit will include a tour of the buildings to be cleaned and will commence at 1:00 pm. Additional site visits can be arranged with 48 hour notice.

Evaluation and Award

1. The University will evaluate the proposals based on weighted evaluation criteria, which includes the following:

Cost to the University	40%
Staffing plan	30%
Contractor's customer history/cleaning ability	20%
Demonstrated ability to retain good staff	10%

Achieving the highest scoring in any one criterion may not be sufficient to achieve the highest overall scoring. The proposal scored highest overall will be the proposal that best balances value to the University with a proven ability to perform the work and a strong plan for managing all reasonable staffing challenges.

2. If the University elects to award the contract to a bidder, the decision will be on the basis of the Proposal most advantageous to the University, determinable by the University in its own discretion. The University reserves the right to reject any or all proposals for whatever reason or reasons the University deems proper. The University reserves the right to request any additional information that it deems necessary to evaluate any Proposal, without having to request the information from all those who have submitted proposals.

Acceptance of Terms

Any person, proprietorship, partnership, corporation or any other entity who submits a proposal agrees that they have accepted the terms and conditions of the RFP. There shall be no other agreement governing the RFP without the expressed written agreement of the University.

SERVICES REQUIRED

This Request for Proposal requires the Bidder to provide costs to service for three different categories of the building cleaning required. These categories are:

- a. Light Cleaning – this comprises of items such as sweeping, mopping, cleaning washrooms, etc. The light cleaning requirements are detailed in **Appendix B**.
- b. Residence Cleaning –this involves cleaning the residence rooms three times during the year. The residence cleaning requirements are detailed in **Appendix C**.
- c. Heavy Cleaning – this comprises items such as scrubbing, waxing, burnishing and refinishing floors. The heavy duty cleaning requirements are detailed in **Appendix D**.

Appendix E provides the details of the square footage of the buildings at King's. The Bidder should provide independent prices for each category above. However, if the Bidder will achieve economies of scale in the performance of these services that can be subtracted from the overall price, this should be detailed in the proposal. The request for price breakdown by category of work is for information and evaluation purposes only. It is not the intent of King's to have more than one building cleaner contractor on-site.

REQUIREMENTS OF BIDDING COMPANIES

Qualifications and Experience

1. The Contactor shall be familiar with all aspects of the cleaning trade including methods, materials, and equipment.
2. All Contractor employees must have at least two (2) years experience as a cleaner. Staff who do not meet these criteria must be approved by the University.
3. The Contractor shall have multiple clients in the HRM to whom they provide building cleaning services. Ideally, some of these clients would be similar in nature to the University. These clients should be listed as references, and the client sites should be available for inspection by University staff during the bid evaluation process.

TERMS OF CONTRACT

Period of Contract

For the purpose of this RFP, any resulting contract shall extend from September 1, 2016 until August 31, 2019 a period of (3) years, unless the contract is breached or repudiation of the contract by the Contractor. If such a contract cannot be successfully negotiated, the University reserves the right to reject the bid.

Extension of Contract

The contract will include (3) optional 1 year extension periods which may be exercised individually or in combination subject to:

- a. The negotiation of a satisfactory contract price. **If the bidder can provide a renewal formula and/or guarantee a maximum annual increase, this should be included in their proposal.**
- b. The retention of terms of the original contract.

Failure or Refusal to Perform Work

1. Any Bidder whose Bid is accepted shall be required to commence the work on the date specified in the Contract Documents.
2. Failure to perform work shall constitute a breach of contract. In the event any Bidder whose Bid is accepted shall fail or refuse to perform work, or fail or refuse to complete the work as herein provided, the University may, at its option, elect to treat the contract as repudiated and give written notice of such election to the Bidder.

Insurance

Indemnity

The Contractor shall indemnify and save harmless the University from any and all claims, losses, costs, suits, proceedings or actions, including legal costs associated with such actions arising out of or in the execution of the work, including any omissions or improper acts.

