

JANITORIAL CONTRACT - TOWN OF CHURCHBRIDGE COMMUNITY HALL

Agreement made this 1st day of October, 2018

BETWEEN:

The **Town of Churchbridge**, party of the First Part (hereinafter called the Town)

AND

_____, party of the Second Part (hereinafter called the Contractor)

WITNESSETH THAT the parties hereto in consideration of the covenants, stipulations, regulations and agreements hereinafter set forth and the payment hereinafter provided, do hereby mutually agree to each covenant and agree with the others as follows:

1. The Contractor agrees to devote the necessary time for full performance of the duties set out in Schedule A.
2. The Contractor agrees to the perform duties as outlined in Schedule A attached.
3. This Contract may be terminated by either party to this agreement by written notice delivered to the party to this agreement thirty (30) days prior to the date of termination. The Contractor agrees that, on termination of this contract, the Contractor shall leave the facility in the same good repair and cleanliness as was the case when this contract was undertaken;
4. The Town agrees to pay the Contractor and the Contractor agrees to accept the sum of \$ _____ dollars per year for performing duties outlined. The Contractor will be responsible for all remittances to the government required for receipt of this sum. Payment will be made the last day of each month. **This contract is good for November 1, 2018- October 30, 2019.**
5. The Contractor agrees to accept complete and unequivocal responsibility for any persons he may hire to carry out the duties required by this contract.
6. The Contractor shall immediately report to the Town Administrator damage or any problem he/she may deem to affect the carrying out of the terms of this contract.

IN WITNESS WHEREOF the parties to this agreement have hereunto signed, sealed and delivered on the date first mentioned in this agreement, at the Town of Churchbridge in the Province of Saskatchewan.

Town of Churchbridge:

Council Representative

Administrator

Contractor

Witness

SCHEDULE A- JANITORIAL DUTIES

- The janitor is responsible for ensuring a clean, safe and well-maintained facility in a friendly, cooperative environment. **Remember you represent the Town in your communication with the Renters.**
- Janitorial services are required for all hours and does include some weekend work. Janitor's number must be provided to renters in case of emergency.
- Janitor must check with Town Office staff for list of functions booked in the hall at the beginning of each month. Town Staff will notify janitor of any late bookings.
- Janitor will contact the Renters to make arrangements for access to the hall and to determine what items are required such as bar, mics, chairs, tables, piano, stage, etc.
- Janitor is not required to remain on premise during functions but must be available should problems occur such as oven outage, power outage, plugged sink, or overflowing toilet.
- Janitor will meet with Renters to determine if stage needs to be set up. Janitor will show renters how to access what they need (chairs, table, mic, podium, piano, bar), but renter will be responsible for setup of table, chairs, mics and podium. (EXCEPTION- funerals- Janitor will set up and clean up.) Janitor will clean up and put chairs and tables away after the function.
- Keys can be provided to Renters for lock up. Renters will return keys to Town office or the janitor upon completion. Janitor is ultimately responsible for building security. If keys are lost, inform the Town Office immediately.
- Janitor will enforce rental rules at all times.
- Janitor will report any damages to Town Office immediately so Renters can be held liable for them.

Before every function:

1. Wash and disinfect bathroom fixtures, door handles & floors.
2. Disinfect kitchen prep area, sinks, microwave, stove and fridge.
3. Dry mop or wash floors.
4. Clean marks on walls.
5. Vacuum mats.
6. Refill and replace supplies as required (paper towels, tissue, soaps, etc.).
7. Clean glass on front door inside & out.
8. Clean out outside ashtray.
9. Charge wireless mic batteries
10. Set up stage with use of high school students

After every function:

1. Wash tea towels- dry with no fabric softener.
2. Ensure thermostat returns to
3. Ensure all doors are locked and lights are turned off.
4. Turn off bar coolers.
5. Ensure garbage/recycle material has been placed in OSS containers.
6. Notify Town office of any damage
7. Wash chairs, tables and counters.
8. Store chairs and tables.
9. Refill and replace supplies as required (paper towels, tissue, soaps, etc.).
10. Store piano, mics and stage
11. Do minor repairs- replace light bulbs, chairs, tables, etc.

Winter Maintenance:

1. Keep snow/ice away from all doorways and fire exits.
2. Use de-icer as required.

TWICE ANNUALLY

1. Wipe down blinds.
2. Dust all pictures, ledges and baseboards.
3. Clean windows-inside and outside.
4. Clean all kitchen shelves.
5. Line stove and oven with foil.
6. Clean coffee urns with vinegar twice a year.
7. Ensure contractor does furnace maintenance as arranged by Town Office

ANNUALLY

1. Dry mop walls in all rooms.
2. Check all chairs to ensure leg caps are in place to prevent floor damage.
3. Clean filters above the stove.
4. Count kitchen inventory and provide to Town Office
5. Clean all storage areas and remove unnecessary items.
6. Arrange for carpets and dining room floor to be cleaned by contractor with Town Office Staff
7. Provide Council with a list of budget items by November for the following year.