

VILLAGE OF PORT CLEMENTS  
**CUSTODIAL CONTRACT SPECIFICATIONS**

**THIS CONTRACT** is made this \_\_\_\_ day of \_\_\_\_\_ 2025, in the Village of Port Clements, in the Province of British Columbia

The Village of Port Clements ("Village") is the owner or operator of facilities at four separate properties within the municipality requiring janitorial services, specifically being the:

- Municipal side of the **Multipurpose Building Complex (MPBC; Multiplex)** at 36 Cedar Avenue West, which includes the following spaces:
  - Seniors Room, Vancouver Island Regional Library, public washrooms, Council Chambers, Village Office, Playschool, hallways, Janitor's closet, and Community Kitchen (only after rentals have occurred).
- within the **Community Park** at 36 Park Street, which includes the following spaces:
  - public washrooms
- within the **Sunset Park** at 287 Bayview Drive, which includes the following spaces:
  - all the outhouses within the park area including the campground at the south end of the park and at the parking area at the north end of the park.
- and within the **Millennium Memorial Park** at 54 Bayview Drive, which includes the following spaces:
  - St. Mark's Church

The specific requirements for each facility are located in the respective **Schedule 1, Schedule 2, Schedule 3** and **Schedule 4** of this Contract forming an integral part of it.

The following includes the Contract terms and expectations applicable to all facilities and the Contract generally:

**GENERAL CONDITIONS:**

**TERM:**

1. The Contract is for a three (3) year period from September 16<sup>th</sup>, 2025, until August 31, 2028.

**COMPENSATION:**

2. In consideration of the mutual promises set forth herein, it is agreed by and between the parties that:
  - a. Subject to the Contractor's performance of its obligations to the satisfaction of the Village, the Village will pay the Contractor **the sum of \$\_\_\_\_\_ per month**, exclusive of GST, **for work to be performed under this contract.**
  - b. Should extra work be required, **outside of the scope of this Contract**, the Contractor shall be reimbursed for such **additional services at a rate of**

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\_\_\_\_\_ dollars (\$\_\_\_\_\_) per hour for the term of this  
Contract, or as negotiated for the term of this Contract.

3. The Village will make payment to the Contractor of the compensation on a monthly basis after being provided an invoice from the Contractor. This invoice:
  - a. Will be submitted following the month of service provided (for clarification, the invoice for services in September would be received by the Village Office no earlier than October 1<sup>st</sup>, with payment made in October to the Contractor).
  - b. Must be submitted with the completed **required monthly reporting forms for each facility provided in Appendix A** of the Contract. The Contractor must fill out these documents throughout the month and then provide the completed documents to the Village Office with their submission of their invoice, or their payment will be withheld until this record is provided. This record keeping is used to confirm the performance of the Contract. A form must be submitted for each space in each in each facility, as applicable, on the four properties included in this Contract.

**ORIENTATION**

4. The Contractor must be willing to do an orientation with the CAO or Acting CAO at the start of the Contract to familiarize themselves with the responsibilities and expectations of the Contract, which may include reviewing all the facilities under the Contract and the Contractor identifying how they are intending to perform the Contract in those facilities. The CAO or Acting CAO may require annual reorientation to ensure that both parties continue to have the same understanding and expectations of the Contract over its term.

**INSURANCE:**

5. The Contractor must obtain and maintain during the duration of this Contract commercial general liability insurance of **not less than two million dollars (\$2,000,000 CAD) in value**, on terms satisfactory to the Village. The Contractor must provide a certificate of commercial liability insurance to the Village of proof of this insurance at the commencement of this Contract, and on each occasion the insurance coverage is renewed within the term. The Contractor will be responsible for insuring all of the Contractor's personal property when present in the facilities.

**INDEMNIFICATION:**

6. The Contractor will indemnify the Village, its elected and appointed officials, employees, volunteers, contractors, agents and representatives from and against any and all manner of actions or causes of action, claims, lawsuits, damage, losses, costs, including legal costs and disbursements, or expenses of whatever kind (including, without limitation, legal fees on a solicitor and client basis) that the Village may sustain, incur or be put to by reason or arising out of any act or omission by the Contractor or any persons for whom the Contractor is, at law, responsible, in whole or in part and, without limiting the generality of the foregoing, from the non-observance or non-performance by the

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Contractor, any persons for whom the Contractor, is at law, responsible, or any of the obligations imposed under the provisions of any laws, ordinances, regulations, or requirements of any federal, provincial, municipal or other authority, or any of the covenants, agreements, terms, conditions, and provisions contained in this Contract to be observed and performed by the Contractor.