The Contractor will be responsible for any damage to the building or its contents arising from the action(s) of the Contractor's employees.

Contractor's Insurance

Without restricting the generality of the foregoing the Contractor shall maintain Comprehensive Liability Insurance, the amount not less than \$5,000,000 (five million dollars), for the duration of the Contract and any extension. The policy or policies shall be non-cancelable without 30 days written notice to the University.

Non-owned automobile coverage with blanket contractual coverage for hired automobiles.

Insurance Policy Documentation

Certificates of Insurance as evidence of insurance coverage's are required to be provided by the Contractor and shall be requested and received by the University prior to the award of a Contract.

Insurance policies in effect shall be with an insurance company or insurance companies satisfactory to the University.

Worker's Compensation Board of Nova Scotia

The Contractor shall be and shall remain in good standing with the Worker's Compensation Board of Nova Scotia. The University shall request the Contractor to provide evidence of this good standing prior to award of Contract and at any other time as the University may elect.

Remuneration

1. Remuneration will be consistent with that as contracted between the University and the Contractor.
2. The Parties agree that not all of the services may be required and the University reserves the right, upon written confirmation to the Contractor, to reduce service when and where considered appropriate and/or necessary. The Contract shall stipulate what reduction in charges will be made for (a) each hour of service not required by the University, and (b) for each hour of service required but not supplied by the Contractor.
3. The Contractor shall provide to the University details of charges for all of the services provided.
4. Invoices shall be submitted electronically monthly to the Accounts Payable office.
5. The University may request, but does not guarantee, work in addition to or extra services outside of the specifications as set out in Appendices B through D.
6. All extras shall be invoiced separately, and submitted to the Accounts Payable Office. Invoices for extras shall indicate a Purchase Order Number and the following:
 - a. brief description of work performed; and
 - b. net cost plus HST and total cost.

Wage Rate

The Contractor shall be responsible for the following:

1. All payrolls, medical insurance plan, vacation and statutory benefits, and workers' compensation.
2. Ensuring the Contractors personnel are paid at a rate that is at least seventy five cents in excess of minimum wage after the employee has been working at the campus for more than three months.
3. Providing all necessary personal, property, and liability insurance.
4. Providing all supervisory personnel required. The Contractor will ensure that a foreman or supervisor is on duty and available during the hours coinciding with the cleaning services. A phone number must be provided where the supervisor or foreman may be reached at all times.

Taxes, Licenses, Permits, and Payroll Deductions

1. The University is required to pay HST, if and when applicable, on the receipt of services.
2. The Contractor shall be responsible for all licenses and operating permits (including all taxes) required when any contract is put into effect, and any required subsequently during the term of the Contract.
3. The Contractor shall pay any and all payroll taxes or contributions with respect to its employees, including Employment Insurance, Canada Pension Plan and Worker's Compensation.

Staffing Plan

1. The Contractor's Staffing Plan shall be commensurate with the level of service described in Appendices B through D.
2. The staffing plan must detail:
 - a. the number of staff to be used in the completion of building cleaning;
 - b. how the contractor manages peak and non-peak times at individual clients;
 - c. how the contractor deals with sick time, vacations, training, and other employee absences and issues; and
 - d. how the contractor will manage performance issues.
3. Any reduced level of staffing must receive prior written approval by the University.
4. The plan must also include the allocation of Supervisory coverage.

Contractor's Equipment

1. The Contractor is responsible for all equipment and supplies necessary to provide custodial services. Items such as wet/dry mop handles, wet/dry mop heads, buffer pads, buffer machine, vacuum, brooms and dust pans are considered equipment and are the responsibility of the Contractor.
2. All equipment provided by the Contractor will remain the property of the Contractor. All equipment provided by King's will remain the property of King's.
3. King's will maintain an asset register of all equipment that is the property of King's, and the Building Systems Technician and Contractor Supervisor will verify the existence and condition of the listed equipment quarterly.
4. The Contractor is responsible for communicating any equipment issues or repair requirements to the Building Systems Technician.

