

PART E

SPECIFICATIONS

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS, STANDARD DETAILS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following Drawings are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing</u>
Drawing 1	Brookside Cemetery Office, 3001 Notre Dame Avenue

E1.3 Further E1.2, drawings indicate shaded areas where building cleaning services shall be performed by the Contractor:

WORK - CLEANING STANDARDS

E2. INTERIOR OF BUILDING

E2.1 Interior of building shall consist of: vestibule, waiting area, boardroom, office area, kitchen, and storage room. Building cleaning services shall be performed as follows:

E2.1.1 WEEKLY TASK

(a) WASTE RECEPTACLES AND CONTAINERS:

- (i) Empty all contents;
- (ii) Remove liners;
- (iii) Clean both interior and exterior with germicidal detergent;
- (iv) Replace liner; and
- (v) Return waste receptacles and/or containers in their correct place;
- (vi) Place closed refuse bags outside front entrance and place at curbside.

(b) HARD SURFACE FLOORING:

- (i) Clean floors as follows:
 - A) Sweeping/vacuuming; and
 - B) Damp/wet mopping.

(c) CARPETED AREAS, INCLUDING STAIRS AND MATS:

- (i) Vacuum:
 - A) Vacuum wall to wall carpets; and
 - B) Vacuum only the entrance mats.
- (ii) Move all light furniture, excluding desks and cabinets;
- (iii) Do not move boxes on the floor (vacuum around only); and
- (iv) Dust/damp mop "carpet saver" mats.

(d) WALLS, DOORS, WOODWORK, GLASS PARTITIONS:

- (i) Spot clean and remove smudges.

E3. WASHROOM FACILITIES

E3.1 Washroom facilities will consist of: all public and private washrooms and other areas where sinks and/or dispensers are installed. Building cleaning services shall be performed as follows:

E3.1.1 WEEKLY TASK

- (a) INTERIOR AND EXTERIOR SURFACES:
 - (i) Clean with germicidal detergent: wash basins; toilet seats; bowls and bases, toilet seat hinges; exposed flush tanks; urinals; and plumbing fixtures (including exposed pipes); polished chrome, brass or similar fixtures, [do not clean bath tub on a weekly basis but wipe down with cleaner only in accordance with E11.1 (d) (i) A];
 - (ii) Use separate and identifiable cleaning cloths for the cleaning of washrooms from other facilities. Toilets and urinals are to be cleaned using separate equipment or cloths;
 - (iii) Non acid bowl cleaners are permitted, however, when a phosphoric acid bowl cleaner is used, it must be dispensed using a flip top or a foaming trigger spray head only; and
- (b) TOILET TISSUE HOLDERS AND DISPENSERS:
 - (i) Clean interior and exterior of dispensers with germicidal detergent; and
 - (ii) Then, restock all toilet tissue holders, soap, and towel dispensers.
- (c) FLOORS:
 - (i) Wet mop floors and wall bases with a non filming detergent solution;
 - (ii) Clean floors, wall bases, and corners;
- (d) MISCELLANEOUS: enamel surfaces, doors and ledges.
 - (i) Spot clean with germicidal cleaner;
 - (ii) Clean with germicidal cleaner;
 - (iii) Clean and polish all mirrors, frames, powder shelves and bright work, including flush meters and piping.

E4. ALL RESILIENT AND NON-RESILIENT FLOORS

E4.1 All resilient and non-resilient floors will consist of: floors, including materials made of vinyl and ceramic. Building cleaning services shall be performed as follows:

E4.1.1 WEEKLY TASK

- (a) FLOORS:
 - (i) Wash with neutral detergent.
- (b) CORNERS, BASES AND EQUIPMENT:
 - (i) Wipe all surfaces of spray residue.

E5. FURNITURE

E5.1 Furniture shall consist of: cabinet/bookcase, fabric chairs, phone desk and boardroom table. Building cleaning services shall be performed as follows:

E5.1.1 WEEKLY TASK

- (a) FURNITURE:
 - (i) Clean and polish furniture framing and legs: table in boardroom only;
 - (ii) Fabric upholstered furniture – vacuum fabric, dust arm and leg frames.

