

**Equipment/Supplies:**

Are there water sources in each building?

- Yes, CSB & ATB both have a janitorial sink as well as the ASB has a hose, as well as a storage area.

Does Janitorial replace the needle bins?

- Yes, once the needle bins are  $\frac{3}{4}$  full or more, must replace with new bin (provided by NWRA), these bins are then taken by NWRA.

Are fire extinguisher checks required from Janitorial?

- No, monthly fire extinguisher checks are covered by NWRA

Does Janitorial need to provide replacements of Garbage bins?

- No, NWRA will provide garbage bins upon request and if necessary.
- Bags and all consumables will need to be supplied.

**Cleaning:**

Carpet requirements:

- Spot cleaning carpets are whenever necessary
- A full carpet cleaning for holdroom must be scheduled based on flight schedules

Recycling:

- Recycling for the NWRA only include the bins in the ATB hallway, all offices of tenants are responsible for their own recycling.

Outside Garbage Bins:

- The garbage bins right outside the ATB & designated smoking areas are to be emptied and cleaned.

Windows:

- Outside windows are to be cleaned quarterly. This does not have to be scheduled but keep in mind that there is spring sweeping of the roads so must be after that.

Restaurant:

- The dining area of the restaurant must be cleaned however anything past the restaurant counter is the restaurant employees responsibility.
- Airside café kiosk is to be cleaned, vacuumed, counter cleaned and dusting

Others:

- Floor grates at doors are not to be removed but must be vacuumed out.
- The black hallway walls are not to be cleaned with anything abrasive.

**Operations/Hours:**

Are the flight numbers projected to increase?

- Yes, flight and passenger numbers are expected to increase over the next year and more.

What hours are expected to be available?

- Late night cleaning so there are no passengers left in the terminal.
- Nav Canada is manned 24/7 so they will have to work around their operations.
- Middy cleaning is expected for about 5-6 hours a day, typically around 10:30-16:30.

**Hiring:**

Are there hiring restrictions?

- Must pass a Criminal record check
- Must be fully vaccinated as the airport is under federal regulations
- Must be able to complete 2 online courses made assigned by the airport

**Additional:**

- CATSA requests extra cleanings, 2 hours a day before morning flight, this will be billed separately.
- Renovations in the terminal will be discussed with Janitorial prior.
- See Appendix D.