

## Schedule 18 (Technical Requirements) – DBFM Agreement

### APPENDIX I - SCHOOL BOARD CUSTODIAL SERVICES

The School Board will provide the following custodial services at each School, including the requisite qualified personnel trained to provide such services. The frequencies for performing the services indicated below are the minimum frequencies required.

School Board Custodial Services	Daily	As Required	Weekly	Monthly	Annually
<b>Exterior Duties</b>					
Sweep entrances	X				
Put up and take down flag	X				
Pick up garbage on grounds including playground & along fences		X			
Snow clearing – remove snow or ice from sidewalks at a School and the main School Building entrance area		X			
<b>Waste Management</b>					
Transfer waste to waste collection containers	X				
Arrange for waste collection container pick-up		X			

Interior Duties	Daily	As Required	Weekly	Monthly	Annually
<b>Instructional Areas Servicing Schedule</b>					
Empty waste receptacles	X				
Empty pencil sharpeners	X				
Secure doors & windows	X				
Clean student work stations		X			
Clean chalk boards/white boards		X			
Clean chalk board/white board rails		X			
Dust mopping floors	X				
Damp mop or autoscrub floors		X			
Vacuum carpeted areas	X				
Damp mop floors		X			
Clean sinks & fittings	X				
Clean telephones/hand sets			X		
Spot wash walls/windows				X	
Wash Walls					X
Clean window coverings					X
Clean windows inside/outside					X
Clean furniture					X
<b>Washroom, Change / Locker room Servicing Schedule</b>					
Washroom inspections	X				
Clean sinks & fittings	X				
Clean urinals & fittings	X				

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Clean toilets & fittings	X				
Clean shower stalls & fittings	X				
Empty waste receptacles	X				
Dust mop and damp mop or autoscrub floors	X				
Clean linen towel & soap dispensers	X				
Clean mirrors	X				
Hand plunging and hand snakes to remove foreign objects		X			
Wash light switches & door handles	X				
Fill hand towel & toilet tissue dispensers	X				
Wash partitions			X		
Wash walls					X
Spot wash walls (as required)		X			
Clean windows					X
Flush floor drains				X	
Boiler Monitoring		X			
<b>Gymnasium Servicing Schedule</b>					
Dust mop floor	X				
Dust mop stage		X			
Damp mop or autoscrub gym floor			X		
Sweep/vacuum stairs & landings			X		
Clean and inspect gym chairs (after usage)		X			
Clean bleachers (after usage)		X			
Clean gym storage room		X			
Dust backstops				X	
Clean under stage					X
<b>Hallways &amp; Stairways Schedule</b>					
Dust mop floors	X				
Damp mop or autoscrub floors		X			
Buff or burnish finished floors		X			
Clean fountains & fittings	X				
Spot wash walls & windows	X				
Spot check & clean lockers	X				
Dust lockers, ledges & exhibit cases			X		
Dust banisters			X		
Clean fountain drains	X				
Buff or burnish floor					3x
Dust stairway walls					3x
Clean exhibit cases		X			
Clean inside lockers					X
<b>Administration Offices &amp; Staff Lounge Servicing Schedule</b>					
Empty waste receptacles			2X		
Dust mop floors	X				

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Wash floor in food prep area	X				
Secure doors & windows	X				
Empty pencil sharpeners	X				
Clean sinks & fittings	X				
Clean office furniture				X	
Clean telephones/hand sets			X		
Steam clean carpet					X
Clean windows inside/outside					X
Wash doors	X				
Clean canopy & hood				X	
Clean fridge/freezer coils					X
Clean ventilation grills					X
Wash Chairs					X
<b>Servery Servicing Schedule</b>					
Empty waste receptacles	X				
Dust mop floors	X				
Damp mop or autoscrub floors	X				
Wash floor in food prep area	X				
Clean linen towel & soap dispensers	X				
Spot wash walls & windows	X				
Wash doors	X				
Clean canopy & hood				X	
Clean fridge/freezer coils					X
Clean ventilation grills					X
Wash chairs					X
<b>Common Items</b>	<b>Daily</b>	<b>As Required</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>
Low dusting – To height of 2 metres			X		
High dusting – Over 2 metres		X			
Vacuum carpets	X				
Spot clean carpets		X			
Steam clean carpets					X
Restorative floor care as per floor manufacturer's recommendations		X			
Wash woodwork, doors and frames					X
Replace burned-out light bulbs – to a height of 4 metres and under only		X			
Clean lights & fixtures – to a height of 4 metres and under only					X
Clean ventilation grills – to a height of 4 metres and under only					X
Spot wash walls & windows		X			
Wash off any Graffiti with non-abrasive cleaner		X			
Clean custodial closets		X			