

**Appendix D Service Schedule Air Terminal Building & Combined Services Building
SPECIFICATIONS RFP #2019-JAN**

DESCRIPTION	Agree			IF NO, INDICATE ALTERNATIVE OR COMMENTS
	Frequency Per year	YES	NO	
Air Terminal Building Schedule				
1. Entrances				
1. Vacuum all entrance door threshold plates and pivot points (Cargo/Staff areas included)	364			
2. Vacuum all rubber entrance matting and walk off mats	364			
3. Wet mop all rubber entrance matting and walk off mats	364			
4. Mop all stains and spills	364			
5. Dust mop all hard floors with treated dust mop	364			
6. Wet mop entire hard surface area	364			
7. Dust all horizontal surfaces using damp cloth	364			
8. Clean all ceiling vents	12			
9. Dust all light fixtures	12			
10. Clean carpet areas	02			
2. Washrooms				
1. Empty washroom waste containers and replace liners	364			
2. Thoroughly clean all sinks with a germicidal solution and wipe and polish all chrome fixtures	364			
3. Clean all sinks underside and pipes	364			
4. Wash all horizontal surfaces	364			
5. Clean all counters, toilets and stalls with a germicidal solution	364			
6. Dust mop all hard surface floors with treated dust mop	364			
7. Wet mop all floors	364			
8. Spot clean all vertical surfaces with a germicidal solution	364			
9. Thoroughly clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures	364			
10. Clean walls and partitions around toilets, urinals and sinks with a germicidal solution	364			

11. Clean all mirrors	364			
12. Clean all ceiling vents	12			
13. Wash the outside of all trash containers with a germicidal solution, inside as required	52			
14. Wash all vertical surfaces with a germicidal solution	52			
15. Replenish all washroom supplies	364			
16. Replace urinal screens	A/R			
3. ATB Public Washrooms (midday cleaning)				
1. Empty washroom waste containers and replace liners as required	364			
2. Wipe all sinks, counters, toilets and stalls with a germicidal solution as required fixtures	364			
3. Wet mop all floors as required	364			
4. Replenish all washroom supplies as required	364			
4. Stairs				
1. Pick up litter and debris	364			
2. Clean all horizontal and vertical surfaces removing fingerprints, smudges and stains	364			
3. Dust all edges, rails and lights in stairwell	364			
4. Wash all handrails with germicidal solution and dry	52			
5. Mop/vacuum all stains and spills immediately	A/R			
6. Dust mop all stairs and landings	364			
7. Wet mop all stairs and landings (every 2 nd day – on daily checklist)	182			
8. Clean any rough or grooved stair treads with a vacuum (every 2 nd day – on daily checklist)	182			
9. Clean all risers of soil, scuff and shoe marks	52			
10. Clean all ceiling vents	12			
11. Clean carpet areas on landings	02			

5. Office/Rental Car Areas/Airline Lease Areas/Hallways/Boardrooms/Training Rooms				
1. Empty all waste receptacles, wipe soiled containers, and replace liners as required	364			
2. Clean all vertical surfaces, including light switches, plugs and doors	364			
3. Vacuum all cloth chairs	52			
4. Dust all horizontal surfaces	364			
5. Dust all horizontal surfaces over 6 feet high (i.e. advertising signs)	26			
6. Wipe all counters	364			
7. Clean all partitions and glass doors	52			
8. Clean all telephones with germicidal solution including ear and mouth pieces	52			
9. Spot clean carpet areas	364			
10. Clean and polish board room tables	A/R			
11. Vacuum all carpets wall to wall	364			
12. Dust all pictures that hang on the walls	52			
13. Clean marks and smudges from window blinds	52			
14. Dust all furniture including television and computer screens	364			
15. Clean all ceiling vents	12			
16. Wet mop hard surface areas (Daily Nov 1-May 1; weekly May 2-Oct 31)	208			
17. Dust mop all hard surfaces with treated dust mop	364			
18. Empty recycle bins in offices				
19. Clean carpet	01			
6. Public Area/Hold Room(PBS/HBS)/Restaurant				
1. Empty all waste receptacles, wipe soiled containers and replace liners as required	364			
2. Spot clean all vertical surfaces, including light switches, plugs, doors, walls and door handles	364			
3. Clean all chairs and tables	364			
4. Clean all architectural metals	364			
5. Dust mop all hard surface floors with treated dust mop	364			
6. Wet mop all hard surface floors	364			

7. Clean ceiling vents	12			
8. Mop up stains and spills	364			
9. Vacuum all carpeted areas/mats	364			
10. Dust all horizontal surfaces including edges	364			
11. Clean all smudges, stains and marks on all horizontal surfaces	364			
12. Clean x-ray walk-through ramp in security holding room	52			
13. Pick up litter	A/R			
14. Spot clean carpet	364			
15. Clean carpet	02			
7. Baggage Make-up Areas/Mechanical Room/Communications Room				
1. Empty waste containers and replace liners as required	104			
2. Pick up debris	52			
3. Dust mop all hard surface floors and stairs	104			
4. Clean all hand rails	52			
5. Mop up all stains and spills	104			
6. Stairs vacuumed or swept	104			
7. Damp mop entire hard surface area (Daily Nov 1- May 1; weekly May 2-Oct 31)	208			
8. Dust all horizontal surfaces	104			
9. Spot clean all horizontal surfaces including light switches, plugs and doors	104			
10. Entrances – vacuum door slides (2 large/2 small)	104			
11. Clean all ceiling vents	12			
8. Windows/Door Glass/Partition Glass Maintenance				
1. Outside glass to be cleaned using a window brush & squeegee with a professional window cleaning solution	4			
2. All interior glass to be cleaned as above	2			
3. Spot clean all interior & exterior glass as required	364			
4. Clean window blinds	01			