**LIMITATION OF THE LIABILITY OF THE VILLAGE:**

7. The Village will not be held liable for any personal injury, death or property loss or damage sustained by the Contractor of their employees, agents, or those otherwise doing business with the Contractor in relation to their performance of the Contract, no matter how caused, except to the extent caused by the negligence of the Village or those whom the Village is, in law, responsible, and the Contractor will indemnify the Village against all actions or liabilities arising out of such personal injury, death, or property damage or loss and hereby release the Village and its elected and appointed officials, employees, volunteers, contractors, agents and representatives and assigns from all claim for damages or other expenses arising out of such personal injury, death, or property loss or damage.

**NO WAIVER:**

8. No waiver of any provisions of this Contract is binding unless it is in writing and signed by the party having rights under, or holding the benefit of, the provision being waived.
9. No failure to exercise or delay in exercising any remedy under this Contract will be deemed a waiver of the right of remedy.
10. No waiver of any breach of any provision of this Contract will be deemed a waiver of any subsequent breach of that provision or of any similar provision.
11. A termination of this Contract by the Village will not be deemed a waiver or satisfaction in whole or in part of any right, claim, or demand arising out of or connected with any breach of any covenant or agreement of the Contractor.

**NO DEROGATION FROM STATUTORY POWERS:**

12. Nothing in this Contract shall be interpreted as prejudicing or impairing the Village in the exercise of any statutory legislative powers under the *Local Government Act* (British Columbia), the *Community Charter* (British Columbia), or any other enactment, all of which may be exercised as if this Contract had not been executed. Provided that the foregoing shall not restrict or limit the rights and remedies of the Village resulting or arising from a breach of this Contract by the Contractor.

**GARBAGE:**

13. The Contractor is responsible for the removal of garbage from the garbage collection bins in the individual spaces within the facilities, as applicable, and otherwise in the facilities.

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14. Such garbage is collected by the Contractor and placed in the Village's dumpster located in the Firehall/Public Works parking lot across from the Village Office at 36 Cedar Avenue West.
15. The Contractor must replace garbage bags in garbage collection bins in the facilities, including individual spaces within the spaces, as applicable.

**CHANGE TO FACILITIES:**

16. Should the facilities that this Contract is based around change through additions, demolitions, or the closing off of areas by more than ten percent (10%), the Contract will also change proportionally to this change in circumstances.

**EQUIPMENT AND JANITORIAL STOREROOMS:**

17. The Contractor is required to supply all his/her own janitorial equipment unless the Contractor agrees to pay the Village a monthly fee of a hundred dollars (\$100) per month for the use of the Village's janitorial equipment. Such an arrangement must be authorized in writing by the Chief Administrative Officer or Acting Chief Administrative Officer (CAO or Acting CAO) prior to the Contractor utilizing Village equipment.
18. All equipment such as polishers, vacuums, sweepers, janitor carts, mop buckets and wringers, brooms, mops, and miscellaneous equipment must always be kept thoroughly clean and properly attended by the Contractor.
19. The Contractor must operate janitorial equipment in a safe and approved manner.
20. If present at the facilities, the Contractor may utilize janitorial storerooms to store their janitorial equipment that they are utilizing for the fulfillment of this Contract.
21. If present in the facilities, janitorial storerooms must be kept clean and organized by the Contractor as the rooms are accessible to the public and Village employees, volunteers, contractors, agents and representatives. All equipment and materials must be arranged so that accurate inventory of stock can be taken. All cleaning supplies and all chemical related products must be stored and labelled under Workplace Hazardous Materials Information System (WHMIS) standards, and WHMIS Material Safety Data Sheets (MSDS) product information must be kept readily available as per WHMIS and Worksafe BC standards.

**TERMINATION:**

22. Notwithstanding any other provision of this Contract, both parties may terminate this Contract under the following conditions:
  - a. The Village may terminate this Contract under the following circumstances:

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- i. Due to failure of the Contractor to follow the specifications in this Contract to the satisfaction of the Village, by giving thirty (30) days' notice of termination in writing; or
    - ii. Immediately for just cause
  - b. The Contractor may terminate this Contract by giving thirty (30) days' written notice of termination to the CAO or Acting CAO.
23. Such notice will be submitted either in writing or by email addresses of the respective parties or to the addresses of the respective parties as identified:
- a. Village of Port Clements:
    - i. Email address: office@portclements.ca **and/or** cao@portclements.ca
    - ii. Address: Village Office, 36 Cedar Avenue West **or** PO BOX 198, 36 Cedar Avenue West, Port Clements BC, V0T1R0
  - b. Contractor:
    - i. Email address: \_\_\_\_\_
    - ii. Address: \_\_\_\_\_  
\_\_\_\_\_

24. The date of receipt of delivery or transmission of such notice or communication if delivered by 3:00 PM on the business day of the Village Office will be deemed the date of receipt and if otherwise delivered or transmitted on the next business day following the date of such delivery or transmittal. A party may at any time give notice in writing to the other party of any change of address by giving notice of it to the other party in accordance with the terms of this Contract.