Security Clearances and Bonding

The Contractor shall be required to carry out a security check of all personnel to be employed on the campus to ensure that all personnel are of good character and are bondable. The Contractor shall ensure an adequate number of extra employees are security cleared to cater to shortages due to illness, holidays, and transfers.

Legal Jurisdiction

This Request for Proposals and any Contract resulting from this Request for Proposals shall be governed by the Laws of Nova Scotia and shall be subject to the jurisdiction of the courts of Nova Scotia.

Termination

The University reserves the right to cancel any resulting Contract for neglect as determined by the University, in its own discretion, which shall include but not be limited to such matters as

insufficient insurance coverage, failure to abide by the University regulations and policies, failure to provide adequate quality of service (i.e., service which remains unsatisfactory to the University after issuance of ten (10) days written notice to correct) and any substantial change in universityship or proprietorship.

Assignment

1. The Contractor shall not assign the Contract or any part of it and may not employ or retain any one as a subcontractor or otherwise, to perform any part of its obligations under the Contract without prior written consent of the University.
2. Any approved assignment will not relieve the Contractor of its obligation under the terms of the Contract.

Communication

1. *University's Representative:*

The University shall designate a representative who will be in charge of the operations to be carried out under any resulting Contract and to act as a liaison between the University and the Contractor and Contractor's representative. For the purposes of any Contract resulting from this Request for Proposals, the University's designated representative shall be:

Mr. Alex Doyle

Director of Facilities

Telephone: (902) 233-0527

Mrs. Jennifer Barnhill

Bursar's Office

Telephone: (902) 422-1271 ext. 126

The University may change its designated representative if and when required. The Contractor will be notified of any changes.

2. *Contractor's Representatives:*

The Contractor shall designate a representative of its firm who will be in charge of the operations to be carried out under any resulting Contract and to act as liaison between the Contractor and the University and the University's representative. The Contractor will notify the University in writing of any changes in the Contractor's representative.

Materials and Cleaning Supplies

1. The Proposal should detail separately the cost for the Contractor to provide all paper products, cleaning supplies, garbage bags and hand soap. Before the contract is awarded, the University will decide whose responsibility it will be to provide these products.
2. All materials and cleaning supplies shall be stored with labels intact and in original containers and stored in accordance with manufacture's instructions. Storage facilities and cleaning closets shall be maintained in a neat and tidy condition at all times.
3. "Green" cleaning products are to be utilized to the greatest extent possible as determined with the University representative.

Building Security

1. The Contractor's staff will be provided with keys and smart cards, as required, to perform their work. Doors should be left in the state they were in (locked or unlocked) after the cleaning staff has completed their task in any room, unless otherwise requested.
2. Lost, stolen, or misplaced keys or smart cards must be reported immediately to the University's representative through the Contractor's supervisor. The Contractor will be charged a minimum of \$100.00 for each lost key/smart card.
3. In the interest of energy conservation and the integrity of facilities, outside doors and windows are to be kept shut during the heating season, all unnecessary lights are to be turned off, and doors and windows for air conditioned spaces are to be kept shut at all times.

Reporting on Damage

The Contractor is required to report all damage to buildings and equipment, or repairs required to buildings and equipment (for example, burnt out lights, leaks, etc.) to the University's representative. The Contractor is also required to report all fire and safety hazards immediately to the University's representatives. Reports should be made via e-mail to the following address: tim.ross@ukings.ca.

Use of University or Faculty/Staff Equipment

Under no circumstances will the Contractor or Contractor personnel use any University owned or Faculty/Staff-owned equipment without the express permission of the Department, Faculty or individual involved.

