

STARLAND COUNTY

Request for Tenders – Janitorial Services

Tenders are being accepted for the following janitorial services:

FACILITIES

Regular cleaning of 17,608 sq. ft. of office space and 936 sq. ft. of Public Works space at the municipal office located at:

- 217 Railway Avenue
Morrin, AB
T0J 2B0

DESCRIPTION OF SERVICES REQUIRED

Tenders shall be based upon the completion of the following duties:

- Maintaining the security of facilities when attending the office Ensuring doors are always closed and locked, and lights are turned off when leaving the building
- Sanitizing all high-touch areas such as door handles, counter tops, kitchen appliance door handles, etc., regularly
- Cleaning all desks, counters, and window ledges monthly
- General clean-up of all office facilities
- Sweep/cleaning and damp mopping all hard floor surfaces
- Vacuuming all carpeted areas and spot shampoo areas as needed
- Dumping garbage cans
- Performing all cleaning aspects of halls, offices, board rooms, restrooms, and lunchroom
- Cleaning all office, board room, and lunch area chairs at least twice annually
- Spot washing walls when required
- Cleaning entry door windows and interior room windows regularly
- Reporting any minor repairs needed on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, blinds, etc.
- Determining needed supplies and equipment
- Will be responsible for proper inventory of materials and supplies.
- Accountable to the CAO for custodial performance.

WORK CONDITIONS

- Physically able to lift up to 50 lbs
- Safety equipment required for the job will be provided
- Must take safety orientation and WHMIS 2015
- Must work under Starland County's Safety Policy

- Must be familiar with working alone provisions of the Safety Program, and use Starland County's Safety Policy