

Cleaning & Maintenance -Contract Staff

Duties To Include:

Daily

- Vacuum entrance, first and second floor areas in front of the elevator
- Clean mail room and elevator lobby at parkade level
- Check boiler room & walk through parkade.
- Clean glass on all entrances
- Clean all mirrors
- Clean interior of elevator - including the telephone
- Walk the property, collect and dispose of any debris on the grounds.
- Ensure the driveway ramp is free of debris.
- Check lights on the outside of building
- Ensure fence-line to the centre of the alley (as per City By-laws) is clean and weed free
- Ensure exterior entrance ways, including stairs, are clean and clear of snow and ice
- Note any maintenance issues and report to the Property Manager

Twice Weekly

- Vacuum hallways and high traffic areas
- Wash down doormats as needed
- Dust edging along walls, above doors, blinds, light fixtures, stair railings, top of mail boxes, pictures
- Wash windows in stairwells
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As Required

- Notify the Property Manager of any needed supplies.
- Alert Property Manager to any light bulbs that need replacing
- Spot clean rugs (with rug cleaner solution)
- Mow and rake grass area (boulevard)
- Install elevator pads when needed

Other related activities as required

