

**Appendix E Service Schedule Air Services Building
SPECIFICATIONS RFP #2019-JAN**

DESCRIPTION	Agree			IF NO, INDICATE ALTERNATIVE OR COMMENTS
	Frequency Per year	YES	NO	
Air Services Building Service Schedule				
1. Entrances				
1. Vacuum all entrance door threshold plates and pivot points	26			
2. Vacuum all rubber entrance matting and walk off mats	26			
3. Clean all ceiling vents	12			
2. Washrooms				
1. Empty washroom waste containers and replace liners	26			
2. Thoroughly clean all sinks with a germicidal solution and wipe and polish all chrome fixtures	26			
3. Clean all sinks underside and pipes	26			
4. Wash all horizontal surfaces	26			
5. Clean all counters, toilets and stalls with a germicidal solution	26			
6. Wet mop all floors	26			
7. Spot clean all vertical surfaces with a germicidal solution	26			
8. Thoroughly clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures	26			
9. Clean walls and partitions around toilets, urinals and sinks with a germicidal solution	26			
10. Clean all mirrors	26			
11. Wash the outside of all trash containers with a germicidal solution, inside as required	26			
12. Wash all vertical surfaces with a germicidal solution	26			
13. Replenish all washroom supplies	26			
14. Clean all ceiling vents	12			

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3. Office				
1. Empty all waste receptacles, wipe soiled containers, and replace liners as required	26			
2. Clean all vertical surfaces, including light switches, plugs and doors	26			
3. Vacuum all cloth chairs	26			
4. Dust all horizontal surfaces	26			
5. Clean all partitions and glass doors	26			
6. Clean all telephones with germicidal solution including ear and mouth pieces	26			
7. Spot clean carpet areas	26			
8. Vacuum all carpets wall to wall	26			
9. Dust all pictures that hang on the walls	26			
10. Clean marks and smudges from window blinds	26			
11. Dust all furniture including television and computer screens	26			
12. Clean all ceiling vents	12			
13. Wet mop hard surface areas	26			
14. Dust mop all hard surfaces with treated dust mop	26			
15. Clean carpet	01			

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The contractor has read and agrees to comply with the Appendix E service schedule			
Notes: Annual schedule – based on 52 weeks Legend: 01 – Annually 12 – Monthly 26 – Bi-monthly 52 – Weekly			
Signatures:	and		
_____ Authorized Signatory Terrace Kitimat Airport Society _____ Date		_____ Authorized Signatory Contractor _____ Date	