Regulations and Standards

1. The Contractor and the Contractor's employees shall abide by all Federal and Provincial laws and regulations, municipal by-laws, and regulations, and University policies, procedures, rules and regulations, and the Contractor shall be responsible for the health and safety of its employees. Applicable regulations include but are not limited to:
 - a. Nova Scotia Occupational Health and Safety Regulation
 - b. Nova Scotia Worker's Compensation Act
 - c. University of King's College Campus Safety Manual
2. The University promotes a scent-free and smoke-free work environment, and as such is sensitive to the cleaning products utilized. The University will work with the successful Contractor to ensure that the cleaning products utilized adhere to the University's work environment while remaining cost effective.
3. The University is committed to minimizing its environmental impact. A demonstrated commitment to the use of environmentally-friendly cleaning agents, products and processes will be considered a significant asset in the evaluation of proposals.

Inspection

The Contractor shall complete all work to the highest standard possible to the satisfaction of the University. The University reserves the right to inspect for quality the work of the Contractor at

the University's convenience. The Contractor is expected to make regular site inspections, and copies of the inspection reports are to be forwarded to the University's representatives.

Contractor's Use of Site

The Contractor's staff shall be permitted only in those buildings assigned to them for servicing. The Contractor shall confine its equipment and storage of materials to areas designated by the University. The Contractor shall not unreasonably encumber the premises with equipment and materials, and shall leave said premises in their original condition upon completion of the work.

Room Occupancy and Setup

Unless otherwise directed by the University's representative, all classrooms will be left in their assigned configuration following the end of a teaching day. Excess furniture, equipment, or boxes will be removed by University maintenance personnel once the Director of Facilities is notified of the situation by the Contractor.

Provision of Space

1. The Contractor will be provided with appropriate lockable cleaners' closets. Storage for bulky items will be coordinated with the University's representative.
2. The University will work with the successful Contractor to ensure provision of appropriate staffroom/lunchroom and office are provided within the space constraints faced by the University.
3. Spaces assigned to the Contractor shall be maintained in a clean and tidy condition acceptable to the University.

Wet Floor Signs

The Contractor is responsible for the provision and use of "Wet Floor" signs to be used when washing, stripping or waxing floors.

Recycling

The University has a recycling program that must be adhered to by the Contractor's staff. Details of the program will be provided by the University's representative.

Supervision and Training

The Contractor shall provide adequate supervision and training to all of its employees. New employees will be accompanied by a senior employee for a period of at least two weeks following start of work, and the Contractor will ensure that all employees receive an adequate briefing on University procedures, rules, regulations, and policies, and on safety and WHMIS procedures.

Identifications

The Contractor shall provide uniforms and nametags, acceptable to the University, for its personnel.

Communication

The Contractor will provide all supervisory personnel a pager or some suitable portable communication equipment.

APPENDIX A – INFORMATION TO BE SUPPLIED BY BIDDER

The response to the proposal provided by the Bidder should include the following information:

1. Short history of the Company and names of senior officers.
2. Confirmation that the bidder can/will adhere to all the requirements detailed in this Request for Proposal.
3. Number of years of relevant experience.
4. List of three previous/present customers.
 - a. Names, addresses, and telephone numbers of knowledgeable and responsible references who may be contacted concerning your firm's performance at each of these locations.
 - b. Number of customers in the HRM.
5. Other information which you believe will assist the University in evaluating your bid.
6. General overview of all the Company's employee benefits that are designed to enhance and retain employees (i.e. group medical plan, dental plan or other insurance coverage).
7. For the three categories of cleaning, provide the following:
 - a. staffing plan – the staffing plan must detail the number of staff to be used in the completion of building cleaning; details of supervisory coverage; how the contractor will manage peak and non-peak times at the University and other clients; and how the contractor will manage sick time, vacations, training, performance issues, and other employee absences or issues.
 - b. estimated price to provide that category of service; and
 - c. any economies of scale that would be passed on to the University if the Company were to conduct cleaning duties in all categories.

If your company would perform the cleaning required on a different frequency than that being requested, please provide a price estimate in the manner requested above, and provide details of the cleaning schedule you would propose.

8. Provide a list of equipment that includes the age and condition. The University will determine if the list is sufficient and acceptable to the University.

APPENDIX B - LIGHT DUTY CLEANING

New Academic Building (N.A.B.)

