



## **SCOPE OF WORKS**

Cleaning  
BHC Offices  
44 Church Street, Hamilton

**Please provide a quotation for labor for the below cleaning. BHC will supply cleaning supplies i.e. bleach, Windex, paper goods, trash bags, etc. The contractor is expected to supply all tools and equipment unless otherwise agreed.**

**Any additional cleaning will be considered on a cost and charge basis to be agreed upon prior to being undertaken.**

**All pricing is to include complete scope of works broken down for monthly payments.**

### **Daily:**

1. Vacuum carpeted floors and sweep or damp-mop hard flooring
2. All trash cans to be emptied and liners changed in bathrooms, kitchens and office areas
3. All trash to be put out for collection – boxes will be marked trash for disposal
4. All dishes to be washed and towelled dried and packed away – upper kitchen
5. All dishes to be stacked in dishwasher and turned on – dishwasher to be emptied and dishes put away if already clean – lower kitchen
6. Kitchen floors to be swept and damp mopped
7. Wipe down counters, tables, sinks, and exterior appliance surfaces
8. Bathroom floors to be swept and damp mopped
9. Sanitize toilets, urinals, sinks, and countertops.
10. Exterior of toilet to be wiped off, seat, tank and base of toilet
11. All fixtures in the stalls to be cleaned off, toilet paper holder, sanitary napkin bin
12. All sinks and counters to be sanitized and cleaned
13. Restock consumables like toilet paper, soap, and hand towels

### **Weekly:**

1. Windowsills to be wiped and cleaned – at floor level to be included
2. All telephones to be cleaned off and sanitized
3. Clean all glass to the interior and exterior of reception area including entry doors
4. Dust desks, tables, and horizontal surfaces (where cleared of personal items and papers).
5. To clean and sanitize shower stalls walls, floors and mirrors in bathrooms
6. Wipe down high-touch points like door handles, light switches, and shared electronics



**Monthly:**

1. Dust all mini and vertical blinds
2. All high dusting, bookshelves, picture frames, partitions and filing cabinets
3. To clean and sanitize the interior of fridges upper and lower kitchens
4. To clean and sanitize the interior of microwaves and toaster ovens upper and lower kitchens
5. To clean and sanitize stoves including oven if needed
6. To wipe down all interior wooden doors and frames in the office
7. All Formica stalls to be wiped off, including tops and free from dust
8. To clean all wall tile bathrooms and kitchens
9. To ensure all surfaces are mold, cobweb, and dust free

**Quarterly Cleaning:**

1. Clean A/C vents in the ceiling ensure they are dust free
2. Both A/C closets dust, vacuum and wipe clean of debris
3. To clean all glass partitions and doors throughout the office
4. To clean all exterior office glass windows
5. To clean and sanitize all stairs, handrails and stair wells
6. To clean and sanitize interior of the elevator

**Bi-Annually:**

1. To steam clean all office chairs
2. To deep clean and wax vinyl flooring
3. To steam clean any carpet areas

**Confidentiality:**

Cleaners will not touch or move personal belongings, laptops, or papers on desks unless agreed upon.

**Small notes:**

- Roll up all shades to avoid excess dust accumulation on shades when cleaning
- Metal doors - mindful of cleaning products when cleaning handles of all doors.
- Note wall panels reach the floor – avoid wet mopping near panels