E6. WINDOWS

E6.1 Windows shall consist of: glass. Building cleaning services shall be performed as follows:

E6.1.1 WEEKLY TASK

- (a) INTERIOR:
 - (i) Spot clean all interior glass surfaces (Cleaning the exterior glass of the vestibule is not required).

E7. STORAGE AREA

E7.1 Storage areas shall consist of: three storage rooms in suite side of building, including storage room (stationery room) off the Boardroom. Building cleaning services shall be performed as follows:

E7.1.1 WEEKLY TASK

- (a) FLOORS:
 - (i) Sweep and damp mop with a neutral detergent.
- (b) CARPETS:
 - (i) Vacuum carpets without moving boxes or furniture, except light furniture (ie: chairs).

E8. JANITORIAL AREAS

E8.1 Janitorial areas shall consist of: paper and waste storage areas and men's washroom storage area. Building cleaning services shall be performed as follows:

E8.1.1 WEEKLY TASK

- (a) ALL ROOMS:
 - (i) Keep rooms/areas tidy;
 - (ii) Empty mop pails after use;
 - (iii) Sweep and mop floors, ensure all excess water is removed;
 - (iv) Empty waste containers;
 - (v) Clean interior and exterior of waste containers;
 - (vi) Clean sinks; and
 - (vii) Keep rooms, particularly sinks and waste containers, free from offensive odours.
- (b) EQUIPMENT:
 - (i) Clean equipment;
 - (ii) Place equipment in an orderly manner;
 - (iii) Clean mops and cloths;
 - (iv) Store mops and cloths neatly;
 - (v) Store chemicals, paper products, equipment and materials neatly;
 - (vi) No soiled mops or cleaning cloths shall be left in use on site.

E9. CLEANING RESULTS

E9.1.1 The objective of the City and expected results of the building cleaning service performed by the Contractor, shall be the Contractor shall ensure that:

- (a) All surfaces (horizontal and vertical) clean and free of: finger marks, mop and/or detergent streaks, surface stains, water marks, black marks, soap scum, mildew/mould; dust, spots, surface stains, loose and caked soil; debris, loose paper, mop strings; odours, cleaning solution, spray residue, water spillage, washing line marks, and scars from equipment (hand and/or machine);

- (b) Surfaces are clean and bright and in a condition equal to that of the intended finish of the surface, where reasonably possible;
- (c) All rooms/areas specified in E2 through and including E8 and E11 are clean, neat and tidy and free of debris, to present an overall attractive appearance of cleanliness;
- (d) All debris and/or other soil matter is removed from wall corners, around the edges of carpet or "T" mats, under furniture, tables, chairs, behind doors, and along baseboards;
- (e) No waste or recycle holding containers or baskets are to be placed upon desks or tables during cleaning operations;
- (f) Corners, edges and crevices are clean;
- (g) Bare hands are not used to handle or sort any waste/recyclables for health and safety reasons;
 - (i) Liners are to be removed holding them away from the body.
- (h) For Floors:
 - (i) To clean under furniture and equipment without marring or damaging same;
 - (ii) All light furniture moved prior to cleaning, must be returned to their original locations.

E10. EXCLUSIONS

E10.1 General:

- (a) Copying machines;
- (b) Adding machines;
- (c) Interac machine;
- (d) Plants;
- (e) Computer equipment, including:
 - (i) keyboards;
 - (ii) printers;
 - (iii) servers;
 - (iv) monitors;
- (f) Art objects;
- (g) Personal accessories, including but not limited to:
 - (i) Ceramics;
 - (ii) Ornaments; and
 - (iii) free standing pictures.
- (h) Bath tub in main washroom;
- (i) Mechanical area;
- (j) Boiler room; and
- (k) Storage rooms (does not include stationery room off the Boardroom).