1. Daily Cleaning:

- sweep all hard surfaced floors in all high traffic areas* with dust control tool
- damp mop all hard surfaced floors in all high traffic areas*
- vacuum all high traffic carpeted areas*
- empty and damp wipe waste baskets in classrooms and common areas
- clean up general waste
- completely clean blackboards, including chalk trays, with damp cloth
- place all recyclables in proper bins
- clean main entrance and foyer glass on both sides
- clean bathrooms
 - thoroughly clean and disinfect hand basins, toilets, seats and both sides of seat covers, towel and paper dispensers
 - damp mop floors
 - dust ledges
 - clean and polish mirrors and metal surfaces
 - remove marks from walls, doors and partitions
 - replenish hand soap, towels and toilet paper (or as required)

2. Weekly Cleaning:

- Clean office desktops and all horizontal surfaces (or as required)
- clean desktops and all horizontal surfaces in classrooms and common areas
- sweep hard surfaced floors in low traffic areas with dust control tool
- damp mop hard surfaced floors in low traffic areas
- vacuum carpeted areas in low traffic areas
- polish bright work (or as required)

3. Monthly Cleaning:

- clean all other interior window glazing

4. Yearly Cleaning:

- thoroughly wash all waste baskets in classrooms and common areas.

And any other duties as assigned by the Building Systems Technician.

** High traffic areas are considered to be entranceways, main hallways, classrooms and stairwells.*

Arts and Administration Building

1. Daily Cleaning:

- sweep all hard surfaced floors in all high traffic areas* with dust control tool
- damp mop all hard surfaced floors in all high traffic areas*
- vacuum all high traffic carpeted areas*
- empty and damp wipe waste baskets in classrooms and common areas.
- clean up general waste
- completely clean blackboards, including chalk trays, with damp cloth
- place all recyclables in proper bins
- clean main entrance glass
- clean bathrooms
 - thoroughly clean and disinfect hand basins, toilets, seats and both sides of seat covers, towel and paper dispensers
 - damp mop floors
 - dust ledges
 - clean and polish mirrors and metal surfaces
 - remove marks from walls, doors and partitions
 - replenish hand soap, towels and toilet paper (or as required)

2. Weekly Cleaning:

- Clean office desktops and all horizontal surfaces (or as required)
- clean classroom desktops and all horizontal surfaces
- sweep all hard surfaced floors in low traffic areas with dust control tool
- damp mop all hard surfaced floors in low traffic areas
- vacuum all low traffic carpeted areas
- polish bright work (or as required)

3. Monthly Cleaning:

- clean all other window glazing

4. Yearly Cleaning:

- Thoroughly wash waste baskets in classrooms and common areas.

And any duties as assigned by the Building Systems Technician.

** High traffic areas are considered to be entranceways, main hallways, classrooms and stairwells.*

Bays, Roost and Alexandra Hall (Common Areas)

1. Daily Cleaning:

- sweep all hard surfaced floors with dust control tool
- vacuum all carpeted areas (3 days a week or as required)
- empty and damp wipe waste baskets in common areas only.
- clean up general waste
- place all recyclables in proper bins
- clean bathrooms
 - thoroughly clean and disinfect hand basins, toilets, seats and both sides of seat covers, towel and paper dispensers
 - damp mop floors
 - dust ledges
 - clean and polish mirrors and metal surfaces
 - remove marks from walls, doors and partitions
 - replenish hand soap, towels and toilet paper (or as required)

2. Weekly Cleaning:

- damp mop all hard surfaced floors
- dust and damp wipe all ledges (or as required)
- polish bright work (or as required)

3. Monthly Cleaning:

- clean all interior window glazing

And any other duties as assigned by the Building Systems Technician.