**OVERALL RESPONSIBILITY AND ROLE:**

- 25. The Contractor is responsible for, and will supervise, the execution of all work covered by this Contract and the manner and means of conducting the work is under the sole control of the Contractor.
- 26. The CAO or Acting CAO has the responsibility to oversee the performance of this Contract on behalf of the Village.

**EMPLOYEES OR SUBCONTRACTORS OF THE CONTRACTOR:**

- 27. The Contractor shall provide personnel competent to perform the duties and work of the Contract; employees or subcontractors of the Contractor are subject to the approval of

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the CAO or Acting CAO prior to the Contractor utilizing them for fulfillment of the Contract.

28. Any person(s) provided by the Contractor to carry out the duties and work of the Contract shall be employees or subcontractors of the Contractor and not the Village.
- a. For employees of the Contractor, the Contractor shall pay all contributions to WorkSafe BC, Employment Insurance (EI), and Canada Pension Plan (CPP), and shall ensure that all appropriate deductions are made from the employees' wages in respect of their own contributions to EI and CPP.
  - b. For subcontractors of the Contract, the Contractor shall fulfill all aspects and responsibilities of the agreement between the Contractor and subcontractor, including any payments to the subcontractor and any legislative requirements.
  - c. Only the Contractor shall normally give direction to the employees or subcontractors of the Contractor, other than in such instances of direction to move furniture or shampoo carpets as given by the CAO or Acting CAO, unless there is otherwise a pressing urgency.
  - d. The CAO or Acting CAO has the right to request the Contractor remove persons employed or subcontracted by the Contractor who, in the opinion of the CAO or Acting CAO, fail to competently perform the duties and work of the Contract, or whose conduct is not satisfactory while on the premises of the facilities.
  - e. If applicable, employees or subcontractors of the Contractor will not have their children on the premises of the facilities during their undertaking of the duties and work of the Contract except in the cases where said children are participating in public events or services (ie. After school programs or library use).
  - f. Any employee(s) or subcontractors of the Contractor MUST have a Criminal Record Check submitted to the Village Office prior to their undertaking of the duties and work of the Contract.

**BEHAVIORAL EXPECTATIONS:**

29. The Contractor and their employees and subcontractors, when fulfilling the work and services of the Contract, must treat the Village, its elected and appointed officials, employees, volunteers, contractors, agents and representatives and the public in a courteous manner and shall be responsive to the needs of authorized users of the facilities.
30. The Contractor and their employees and subcontractors, when fulfilling the work and services of the Contract, has the responsibility to adhere to the Village's policies and bylaws, including, but not limited to, the *Respect in the Workplace Policy #10*, as amended from time to time.

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31. The Contractor and their employees and subcontractors are expected to be of a clean and neat appearance during when fulfilling the work and services of the Contract.

**MAINTAINING THE SECURITY OF THE FACILITIES AND THEIR CONTENTS:**

32. It is expected that the Contractor will take steps to ensure that the facilities and their contents are protected against hazards and potential unauthorized access while fulfilling the work of the Contract. This includes, but not limited to, the expectations of ensuring that:
- a. For security: that all outside doors and windows are checked that they are closed and locked.
  - b. For Fire Protection: that maximum precautions are taken against fire hazards. If any problems are noted, the Contractor should refer to the CAO or Acting CAO at once. If this is noticed outside of the regular hours of the Village Office, then they should contact the Public Works Superintendent at the public works after hours number (see section 31.b.i and ii).
  - c. Physical danger: that maximum precautions are to be taken against all physical hazards that might cause injury to any person using the facilities. Such as including, but not limited to, putting up appropriate signage to indicate a hazard (ex. slippery surface sign after mopping the floors).

**PROVIDING AFTER-HOURS FACILITY ACCESS TO RENTERS AND USER GROUPS:**

33. The Contractor is required to provide access to the facilities to the person(s) listed as authorized users of the facility (renters, user groups, public functions, etc) as needed by the Village, when such access needs falls outside of the Village Office's regular operating hours (thus off-hours usage), including the weekends.
- a. To provide this access the Contractor is required to open the facility(ies) and individual spaces within the facility(ies) as applicable, including deactivating any applicable alarm systems, as well as closing the facility(ies), and re-arming any applicable alarm systems, at the end of the authorized users' use of the facility(ies) – this explicitly includes ensuring that there are no people remaining in the facility, that doors and windows are properly locked up and secured and that the lights are turned off.
  - b. To facilitate providing access and to be aware of the arrangements being made, **the Contractor is required to regularly** (at least three times a week) **check the facility booking/usage calendars located in the Village Office** that record authorized scheduled use of the facilities.
    - i. Municipal staff will mark authorized use with "KEY" on the calendars where such use requires the Contractor to provide access to the authorized facility user.

