

# CLEANING CONTRACTOR REQUIREMENTS

**CLEANING CONTRACTOR:** The cleaning contractor will fulfill the following cleaning duties on a regular basis: full cleaning every week, and as called upon for extra cleaning as deemed by the Library Director.

## FULL CLEANING DUTIES:

1. Dusting shelves, cabinets, and other furniture
2. Sweep tile floors in Library, Meeting Room, restrooms, library office, and foyers, along with floor mats
3. Mop tile floors in Library, Meeting Room, restrooms, foyers, and library office
4. Vacuum all carpets
5. Scour all equipment in restrooms, the sink in the Meeting Room and drinking fountains
6. Clean glass in front foyer
7. Report any supplies needed
8. The contractor is to complete the cleaning checklist each time cleaning is done

## EXTRA DUTIES:

1. Clean Meeting Room if not left in proper order after a meeting is held there
2. Clean all windows on an as-needed basis
3. If necessary, a Spring and Fall cleaning may be called for
4. Shampooing the carpets &/or stripping and waxing of tile floors (price to be set by the board)

**SUPPLIES:** The Library is to supply the Cleaning Contractor with all cleaning materials needed.

**OTHER:** The Cleaning Contractor must be able to perform the duties of this job with or without reasonable accommodations.

The agreement can be terminated by either party with 30 days written notice.

The Library Cleaning Checklist is to be turned in to the Library Director signed and dated as proof of work, for compensation. The checklist is then kept on file by the Library Director.