



SCOPE OF WORKS

Cleaning
Gulf Stream, 79 Southside Road
Langley House, 26 Tommy Fox Road
Satellite Office, 79 Southside Road
Southside

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. Tenants are responsible for the cleaning of their own rooms and bathrooms.

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: 7 Days a Week

1. All common areas to be vacuumed and damp mopped
2. All office areas to be vacuumed
3. All trash cans to be emptied and liners changed in bathrooms, kitchens and office areas
4. All trash to be put out for collection – boxes will be marked trash for disposal
5. Kitchen floors to be swept and damp mopped
6. Wipe down counters, tables, sinks, and exterior appliance surfaces
7. Bathroom floors to be swept and damp mopped
8. Bathroom mirrors to be cleaned
9. Toilets and urinals to be sanitized internally and externally with Clorox or similar products
10. Toilets and urinals to be scrubbed with a toilet brush
11. Exterior of toilets and urinals to be wiped off, seat, tank and base of toilet
12. All fixtures in the stalls to be cleaned off, toilet paper holder, sanitary napkin bin
13. All sinks and counters to be sanitized and cleaned
14. 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 hallways to be vacuumed and damp mopped
3. Clean all glass in common areas and bathrooms
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



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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, ceiling corners, and filing cabinets
3. To clean and sanitize the interior of fridges
4. To clean and sanitize the interior of microwaves
5. To clean and sanitize stoves including oven if needed
6. To wipe down all the wooden interior doors and frames
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 laundry areas are clean and dust free
10. To ensure all surfaces are mold, cobwebs, and dust free

Quarterly Cleaning:

1. Clean A/C vents in the ceiling ensure they are dust free
2. To clean all glass partitions and doors throughout
3. To wipe down all interior and exterior of kitchen cabinets

Bi-Annually:

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