E11. LOCATION AND SCHEDULE OF WORK

E11.1 SECTION A – 3001 Notre Dame Avenue – Brookside Cemetery:

- (a) LOCATION: Main Floor
- (b) SCHEDULE OF WORK:

- (i) Wednesday or Thursday between 08:30 hours and 11:30 hours
- (c) ADDITIONAL WEEKLY TASKS
 - (i) The Contractor shall:
 - A) sign in (upon arrival) and sign-out (upon completion of Work) in the book provided at the front counter;
 - B) In the event the boardroom is occupied, access through the boardroom must be done in a timely courteous manner, or the Contractor may use the side door entrance (South side of the building) to gain access inside the building;
 - C) provide the clerical staff 10 minutes notice prior to vacuuming. (The clerical staff will forward phones during this time as well as prepare customers to wait until the vacuuming is complete); and
 - D) when possible, close the doors to the boardroom when vacuuming inside the boardroom.
 - (ii) Remove spider webs, etc. from inside building;
- (d) ADDITIONAL MONTHLY TASKS
 - (i) The Contractor shall:
 - A) Wipe down for dust the bathtub and ceramic tile, located in the staff washroom in the suite side of the building.

E12. CLEANING FREQUENCY

- E12.1 The Contractor shall provide cleaning services in accordance with Table A -Cleaning Requirements herein.
- E12.2 The frequency of cleaning shall be as indicated by the following code:

<u>Code</u>	<u>Frequency</u>
W.....	Weekly – each Wednesday or Thursday
M	Monthly (once each month)

E13. HOLIDAYS OBSERVED

- E13.1 Normally no cleaning services will be required on the following holidays, unless otherwise stated in E11:
 - (a) New Years Day - January 1*
 - (b) Good Friday
 - (c) Monday following Easter Sunday
 - (d) Victoria Day
 - (e) July 1st*
 - (f) 1st Monday in August
 - (g) 1st Monday in September
 - (h) Thanksgiving Day
 - (i) Remembrance Day - November 11*
 - (j) Christmas Day - December 25*
 - (k) Boxing Day - December 26*

* or the first subsequent working day if these statutory holidays fall on a Saturday or a Sunday.

E14. MATERIALS

- E14.1 The City will supply and maintain all the cleaning supplies required as follows:
- (a) CAN/CGSB-2.1-96 Skin Cleaning Lotion, Type 1
 - (b) CAN/CGSB-2.46-95 Toilet Bowl and Urinal Cleaning Compound, Type 1
 - (c) CAN/CGSB-2.55-97 Glass Cleaner
 - (d) CAN/CGSB-2.60-92 Remover for Water Emulsion Floor Polish and Wax and Amendment dated Apr. 1995
 - (e) CAN/CGSB-2.107-92 General Purpose Built Liquid Detergent
 - (f) CAN/CGSB-2.160-95 General Purpose, Germicidal, Liquid Detergent, Type 3
 - (g) CAN/CGSB-25.10-96 Furniture Polish, Type 1
 - (h) CAN/CGSB-9.14-94 Paper Towels for Institutional Use
 - (i) CAN/CGSB-9.13-94 Paper Toilet Tissue for Institutional Use, Type 1 - Rolls except that it shall be:
 - (i) two ply;
 - (ii) minimum grammage shall be 25.0 g/m²;
 - (iii) roll length shall not be less than 40 m/ approximately 131.24 feet; and
 - (iv) rolls shall be individually wrapped.
- E14.2 The City will monitor all cleaning materials.
- E14.3 The Contractor shall ensure that all dispensers are filled to adequate levels with the supplies identified in Clauses No. (a), (h) and (i).

E15. EQUIPMENT

- E15.1 The City will supply all necessary equipment to perform the Work.
- E15.2 The Contractor shall ensure that all employees engaged in the execution of this Contract are properly trained in the handling of all equipment, including use, maintenance and storage according to the manufacturer's instructions.

E16. WORKMANSHIP

- E16.1 The Contractor shall ensure that all services expressly described and reasonably implied in this Contract in the opinion of the Contract Administrator, and the equipment to be provided, meet the optimum standard of workmanship, cleanliness, sanitation, safety and efficiency and shall without limitation:
- (a) ensure that no surfaces are damaged by materials or their application;
 - (b) ensure all residues of cleaning materials, dust and other matter are removed at the completion of each cleaning; and
 - (c) remove all waste/trash resulting from cleaning and deposit all refuse into the designated bins.