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- ii. The time that access is needed to be provided, the start time of the authorized usage, and the time where such authorized usage ends, the end time, will be indicated on the calendars for each authorized use. The Contractor is required to show up at each of these identified times at the respective facilities.
- c. The Contractor must provide a contact phone number to the Village Office that can be provided by the Village Office to authorized facility users in case there are any communication needs to ensure access is provided by the Contractor (ex. the facility user is arriving 5 minutes later than the scheduled rental start time).
  - i. Contractor phone number: \_\_\_\_\_
- d. While staff at the Village Office may send email notification of such authorized usage requiring the Contractor to provide access to the facility, in such cases where there is very little opportunity for the Contractor to potentially review the booking/usage calendars (ex. for a rental that day or on the following day), the expectation is the prime means of identification and communication of upcoming usage is the noted usage on the booking/usage calendars. It is the explicit responsibility of the Contractor to regularly review these calendars.

**REPORTING OF ROUTINE REPAIR NEEDS AND EMERGENCIES:**

34. In the normal activities of janitorial and custodial services, the Contractor may observe routine repair needs (deficiencies, maintenance needs) and emergencies at the facilities. The Contractor is required to report such observations and take the following steps in reporting:
- a. For routine repair needs the Contractor will write up their observation(s) and submit this written list to staff at the Village Office. The Village Office will then notify the Public Works Department of these observations accordingly.
  - b. For emergencies, if they are observed during the normal business hours of the Village Office, the Contractor will contact staff at the Village Office to report the emergency. If the emergency is observed outside of the normal business hours of the Village Office, the Contractor will contact the Public Works Superintendent by the public works after hours contact number and if they are not available, then they will call the Public Works Assistant.
    - i. Public Works Superintendent contact number: (250) 626-7240
    - ii. Public Works Assistant contact number: (250) 557-4326

**MISCELLANEOUS:**

35. The Contractor will maintain the applicable areas of the facilities in a clean and sanitary condition and otherwise to perform the services for the Village of Port Clements under the terms and conditions set forth in this contract in a manner satisfactory to the Village.



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36. Under the direction of the CAO or Acting CAO, the Contractor will move furniture and equipment as needed from spaces for floor waxing or other purposes.
37. The Contractor will shampoo any carpets present in the facilities for spot/stain removal when requested by the CAO or Acting CAO. This may be necessary if the carpet becomes stained.
38. In this contract references to “dusting” includes the expectation of the removal of cobwebs, dust balls/clumps of dust and lint, and other fine/light-weight debris that may build up alongside dust residue that accumulates directly on surfaces.
39. The Contractor is required to identify to the Village its GST Registration Number and Worksafe BC Number:
- a. Contractor’s GST Registration Number: \_\_\_\_\_
  - b. Contractor’s WorkSafe BC Number: \_\_\_\_\_

**HEADINGS**

40. The headings are for convenience or reference only and will not affect the construction or interpretation of this Contract.

**APPLICABLE LAW:**

41. This Contract shall be governed by and constructed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein. The Village and the Contractor agree to submit to the jurisdiction of British Columbia with respect to any dispute relating to this Contract.

**ENTIRE AGREEMENT:**

42. This Contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and contains all of the representations, warranties, covenants and agreements of the respective parties, and may not be amended or modified except by an instrument in writing executed by all parties. This Contract supersedes all prior agreements, memoranda, and negotiations between the parties.

**SIGNATURES:**

**Village of Port Clements**

By its authorized signatories:

PER: \_\_\_\_\_  
Marjorie Dobson, Chief Administrative Officer

\_\_\_\_\_  
Witness:

**Contractor:** \_\_\_\_\_  
By its authorized signatories:

PER: \_\_\_\_\_  
Contractor:

\_\_\_\_\_  
Witness:

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**SCHEDULE 1: MULTIPURPOSE BUILDING COMPLEX (MPBC; MULTIPLEX) FACILITIES**

This schedule sets out the specific requirement for the municipal side of the **Multipurpose Building Complex** (MPBC; Multiplex) at 36 Cedar Avenue West, which includes the following spaces:

- Seniors Room, Vancouver Island Regional Library (VIRL), public washrooms, Council Chambers (and attached storage closet/space), Village Office, Playschool, hallways, Janitor's closet, and Community Kitchen (only after rentals/usage through the Village Office has occurred).