The Gymnasium

1. Daily Cleaning:

- sweep gym floor with dust control tool
- damp mop floor (or as required)
- sweep and clean weight room floor
- sweep and damp mop fitness center and aerobic center floors
- wash windows in fitness center and aerobic center
- vacuum all carpeted areas (daily during winter months)
- empty and damp wipe waste baskets in public areas
- clean up general waste in public areas
- clean all mirrors
- place all recyclables in proper bins
- completely clean blackboards
- clean bathrooms
 - thoroughly clean and disinfect hand basins, toilets, seats and both sides of seat covers, towel and paper dispensers
 - damp mop floors
 - dust ledges
 - clean and polish mirrors and metal surfaces
 - remove marks from doors, walls and partitions
 - replenish hand soap, towels and toilet paper (or as required)

2. Weekly Cleaning:

- Clean office desktops and all horizontal surfaces (or as required)
- dust and damp wipe all ledges and dispensers (or as required)
- polish all bright work (or as required)
- dust lockers

3. Monthly Cleaning:

- clean all interior window glazing
- wash lockers

4. Yearly Cleaning:

- clean and sanitize locker interiors

And any other duties as assigned by the Building Systems Technician.

The Library

1. Daily Cleaning:

- sweep hard surfaced floors with dust control tool
- damp mop all hard surfaced floors
- vacuum all high traffic carpeted areas*
- dust and damp wipe all ledges
- empty and damp wipe public area waste baskets
- clean up general public area waste
- clean all pen and pencil marks and eraser shavings from study corals and table surfaces
- polish all bright work
- clean main glass doors
- place all recyclables in proper bins
- clean bathrooms
 - thoroughly clean and disinfect hand basins, toilets, seats, both sides of seat covers, towel and paper dispensers
 - damp mop floors
 - dust ledges
 - clean and polish mirrors and metal surfaces
 - remove marks from walls, doors and partitions
 - replenish hand soap, towels and toilet paper (or as required)

2. Weekly Cleaning:

- Clean office desktops and all horizontal surfaces (or as required)
- clean table tops and all horizontal surfaces (or as required)
- vacuum all low traffic carpeted areas

3. Monthly Cleaning:

- clean all other interior window glazing

4. Yearly Cleaning:

- thoroughly wash public waste baskets.

And any other duties as assigned by the Building Systems Technician.

** High traffic areas are considered to be entrances, main hallways and stairwells.*

The Chapel

1. Daily Cleaning:

- sweep all hard surfaced floors with a dust control tool
- damp mop all hard surfaced floors
- vacuum all carpeted areas
- dust and damp wipe all ledges
- empty and damp wipe waste baskets
- clean up all general waste

2. Weekly Cleaning:

- polish all bright work (or as required)

3. Monthly Cleaning:

- clean all interior window glazing

And any other duties as assigned by the Building Systems Technician.

APPENDIX C - RESIDENCE CLEANING

Academic Year

Residence rooms will be cleaned at the following times during the academic year:

- After residence closes for the academic year (April)
- August (first week of September) – prior to students' return

The actual dates are subject to annual calendar changes.

Rooms will be cleaned provided that:

1. All personal items are removed from the floors, shelves and window ledges.
2. All personal items are removed from the tops of dressers, desks and private bathrooms (where applicable).

The cleaning will involve the following:

- hard surface floors dust mopped and wet mopped
- ledges and shelves dusted
- carpeted floors vacuumed and spot cleaned
- walls spot washed, as required
- wash around door jams
- mirrors cleaned
- telephones disinfected
- garbage emptied and garbage cans washed
- private bathrooms
 - all fixtures, showers and tubs washed
 - floors mopped and disinfected
 - mirrors cleaned
 - walls spot washed
 - counters disinfected

The following tools and products will be available at all times for student use with instructions for use:

- Windex and paper towel dispenser
- disposable floor cleaning wipes (dispenser) and floor tool
- neutral cleaner for general cleaning
- garbage bags

The custodial staff, as required, will deal with any abnormal cleaning situations.

During the academic year, central garbage and recycling units will be provided on each floor of the residences for students to empty their trash. These receptacles will be emptied and relined 7 days a week.

