

GWLRA Property Management Commercial Service Contract

Janitorial Services – Commerce Place, Edmonton, AB

Contract Site

GWL Realty Advisors Inc.
208 Commerce Place
10155 – 102 Street NW
Edmonton, AB
T5J 4G8

COMMENCEMENT DATE:

July 1, 2007

TERMINATION DATE:

June 30, 2010

Office Tower Lobby and Public Areas

1. Day Porters and Day Matrons will be on duty at the specified times to perform the following services:
 - a) Patrol clean restrooms, including private executive restrooms, maintaining a clean condition.
 - b) Replenish toilet tissue, soap, towel dispensers and hand sanitizer, supplies to be furnished by Contractor.
 - c) Washroom fixtures in proper operation and blockages cleared
 - d) Sweep and hose sidewalks and plazas, weather permitting. Inspect sidewalks and plazas and remove snow and ice immediately outside of main entrance doors when necessary.
 - e) Sweep and dust all handrails, spindles and stair stringers. Wash stairs as required.
 - f) Keep frames of entrance doors clean. Spot clean and wash entrance glass as required.
 - g) Clean standpipes and sprinkler Siamese connections as necessary. Polish all brass and other metal work.
 - h) Exterior metal work, granite, etc. of the building entrances to be kept clean at all times.
 - i) Maintain exterior of building at ground level, including all planters.
 - j) Inspect outside area daily to keep clean of paper, leaves, etc., as necessary.
 - k) Ground floor lobbies and all elevator lobbies shall be mopped dry in inclement weather and walk-off mats cleaned with carpet extraction equipment.
 - l) Clean and maintain architectural glass and brass surfaces throughout.
 - m) Clean the ground floor windows in and out as required to maintain appearances.
 - n) Inspect elevator cabs a minimum of twice daily and spot clean doors, walls and granite flooring as required.
 - o) The Day Staff will be at the disposal of Building Management to perform cleaning functions upon request. Resident Manager, in attendance, shall be equipped with a pager or cell phone or similar communication device.

The Day Staff attendance pattern should be staggered to provide a continuous presence of working staff from early morning to 5:00 p.m.

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2. Nightly Activities

a) Lobby and Public Areas

- i. Clean all glass entrance doors, including all interior, non-Tenant entrance doors.
- ii. Spot clean all perimeter glass looking out at the exterior and the mall – smudges and finger-marks removed within reach.
- iii. Sweep with treated mop and wash all hard surface floors in all other areas including the Fire Command Center (FCC), and all vestibules and public corridors covered by this Contract – to be followed by spray buffing and burnishing, where applicable. Tower lobby marble/granite floor and passenger elevator marble floors should be burnished to a high gloss.
- iv. Clean walk off matting thoroughly.
- v. Sweep and wash/spot clean and vacuum common areas and hallway corridors (including freight elevator lobby)

b) Tenant Floors

- i. Spot clean and vacuum carpets in high traffic areas (lunchrooms, staff meeting rooms, boardrooms, common areas, elevator lobbies, office and open areas)
- ii. Sweep/dust-mop and damp wash hard surface floors.
- iii. Spot clean fabric surfaces on request and fabric permitting.
- iv. Clean and disinfect drinking fountains and fountain cabinets.
- v. Clean entrance glass doors, spot clean/dust metal trim and hardware.
- vi. Clean and polish eye level, below eye level and within reach metal surfaces.
- vii. Damp-dust desk and table tops.
- viii. Clean and polish counter tops.
- ix. Empty and damp wipe waste containers, replace soiled liners.
- x. Empty main and/or common area recycle containers, not to include desk side receptacles.
- xi. Remove recycle cardboard.
- xii. Spot clean and remove marks and graffiti from walls and related surfaces, damp wipe finger marks, spills and scuff marks etc. from doors and walls.
- xiii. Dust and spot clean doors, door hardware and metal trim.
- xiv. Remove smudges, finger marks and stains from lobby and corridor walls, glass and surfaces. Polish any stainless steel surfaces,
- xv. Stairs and landings to be swept and washed as needed.

