



Addendum #1 to section B (e) – Locations, Duties and Man Hours to RFP Facility Cleaning Contract

RFP FM001-19

e. **Family Centre Cleaning Duties**

THREE TIMES WEEKLY

Three (3) times per week, on Sunday, Tuesday and Thursday. Duties specified in Section **e.** shall be performed during each visitation. A minimum of Three (3) man hours per visitation are required. This will include other areas that may be required:

- Vacuum/mop entire area in the playrooms
- Empty garbage including bathrooms
- Clean bathrooms check and refill toilet paper/towels/soap, disposal bags and general bathroom supplies, etc. as needed

ONCE WEEKLY

Once weekly, Duties specified in Section **e.** shall be performed during each visitation. A minimum of three (3) man hours per visitation are required. This will include other areas that may be required:

- Wipe door knobs and light switches
- Wipe play mats. Move and clean under mats
- Clean mirrors (in bathrooms and play area)
- Wipe all surfaces (fridge, stove, top of toy shelves, tables, train table)
- Clean garbage cans and wall area around garbage can
- Clean/sweep/mop hallway flooring

ONCE MONTHLY

Once monthly, Duties specified in Section **e.** shall be performed during each visitation. A minimum of three (3) man hours per visitation are required. This will include other areas that may be required:

- Walls (including spot cleaning both in play area and in the hallway)
- Clean fridge/stove
- Clean window ledges
- Wipe chairs
- Empty recycling bins
- Other duties that may be assigned

YEARLY

- Blinds (2 times per year)