**GENERAL**

1. The Contractor and their employees will work cooperatively with the custodian hired by School District #50 that looks after the School side of the Multipurpose Building Complex.
2. Janitorial services for the Village Office shall normally not commence during the Village Office's normal business hours. They are expected to occur at such a time when it is not inconvenient to facility operations, typically after the last usage in the facility has occurred for the day.
3. As it relates to window cleaning, the Contractor is required to coordinate washing of windows with the CAO or Acting CAO, VIRL staff, and the Public Works Department.
4. The CAO or Acting CAO may request the Contractor to undertake any aspect of the specifications in addition to the specified frequency (daily, weekly, etc) due to a need (ex. someone left the washroom in an unclean state, or a renter left the oven/stove in the Seniors Room a mess) or particularly event/activity occurring that increased foot traffic/usage of the facility or a noticed need.

**DAILY**

5. All floors of spaces within the facility must be swept and/or dry mopped or vacuumed, if carpeted, daily including corridors/hallways.
6. The floors of washrooms must be wet mopped daily and sanitized.
7. All spaces in the facility will be checked daily for litter/debris and if present will be picked up and removed.
8. All spaces in the facility will be dusted daily, with particular attention to the corridors/hallways (this includes ceilings, walls, large equipment and fixtures).
9. All recycling bins, wastepaper baskets/garbage cans must be checked daily, and emptied if trash is present and new bags put in if necessary, and the basket/cans must be washed as required to keep them clean.
10. All desks, computer hardware, phones, office equipment, chairs, tables, windowsills, shelves, lower air vents and low ledges in the facility must be dusted daily.

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11. In the washrooms: toilets (including the area under the toilet bowl), sinks, floors, and any high touch surfaces must be sanitized daily or after facility use/rentals.
12. All door and window handles (interior and exterior) in the facility, including entrance doors, must be washed daily.
13. All tables, countertops, protective screens/barriers attached to countertops (in the Village Office), and frequently touched surfaces (i.e. alarm panels, photocopier, phones, keyboards, computer mouse, calculator, sink taps and chairs (if not made of cloth), must be disinfected or wiped down daily (using electronic safe cleaning supplies for electronic equipment).
14. Supplies such as soap, paper towel, sanitizer, and toilet paper (in the case of washrooms) must be checked daily to see if they need to be re-supplied. It is expected that the Contractor will replace the supplies in the dispensers when they are close to empty, before they are empty, so as to not leave them to run out during usage. They must be re-supplied to ensure that there is sufficient product for multiple uses. Special attention must be paid to the washrooms that are frequently used.
15. Walls in the facilities below the dado (the lower half of the wall from the floor) shall be checked, spot cleaned, and a certain amount washed each day so that the entire building may be covered each month (special attention is to be given to walls in the corridors/hallways and washrooms). It is particularly important to ensure that the walls are kept free from soil and finger marks.
16. Rugs must be vacuumed daily.
17. All woodwork including doors, door trim, baseboards, window trim and similar surfaces must be checked daily for spot-cleaning

**WEEKLY (at least once per week)**

18. All sidewalks and paved entrance areas on the outside of the Multiplex (including the handicap parking spot) must be swept at least once per week.
19. All sidewalks and paved entrance areas on the outside of the Multiplex (including the handicap parking spot) must be checked for litter/debris at least once a week and if present will be picked up and removed.
20. All high ledges, light fixtures, doors, radio (in the Village Office), protective screens/barriers attached to counters (in the Village Office), low use countertops, magazine racks, racks in the VIRL, appliances, tops of book shelves, paper towel dispensers, pictures, and display racks must be dusted at least once a week.

**WEEKLY (multiple, at least 3-4 times per week)**

21. The booking/usage calendars located within the Village Office must be checked at least 3-4 times per week.

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**MONTHLY (at least 3-4 times per month)**

22. All woodwork including doors, door trim, baseboards, window trim and similar surfaces must be washed at least 3-4 times per month.

**QUARTERLY (at least once every 3 months)**

23. The small fridge in the Village Office must be cleaned at least once per year.

**ANNUALLY (at least once per year)**

24. The Contractor will be responsible **twice a year** to wash all the interiors of the windows (up to six [6] feet from the ground) in the facility.
25. The Contractor will be responsible to wash all the exteriors of the windows (up to six [6] feet from the ground) around the entire facility, including the school side of the Multiplex, at least once per year.
26. The oven/stove in the Seniors Room must be cleaned at least once per year.
27. The floor behind the fridge and stove in the Seniors Room, and the small fridge in the Village Office, must be swept and washed at least once per year.
28. All lighting fixtures must be washed at least once per year. In dusty areas, the lighting fixtures must be washed **twice a year**.
29. Linoleum, tile, and other floors requiring protection shall be maintained by a coating of wax throughout the year but may need to be stripped and re-waxed. Though this is dependent on the condition of the protective coatings, with waxed surfaces only being stripped and re-waxed when required, it is expected that this may need to occur at least once per year.
30. Carpets and rugs must be shampooed at least once per year.