c) Elevators

- i. Wipe down and polish brass surfaces, including door jambs, inside and out, using warm water and clean, dedicated cloths only. (NOTE: At no time should any products be sprayed directly on brass, as an over-spray will damage the panels and cause marble floors to become slippery).
- ii. Thoroughly clean all elevator thresholds; sparkle polish same.
- iii. Clean and polish mirrors.
- iv. Dust wood panels.
- v. Thoroughly vacuum lobbies and spot clean where necessary.

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- d) Washrooms
 - i. Clean and disinfect plumbing fixtures.
 - ii. Empty, damp wipe and disinfect waste containers, replace soiled liners.
 - iii. Wipe, disinfect and replenish dispensers.
 - iv. Wipe and disinfect walls adjacent to plumbing fixtures, towel dispensers and back splash.
 - v. Wash washroom partition doors adjacent to toilet and urinal fixtures.
 - vi. Wash and polish washroom mirrors.
 - vii. Clear traps, sweep and wash floors.
 - viii. Check for and remove graffiti from walls & partitions.
 - ix. Replenish all washroom supplies from the Contractor's own stock.
- e) Janitorial Closets
 - i. Spot clean doors
 - ii. Sweep and wash floor.
 - iii. Empty trash receptacle
 - iv. Clean sink and surrounding surfaces

3. Weekly Activities

- a) Spot clean and vacuum all carpets wall to wall complete.
- b) Deep clean hard surfaced and resilient floors and spray buffed as needed.
- c) Deep clean any walk off mats and floor protectors.
- d) Wash, wax and polish, to a high gloss, the tower lobby floors and elevator cabs.
- e) With a hot water extraction system, clean all elevator and elevator lobby carpets and walk off matting.
- f) Damp dust filing cabinets, book cases, furniture, framing, shelves etc.
- g) High dust partition ledges.
- h) Clean and polish all interior and exterior ornamental metal within reach.
- i) Damp wipe the ceilings, mirrors and fixtures in all elevators.
- j) Polish all metal surfaces on items such as ash urns, hand rails, door handles, kick plates, etc.

4. Monthly Activities

- a) Deep scrub washroom floors.
- b) Dust hard to reach surfaces, above and below eye level
- c) Dust all Venetian blinds, returning all vanes to original position.
- d) Damp dust window sills and ledges.
- e) Vacuum furniture upholstery (chairs, sofas, room dividers etc.)
- f) Damp dust shelves in library, stores, distribution and office areas.
- g) Dust fire extinguishers and clean fire hose cabinets.
- h) De-scale all plumbing surfaces.
- i) Remove walk off mats so as to thoroughly sweep and machine scrub all floors in entrance lobby and elevator cabs and in tenant spaces as applicable. Clean walk off mats thoroughly and dry before replacing
- j) Wash down all exterior marble and granite around entrance ways (where applicable) within a 12 foot height.

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5. Quarterly Activities

- a) Strip washroom floors to thoroughly clean grout.
- b) Clean wood panes, walls and doors.
- c) Clean and polish all interior glass, metal and painted surfaces.
- d) Clean elevator lobby walls.
- e) Vaults, storage rooms and mechanical areas shall be cleaned upon request.

6. Semi-annual Activities

- a) Scrub all hard surfaces and resilient flooring and apply appropriate coats of finish to maintain a high gloss appearance.
- b) Steam clean carpets in heavy traffic areas, where semi-annual is not sufficient, Contractor shall use his/her own discretion. Keeping in mind the carpeted areas shall be kept free of spots, stains and excessive wearing patterns.
- c) Wash all public area interior glass and door transom glass (where applicable)
- d) Dust lighting fixtures in all corridors and lobbies within 12 feet.

7. Annual Activities

- a) High dusting of return air grills, vents, etc.