Public washrooms in residence will continue to be cleaned daily as per the Washroom Cleaning Schedule. Students will be required to remove personal items from all surface areas in public washrooms. Items left on counters, floors and ledges will be disposed of during cleaning.

Summer

The annual cleaning of rooms will be completed as per the schedule above. Individual rooms will receive a thorough cleaning at the end of the academic period and prior to the beginning of the conference season.

The cleaning will involve the following:

- all furniture removed during cleaning and returned afterwards
- hard surface floors dust mopped, stripped and waxed
- ledges and shelves dusted
- carpeted floors vacuumed and extracted
- walls spot washed, as required
- wash around door jams
- mirrors cleaned
- telephones disinfected
- garbage emptied and garbage cans washed
- private bathrooms
 - all fixtures, showers and tubs washed
 - floors mopped and disinfected
 - mirrors cleaned
 - walls spot washed
 - counters disinfected

APPENDIX D - HEAVY DUTY CLEANING

Heavy Duty Cleaning

Gymnasium Floor	Auto-scrub Burnish	Weekly Every two weeks
Locker Room Floors	Auto scrub Wax	Weekly Every 3 months
Gymnasium Basement Hallway	Auto scrub Wax	Weekly Every 3 months
Gymnasium Classrooms	Auto scrub Wax	Weekly Every 3 months
Gymnasium Offices	Auto scrub Wax	Weekly Every 3 months
Offices	Strip/wax	Once a year
Common Areas	Extract mats/carpets Auto scrub Burnish Wax	Every 3 months Daily Monthly Every 4 months
All Hardwood Floors	Burnish	Monthly
Classrooms	Auto-scrub Burnish Wax	As required, minimum weekly Monthly Every 4 months
All Bathrooms	Scrub with a deck brush	Weekly
Library Basement	Auto-scrub Wax	Weekly Every 4 months
All Residence Rooms	Move furniture and clean carpet	Once a year
Floor refinishing	Sanding, buffing, burnishing, apply new flooring	Once a year
Weight Room	Equipment and rubber mats removed and washed	Once a year

APPENDIX E - SQUARE FOOTAGE

Arts and Administration Building

Location	Area (sq. ft.)	Type	Other Details
First Floor	3,341	V.C. Tile	
	800	Granite Tile	
Second Floor	4,141	V.C. Tile	
Third Floor	4,141	V.C. Tile	
Fourth Floor	3,275	V.C. Tile	
First Floor Bathroom	72	Ceramic Tile	1 toilet, 1 sink
Second Floor Bathroom	42	Ceramic Tile	1 toilet, 1 sink
Third Floor Bathrooms (2)	150	Ceramic Tile	2 toilets, 2 sinks
Fourth Floor Bathroom	224	Ceramic Tile	2 toilets, 6 sinks, 2 showers
Basement Lounge	1,944	Carpet	
Basement Hallway	400	Concrete	
A & A Total:	18,530		

New Academic Building (N.A.B.)

Location	Area (sq. ft.)	Type	Other Details
Basement	1,670	Ceramic Tile	
Basement Bathroom	630	Ceramic Tile	7 sinks, 9 toilets, 4 urinals
First Floor	1,150	Ceramic Tile	
	4,750	Vinyl Tile	
Second Floor	5,680	Vinyl Tile	
Second Floor Bathroom	220	Vinyl Tile	2 sinks, 2 toilets
Third Floor	780	Wood Laminate Flooring	
	1,650	Carpet	
	2,980	Vinyl Tile	
Third Floor Bathroom	490	Vinyl Tile	5 sinks, 6 toilets, 2 urinals
Link	7,560	Vinyl Tile	
N.A.B. Total:	27,560		

Library

Location	Area (sq. ft.)	Type	Other Details
Main Floor (Reading room, consulting room, librarian's area, orientation room, hall)	3,250	Hardwood Floor	
Work area, staff/ secretary's area, staff room, receiving area, behind counter	2,300	Composite Roll Flooring	
Front Entrance	800	Ceramic Tile	
Bathrooms	30	Composite Roll Flooring	1 sink, 1 toilet
Basement	10,250	Composite Roll Flooring	
Basement Bathrooms	440	Ceramic Tile	7 sinks, 7 toilets, 2 urinals
Library Total:	17,070		