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**SCHEDULE 2: COMMUNITY PARK**

This schedule sets out the specific requirement for the **Community Park** at 36 Park Street, which only includes the facility of the public washrooms located within the park.

**GENERAL**

1. Janitorial services for the public washrooms will generally occur at such a time when it is not inconvenient to facility operations. It may be required to occur during facility operations, when the Community Park is hosting events and activities (such as Canada Days, which is a multi-day event). The Contractor will be required to additionally check-in with the facilities during such events/activities to see if there is any cleaning or supply restocking needs during these high traffic events and must do so frequently (at least three times throughout the day) on such occasions.
2. The washrooms are typically closed for periods during the winter months for freeze protection purposes. This is weather dependent and at the sole discretion of the Village to decide whether the facility will be closed or not. In such circumstances where the facility is being closed for a period, the Contractor will be required to coordinate with public works to ensure a deep cleaning of the facility is undertaken before the facility is closed, and then again to undertake another deep cleaning of the facility before the facility is reopened. When the facility is closed the otherwise daily and weekly contract expectations are suspended until the facility is reopened.
3. The CAO or Acting CAO may request the Contractor to undertake any aspect of the specifications in addition to the specified frequency (daily, weekly, etc) due to a need (ex. someone left the washroom in an unclean state after their use) or particularly event/activity occurring that increased foot traffic/usage of the facility or a noticed need. This is also applicable when the washrooms are closed.

**DAILY**

4. During special events/activities occurring in the park all floors of spaces within the facility must be swept and/or dry mopped, as well as wet mopped, daily.
5. All spaces in the facility will be checked for litter/debris daily and if present will be picked up and removed.
6. All recycling bins, wastepaper baskets/garbage cans must be checked daily, and emptied if trash is present and new bags put in if necessary, and the basket/cans must be washed as required to keep them clean.
7. All lower air vents and low edges in the facility must be dusted daily.
8. Toilets (including the area under the toilet bowl), sinks, floors, and any high touch surfaces must be sanitized daily.
9. All door and window handles (interior and exterior) in the facility, including entrance doors, must be washed daily.

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10. All tables, countertops, and frequently touched surfaces must be disinfected or washed down daily.
11. Supplies such as soap, paper towel, sanitizer, and toilet paper must be checked daily to see if they need to be re-supplied. It is expected that the Contractor will replace the supplies in the dispensers when they are close to empty, before they are empty, so as to not leave them to run out during usage. They must be re-supplied to ensure that there is sufficient product for multiple uses.
12. Walls in the facilities below the dado (the lower half of the wall from the floor) shall be checked, spot cleaned, and a certain amount washed each day so that the entire building may be covered each month. It is particularly important to ensure that the walls are kept free from soil and finger marks.
13. All woodwork including doors, door trim, baseboards, window trim and similar surfaces must be checked daily for spot-cleaning.

**WEEKLY (at least once per week)**

14. All sidewalks and paved entrance areas on the outside of the public washrooms will be swept at least once per week.
15. All sidewalks and paved entrance areas on the outside of the public washrooms will be checked for litter/debris at least once per week and if present will be picked up and removed.
16. All high ledges, light fixtures, doors, low use countertops, paper towel dispensers must be dusted at least once per week.
17. Ceilings must be checked, dusted and washed at least once per week.

**WEEKLY (at least 3-4 times per week)**

18. All floors of spaces within the facility must be swept and/or dry mopped, as well as wet mopped, at least 3-4 times per week (ex. Monday, Wednesday, Friday) for normal operations outside of special events/activities occurring in the park.
19. All spaces in the facility will be dusted at least 3-4 times per week (this includes ceilings, walls, furniture and fixtures).

**ANNUALLY (at least once per year)**

20. All lighting fixtures must be washed at least once per year. In dusty areas, the lighting fixtures must be washed **twice a year**.

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**SCHEDULE 3: SUNSET PARK**

This schedule sets out the specific requirement for **Sunset Park** at 287 Bayview Drive, which only includes the outhouses within the park area including the campground at the south end of the park and at the parking area at the north end of the park.

**GENERAL**

1. Janitorial services for the outhouses will generally occur at such a time when it is not inconvenient to facility operations (such as when public works is undertaking maintenance or repair activities).
2. The CAO or Acting CAO may request the Contractor to undertake any aspect of the specifications in addition to the specified frequency (daily, weekly, etc) due to a need (ex. someone left the outhouses in an unclean state after their use or complaints received) or particularly event/activity occurring that increased foot traffic/usage of the facility or a noticed need.
3. While the campground is more frequently used in the summer months (May – September inclusive), it does operate year-round having campers year-round, and the park generally has year-round usage. As such the identified frequency is expected year-round and does not decrease over winter months (October – April).

