

Specific Responsibilities  
Building Maintenance Cleaner  
2019

**Park Centre**

- Arrange key pickup for each renter.
- Provide contact list to renters in the event of an emergency.
- Maintain written list for distribution of person capacity of each level.
- Check with Municipal Office, booking staff, to ensure being aware of all bookings.
- Ensure that extra garbage bags, broom, dust pan and mop are available to renters in case they need it.
- Notify Public Works when parking lot needs to be snowplowed or sanded.
- Ensure that all entrances/exits are kept clear of snow before each rental and during any major events
- Be available during rentals to deal with issues that may arise

After Each Rental

- Regular post rental cleaning to be completed within 24 hours of rental, including garbage removal, carpet vacuumed, and floors washed, and surfaces disinfected
- Make sure all food items are removed from refrigerators and cupboards and that stoves and ovens are clean within 24 hours of rental
- Make sure toilet paper, paper towels, hand soap are refilled, replenish dish soap and ensure bleach is in each kitchen

Monthly

- Refrigerators/freezers to be cleaned on a monthly basis, depending on number of rentals, to be checked after every rental
- Keep light fixtures functioning, interior and exterior
- Replace furnace filters as required by maintenance schedule set out by manufacturer
- Keep storage areas and furnace room clean and clutter free
- Notify municipal office to order supplies as needed
- Check fire extinguishers/exit lights on a monthly basis
- Ensure exit lighting and other emergency lighting work, check minimum monthly.
- Make sure building is rodent free

Every Six Months

- Stove and ovens to be cleaned at least twice per year, checked after every rental.
- Entire bathrooms, including stall partitions and all surfaces of every bathroom to be scrubbed at 6 month intervals, or more often if needed
- Clean bugs and debris from light fixtures

## Yearly

- Carpeted floors are to be cleaned at least once per year, more if necessary
- Windows cleaned before November 30 of each year
- Interior cupboards to be cleaned once yearly or more if needed
- Yearly, before February 28 of each year take inventory of all items in Park Centre, including, but not limited to: dishes, silverware, chairs, tables, sound equipment
- In fall plug in electric heat cable on roof

## Outside Work

- Maintain Heritage Lights
- Ensure that they are all working, to be done on a weekly basis

## Municipal Office

### Daily

- Ensure that the snow is removed from all entrances by 8:00 a.m. Monday to Friday, and before evening meetings

### Twice Weekly

- Empty garbage cans and remove garbage from premises.
- Clean and disinfect washrooms
- Wash dishes, clean and disinfect counter top.

### Weekly

- Vacuum and mop floors.
- Dust computers, desks, ledges, council table, window ledges etc.
- Ensure all lights are working properly.

### Monthly

- Clean microwave.
- Defrost refrigerator.
- Remove bugs etc. from light fixtures.
- Sweep concrete step and wheel chair ramp.
- Check filter in furnace and replace if necessary.

- Clean windows in foyer area.

#### Yearly

- Have carpets cleaned.
- Wash walls.
- Clean cupboards in kitchenette area.
- Wash windows.

### **Public Washrooms**

#### Every Day

- During spring and fall seasons clean washrooms as required
- During the summer months clean washrooms on a daily basis
- In April evaluate condition of washrooms and provide maintenance as required (painting, additional cleaning, fixture repairs/replacements, etc)
- November, after Christmas in Kagawong, winterize washrooms and close for the season

### **Public Works Garage**

#### Every other Week

- Clean washroom
- Clean office floor and dust

### **91 Main Street, Lower**

#### Daily (winter)

- Remove snow from entrance and sand if needed

#### Weekly

- Sweep entryway
- Vacuum floors
- Wipe down machines (seats, backs, hand rests/grips, screens) and weight rack with disinfectant
- Clean washroom (sink, toilet, surfaces, mop floor, replace toilet roll if necessary)
- Wipe down counters, sign-in table, shelves, window sills and baseboards
- Empty garbages and recycling and replace bags
- Clean mirrors
- Check for dirty finger marks on ceiling by universal weight machine
- Empty dehumidifier

#### Seasonal

- Clean windows

- Sweep down exterior
- Replace light bulbs as necessary
- Check fire extinguisher
- Check first aid kit

Other duties as assigned.