Prince Hall

Location	Area (sq. ft.)	Type	Other Details
Lower Level	4,600	V.C. Tile	
Upper Level Breezeway	550	Granite Tile	
Upper Level Breezeway Washrooms (2)	160	V.C. Tile	4 sinks, 4 toilets
Upper Breezeway Single Washroom	72	Ceramic Tile	1 sink, 1 toilet
Lower Level Breezeway	550	V.C. Tile	
Lower Level Breezeway Washrooms (2)	160	V.C. Tile	4 sinks, 4 toilets
Lower Breezeway Single Washroom	72	Ceramic Tile	1 sink, 1 toilet
Prince Hall Total:	6,164		

Chapel

Location	Area (sq. ft.)	Type	Other Details
Throughout	990	Ceramic Tile	
	990	Hardwood Flooring	
Chapel Total:	1,980		

Gymnasium

Location	Area (sq. ft.)	Type	Other Details
Main Floor	6,006	Hardwood Flooring	
Stage	336	Wood	
Foyer	378	Terrazzo	
Washrooms	120	Terrazzo	2 sinks, 4 toilets
Office Space	754	V.C. Tile	
Trainer's Room	114	Terrazzo	
Aerobics Center	2,240	Hardwood Flooring	
Weight Room	468	Rubber	
Locker Rooms	2,024	Terrazzo	
Shower & Drying Rooms	640	Terrazzo	
Basement Washrooms	692	Terrazzo	13 sinks, 16 toilets, 17 showers
Basement Hallway	798	V.C. Tile	
Stairwell to Second Floor	1,764	Terrazzo	
Seminar 5 (Classroom)	490	V.C. Tile	
Second Floor Office Space	490	V.C. Tile	
Fitness Center	1,620	Rubber	
Gymnasium Total:	18,934		

Alexandra Hall

Location	Area (sq. ft.)	Type	Other Details
Basement Residence Rooms	3,800	V.C. Tile	
Basement Hallway	1,144	V.C. Tile	
Laundry Room	332	Terrazzo	
Computer Room	112	V.C. Tile	
Basement Bathrooms (3)	615	Terrazzo	5 sinks, 5 toilets, 6 showers
Main Floor Common Room	493	Parquet Flooring	
Main Floor Bathrooms (2)	615	Terrazzo	10 sinks, 6 toilets, 8 showers
Second Floor Common Room	280	Carpet	
Second Floor Bathrooms (2)	615	Terrazzo	10 sinks, 6 toilets, 8 showers
Third Floor Common Room	280	Carpet	
Third Floor Bathrooms (2)	615	Terrazzo	10 sinks, 6 toilets, 8 showers
Fourth Floor Hallway	800	Carpet	
Fourth Floor Bathrooms (7)	539	Ceramic Tile	7 sinks, 7 toilets, 7 showers
Landings	1,171	Terrazzo	
Alexandra Hall Total:	11,411		

Residence Rooms

Location	Area (sq. ft.)	Type	Other Details
The Bays	15,000	Carpet/vinyl	
Alexandra Hall	15,200	V.C. Tile	
	4,000	Carpet	
The Roost	1,500	Carpet/VC tile	
Residence Rooms Total:	35,700		

Bays

Location	Area (sq. ft.)	Type	Other Details
Bay Bathrooms	1,296	Ceramic Tile	
Bay Stairwells/ Landings	4,370	V.C. Flooring/ceramic	
Basement Hallway	396	Concrete	
Laundry Room	112	V.C. Floor	
Bay Bathrooms	20		62 stainless steel basin sinks, 18 showers- terrazzo floor/ ceramic tile floor, 20 toilets
Bays Total:	6,194		
Grand Total:	150,143		