**WEEKLY (at least once per week)**

4. The floors must be wet mopped, and disinfected, at least once per week.
5. The Entire outhouse must be dusted at least once per week (this includes ceilings, walls, furniture, fixtures, low edges, high ledges, light fixtures, doors, low use countertops, paper towel dispensers).

**WEEKLY (multiple, at least 3-4 times per week)**

6. All floors must be swept and/or dry mopped and disinfected at least 3-4 times per week.
7. Entire outhouse be checked at least 3-4 times per week for litter/debris and if present will be picked up and removed.
8. All recycling bins, wastepaper baskets/garbage cans must be checked at least 3-4 times per week, emptied as needed, with new bags put in as needed, and the basket/cans washed as required to keep them clean.
9. The outhouse pedestal (including inside edges around the main seating area), sinks, floors, and any high touch surfaces must be sanitized at least 3-4 times per week.
10. All door and window handles (interior and exterior) must be washed and sanitized at least 3-4 times per week.
11. All tables, countertops, and frequently touched surfaces if present must be disinfected or washed down at least 3-4 times per week.

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12. Supplies such as soap, paper towel, sanitizer, and toilet paper must be checked at least 3-4 times per week to see if they need to be re-supplied. It is expected that the Contractor will replace the supplies in the dispensers when they are close to empty, before they are empty, so as to not leave them to run out during usage. They must be re-supplied to ensure that there is sufficient product for multiple uses.
13. Walls in the facilities shall be checked at least 3-4 times per week, spot cleaned, and a certain amount washed each week so that the entire outhouse may be covered each month. It is particularly important to ensure that the walls are kept free from soil, finger marks and other residues.
14. All woodwork including doors, door trim, baseboards, window trim and similar surfaces must be checked for spot-cleaning at least 3-4 times per week.
15. Ceilings must be checked at least 3-4 times per week and spot cleaned/washed



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**SCHEDULE 3: Millennium Memorial Park**

This schedule sets out the specific requirement for the **Millennium Memorial Park** at 54 Bayview Drive, which only includes the facility of St. Mark's Church.

**GENERAL**

1. Janitorial services for St. Marks Church will occur at such a time when it is not inconvenient to facility operations, typically around any usage within the facility.
2. As it relates to windows cleaning, the Contractor is required to coordinate washing of windows with the CAO or Acting CAO, and the Public Works Department.
3. The CAO or Acting CAO may request the Contractor to undertake any aspect of the specifications in addition to the specified frequency (daily, weekly, etc) due to a need (ex. someone left the washroom in an unclean state after their use) or particularly event/activity occurring that increases foot traffic/usage of the facility or a noticed need.
4. The Contractor may need to work around long-term user(s) in the facility who have entered into agreement with the Village for such usage; their usage may be variable and not recorded on the booking/usage calendar in the Village Office. This user(s) is required to post signage on the entrance of the facility to indicate when they are present in the facility and using it. The Contract **may not enter the facility for any purpose when such signage is posted indicating that the facility is in use.** The Contractor must come back to the facility at a different time and must not disturb the user in anyway. If the Contractor is experiencing issues trying to access the facility around this user's presence in the facility, then they are to contact the CAO or Acting CAO to arrange a time when they can access the facility.

**WEEKLY (at least once per week) – only expected during periods where there is sustained, regular use in the facility on a weekly basis.**

5. All floors of spaces within the facility must be swept and/or dry mopped or vacuumed if carpeted, including corridors/hallways, and then wet mopped at least once per week and after facility use/rentals.
6. All spaces in the facility will be checked for litter/debris at least once per week and after facility use/rentals and if present will be picked up and removed.
7. All spaces in the facility will be dusted, with particular attention to the corridors/hallways (this includes ceilings, walls, large equipment and fixtures) at least once per week.
8. All recycling bins, wastepaper baskets/garbage cans must be checked at least once per week, emptied as needed, with new bags put in as needed, and the basket/cans washed as required to keep them clean.

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**MONTHLY (at least once a month and after facility use/rentals)**