E17. STORAGE

- E17.1 The City of Winnipeg will provide a designated janitorial closet/storage area for the purpose of storing the cleaning materials and equipment for the Contractor to use during the term of this Contract.
- E17.2 The Contractor shall:
- (a) store materials and equipment in the designated areas only;
 - (b) ensure that all equipment and tools are properly cleaned and stored at the end of each daily cleaning operation in such a manner as not to present any fire hazard or cause any unsanitary or unsafe condition or odour.
- E17.3 All containers will be clearly identified by the City as to the material content and the City shall post the Material Safety Data Sheets (MSDS's) in a conspicuous place in the designated storage areas.

E18. DEFECTIVE WORK

- E18.1 The sum fixed for Defective Work for this Contract, per scheduled Working Day, as follows:
- (a) 3001 Notre Dame Avenue \$ 30.00
- E18.2 Further to E18.1, the Contractor will be given a grace period of then (2) Working Days to learn the building and refine his/her cleaning methods. He/she will then be expected to comply fully with the cleaning requirements outlined in the Contract.

E19. PERSONNEL

- E19.1 The Contractor shall ensure that all their employees engaged in the execution of this Contract are experienced janitors and are properly trained in the handling of cleaning materials and equipment including use and storage according to manufacturer's instructions.
- E19.2 The Contractor shall supervise their employees and shall ensure that all such employees behave at all times in a manner appropriate to persons in a Civic facility and shall without limitation ensure that all the Contractor's employees:
- (a) are dressed in a clean, neat and respectable manner;
 - (b) personal hygiene meets acceptable standards;
 - (c) behave in a courteous and polite manner to City personnel and other persons in the facility;
 - (d) are careful with all property that is in or a part of the facility;
 - (e) do not smoke while on the premises;
 - (f) are able to communicate effectively in English; and
 - (g) refrain from using profanity.
- E19.3 The Contractor shall ensure that all its employees working in these facilities have proper identification in the form of:
- (a) a uniform bearing the name of the company (only);
 - (b) a photo identification badge, must be worn at all times while on the premises.

E20. COMMUNICATION

- E20.1 The Contractor shall have on the Site, a minimum of one (1) employee during all service scheduled Work, who can receive and carry out written and verbal instructions in English or

requests that fall within the Contract requirements, and to effectively relay in a timely manner any which fall outside the Contract requirements, such as flooding, building security problems, plumbing needs, etc.

- (a) Further, it is expected that this person will be familiar with the site Task Schedule and the Cleaning Requirements, all of which form part of the Contract.
- (b) The Contractor shall provide to the Contractor's employees performing Work at the Site, a copy of: Part E-Specifications, Drawings, and Table A – Cleaning Requirements, and the copy shall be kept in the janitor's storage room for their referral.

**TABLE A - CLEANING REQUIREMENTS
 PLANNING PROPERTY & DEVELOPMENT DEPARTMENT
 BROOKSIDE CEMETERY,
 3001 NOTRE DAME AVENUE**

Cleaning all unobstructed horizontal and vertical surfaces

LOCATION	Sweep with Brook and/or Treated Mop	Wash with cleaner	Remove Spots and Stains	Wipe with Cleaner	Vacuum	Dust	Refill Dispenser	Disinfect	Empty refuse, replace plastic bags, remove refuse to designated area
Floor Tile (Asphalt, Vinyl, Mastic)	W	W	W					W	
Ceramic Tile – Unglazed	W	W	W						
Carpet – Wall to Wall					W				
Door Mats					W				
Sheet Flooring	W	W	W						
Carpet Savers		W							
Plastic, Drywall (painted/unpainted)			W	W					
Base Cove			W	W					
Doors, Frames and Hardware			W	W					
Waste Receptacles including Kitchen Receptacle			W	W				W	W
Sinks			W	W				W	
Dispensers: Paper Towel, toilet tissue & soap			W	W			W	W	
Toilet Tanks, Seats Hinges & Bases			W	W				W	
Urinals			W	W				W	
Plumbing Fixtures (chrome)			W	W				W	
Mirrors			W	W					
Interior Glass (up to normal door height)			W	W					
Janitor Sink in Men's washroom			W	W				W	
Tables & Legs (in Boardroom)						W			
Counter Tops & Sides (main entrance only)			W	W				W	
Furnishings: finished wood surfaces						W			
Furnishings: chrome surfaces			W	W				W	
Bathtub and Ceramic Tile (located in staff washroom, suite side)				M					

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W – Weekly

M – Monthly