



Town of Blaine Lake

Box 10

Blaine Lake, Sask. S0J 0J0

Phone 306-497-2531

Fax 306-497-2511

email: blainelake@sasktel.net

www.blainelake.ca

JANITORIAL SERVICES REQUIRED

The Position:

The Town of Blaine Lake invites Tenders for Janitorial Services one (1) day a week at the Town Office at 301 Main Street.

Office cleaning cannot take place between 8:00 a.m. and 4:00 p.m. weekdays. It can be done anytime over the weekend.

Cleaning supplies will be supplied by the janitor. The property owner will supply vacuum, garbage bags, recycle bags, and furnace filters.

Dates:

The Position will begin November 1, 2019

Regular Duties :

Duties will include but are not limited to:

- a) All waste/recycle bins and paper shredders emptied.
- b) Vacuum all carpeted areas. (Property owner supplies the vacuum).
- c) Sweep tile areas and mop when required.
- d) The bathroom cleaned and sanitized.
- e) Coffee utensils washed and water cooler wiped and sanitized.
- f) Chairs cleaned and sanitized.
- g) Dust and polish furniture (including the reception counter) and
- h) Wash tile areas and wax as necessary.
- i) equipment (except computer equipment).
- j) Telephones cleaned and sanitized.

Other Duties as Required:

- a) Dust window sills and baseboards once a month and wash as required.
- b) Dust all plaques and pictures once a month.
- c) Change furnace filters every 3 months – filters supplied by the property owner.
- d) Wash inside of windows in the Spring and Fall.
- e) Dust blinds in the Spring and Fall.
- f) Dust or wipe down walls as required.

Downstairs Office Space & Washroom:

Clean 1 time per month-

- a) Vacuum/sweep floor and wash as necessary.
- b) Dust furniture and equipment (except computer equipment)
- c) Sink, toilet and bathroom area cleaned and sanitized.

A Contract for services will be signed and the contract price paid at the end of each month. Pre authorization is required from the Town Administrator should it be necessary to have someone else clean while the Janitor is temporarily away.

Applications:

Tenders must be received no later than 4:00 p.m. Friday, October 18, 2019 at the Town office, emailed to blainelake@sasktel.net or mailed to:

Town of Blaine Lake
Box 10
Blaine Lake, Sask.
S0J 0J0

For further information call 306-497-2531.