9. All floors of spaces within the facility must be swept and/or dry mopped or vacuumed if carpeted, including corridors/hallways, and then wet mopped. This is monthly and after facility use/rentals.
10. All spaces in the facility will be checked for litter/debris and if present will be picked up and removed. This is monthly and after facility use/rentals.
11. All spaces in the facility will be dusted, with particular attention to the corridors/hallways at least once per month (this includes ceilings, walls, large equipment and fixtures).
12. All recycling bins, wastepaper baskets/garbage cans must be checked at least once per month and after facility use/rentals, emptied as needed, with new bags put in as needed, and the basket/cans washed as required to keep them clean.
13. In the washrooms: toilets (including the area under the toilet bowl), sinks, floors, and any high touch surfaces must be sanitized monthly and after facility use/rentals.
14. All door and window handles (interior and exterior) in the facility, including entrance doors, must be washed monthly and after facility use/rentals.
15. All tables, countertops, and frequently touched surfaces (i.e. door knobs, light switches, sink taps, and chairs [if not made of cloth]), must be disinfected or washed down monthly and after facility use/rentals.
16. Supplies such as soap, paper towel, sanitizer, and toilet paper must be checked monthly and after facility use/rentals to see if they need to be re-supplied. It is expected that the Contractor will replace the supplies in the dispensers when they are close to empty, before they are empty, so as to not leave them to run out during usage. They must be re-supplied to ensure that there is sufficient product for multiple uses.
17. Walls in the facilities below the dado (the lower half of the wall from the floor) shall be checked, spot cleaned, and a certain amount washed monthly so that all the walls may be fully covered in a year (with special attention to be given to the walls in the washroom). It is particularly important to ensure that the walls are kept free from soil and finger marks.
18. Carpets and rugs must be vacuumed at least once a month.
19. All woodwork including doors, door trim, baseboards, window trim and similar surfaces must be washed at least once a month.
20. All high ledges, light fixtures, doors, low use countertops, magazine racks, appliances, tops of book shelves, paper towel dispensers, pictures, and display racks must be dusted at least once a month.
21. If applicable, open spaces under stairs must be checked at least once a month to be kept free of all rubbish and shall not be used as storerooms (fan, boiler, and electrical rooms or spaces shall not be used as storerooms).

VILLAGE OF PORT CLEMENTS  
**CUSTODIAL CONTRACT SPECIFICATIONS**

**ANNUALLY (at least once per year)**

- 22. The Contractor will be responsible at least **twice a year** to wash all the interiors of the windows (up to six [6] feet from the ground) in the facility.
- 23. The Contractor will be responsible to wash all the exteriors of the windows (up to six [6] feet from the ground) around the entire facility at least **twice a year**.
- 24. All lighting fixtures must be washed at least once per year. In dusty areas, the lighting fixtures must be washed at least twice a year.
- 25. Carpets and rugs must be shampooed at least once a year.

## APPENDIX A: MONTHLY FACILITIES REPORTING FORMS

SPECIFIC SPACE WITHIN FACILITY	<input type="checkbox"/> SENIORS ROOM	<input type="checkbox"/> WASHROOMS	<input type="checkbox"/> VILLAGE OFFICE	<input type="checkbox"/> HALLWAYS	<input type="checkbox"/> COMMUNITY KITCHEN
	<input type="checkbox"/> VIRL	<input type="checkbox"/> COUNCIL CHAMBERS	<input type="checkbox"/> PLAYSCHOOL	<input type="checkbox"/> JANITORS CLOSET	

Additional Notes: \_\_\_\_\_





# VILLAGE OF PORT CLEMENTS CUSTODIAL CONTRACT SPECIFICATIONS

RECORD FOR: _____ (MONTH) _____ (YEAR)	Contractor Signature: _____ Name: _____	Chief Administrative Officer Signature: _____ Name: _____
PROPERTY: <u>MILLENNIUM PARK</u> FACILITY: <u>ST. MARKS CHURCH</u>	DATE: _____	DATE: _____

ACTIVITY / WORK TASK	DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FLOOR(S)	SWEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	WAXED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	VACUUMED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SPOT CLEANED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	MOPPED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WALLS	DUSTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	WASHED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SPOT CLEANED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CEILING(S)	DUSTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	WASHED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FURNITURE	WASHED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SANITIZED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WINDOWS	DUSTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	WASHED INSIDE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WINDOWS	WASHED OUTSIDE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EQUIPMENT/ HARDWARE	WASHED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DUSTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SANITIZED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	VACUUMED (RUGS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SPECIAL TREATMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SUPPLIES RESTOCKED	SOAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	PAPER TOWEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SANITIZER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	TOILET PAPER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GARBAGE (REMOVED)	LITTER/DEBRIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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SIDEWALKS AND PAVED AREAS	SWEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Additional Notes: \_\_\_\_\_

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# VILLAGE OF PORT CLEMENTS CUSTODIAL CONTRACT SPECIFICATIONS

RECORD FOR: \_\_\_\_\_ (MONTH) \_\_\_\_\_

Contractor Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

Chief Administrative Officer Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

PROPERTY: **COMMUNITY PARK**  
FACILITY: **PUBLIC WASHROOMS**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ACTIVITY / WORK TASK	DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FLOOR(S)	SWEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SPOT CLEANED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	MOPPED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WALLS	DUSTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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CEILING(S)	DUSTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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EQUIPMENT/ HARDWARE	WASHED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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GARBAGE (REMOVED)	LITTER/DEBRIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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SIDEWALKS AND PAVED AREAS	SWEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Additional Notes: \_\_\_\_\_  
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