9. Sidewalk Areas				
1. Pick up litter	364			
2. Sift ashtrays	364			
3. Empty garbage containers by walkways & in the parking lot	364			
10. General				
1. All carpeted areas must be steam cleaned and re-textured. Note: Vacuum all carpets before steam cleaning	02			
2. Spot clean any stained carpeted areas	A/R			
3. Vacuum/dust mop all stairwells	12			
4. Vacuum under all walk off mats	12			
5. Vacuum/mop all hallways	364			
6. Return all luggage carts to ATB after last flight	364			
7. Clean roll up mats (no visible urea Nov 1-May 1)	364			
8. Clean ceiling light fixtures	02			
9. Water and maintain plants and/or flowers	52			
10. Mop/vacuum all stains and spills immediately	A/R			
11. Scrub all hard surface floors and apply the appropriate finish	02			
12. Secure terminal building after last scheduled flight	364			
Combined Services Building (CSB)				
1. Entrances/Vestibules				
1. Vacuum all entrance door threshold plates and pivot points	104			
2. Vacuum all rubber entrance matting and walk off mats	104			
3. Wet mop all rubber entrance matting and walk off mats	104			
4. Dust mop all hard surface floors with a treated dust mop	104			
5. Wet mop entire hard surface floor area	104			
6. Mop all stains and spills	104			

7. Dust all horizontal surfaces	104			
8. Clean all vertical surfaces including walls, doors, wall plugs and light switches	52			
9. Clean ceiling vents	12			
2. Washrooms				
1. Empty washroom waste containers and replace liners	364			
2. Thoroughly clean all counters, toilets and stalls, including showers using a germicidal solution	364			
3. Thoroughly clean all sinks with a germicidal solution and wipe and polish all chrome fixtures	364			
4. Thoroughly clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures	364			
5. Clean all vertical surfaces using a germicidal solution	364			
6. Wet mop floor using a germicidal solution	364			
7. Wash all trash containers using a germicidal solution	52			
8. Clean mirrors	364			
9. Clean ceiling vents	12			
10. Machine scrub or pressure wash floors using a germicidal detergent	52			
11. Replenish all washroom supplies, toilet paper, paper towels, liquid soap	364			
3. Offices				
1. Empty all waste receptacles, clean soiled containers, replace liners	104			
2. Clean all horizontal and vertical surfaces including light switches, plugs and doors	104			
3. Vacuum all cloth chairs	52			
4. Clean all partition and door glass	104			
5. Dust mop all hard surface floors with treated dust mop	364			
6. Wet mop entire hard surface area	104			
7. Dust all furniture, including computer screens	104			

8. Dust, clean and remove smudges from all window blinds	26			
9. Clean all windows both interior and exterior with window brush and squeegee	12			
10. Clean ceiling vents	12			
11. Scrub floors and apply the appropriate finish	02			
4. Lunchroom				
1. Clean all lunch room tables	364			
2. Clean all horizontal surfaces using a germicidal solution	104			
3. Clean all vertical surfaces using a germicidal solution	104			
4. Dust mop floor using a treated dust mop	364			
5. Empty waste receptacles, replace liners if required	364			
6. Scrub floors and apply appropriate finish	02			
7. Clean ceiling vents	12			
8. Thoroughly clean all sinks and chrome fixtures using a germicidal solution	104			
9. Wet mop floor (Daily Nov 1- May 1; weekly May 2-Oct 31)	208			
5. Hallways				
1. Wet mop floor (Daily Nov 1- May 1; weekly May 2-Oct 31)	208			
2. Dust mop floor using a treated dust mop	364			
3. Scrub floors and apply the appropriate finish	02			
4. Clean all horizontal and vertical surfaces including light switches, plugs	104			
5. Clean ceiling vents	12			
6. Window & Door Glass Maintenance				
1. Outside glass to be cleaned using a window brush & squeegee with a professional window cleaning solution	04			
2. All interior glass to be cleaned as above	02			
3. Spot clean all interior & exterior glass as required	364			
4. Clean window blinds	01			

Notes: CSB Cleaning Winter – Sunday to Friday CSB Cleaning Summer – Monday to Friday (July and August) Annual schedule - based on 52 weeks				
Legend: 01 – Once per year (Annual) 02 – Once every 6 months (Bi-Annual) 04 – Once every 3 months (Quarterly) 12 – Once a month (Monthly) 26 – Once every 2 weeks (Bi-Monthly) 52 – Once a week (Weekly) 104 – Twice a week (Bi-Weekly) 364 – Every day, except one (Daily) A/R – As Required				

**Appendix D Service Schedule Air Terminal Building & Combined Services Building
SPECIFICATIONS RFP #2019-JAN**

The contractor has read and agrees to comply with the Appendix D service schedule		
Signatures:	and	
<hr/> Authorized Signatory Terrace Kitimat Airport Society		<hr/> Authorized Signatory Contractor
<hr/> Date		<hr/> Date

