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TOWN OF BLAINE LAKE, PO Box 10, Blaine Lake, SK,

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 the hours of 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 a vacuum, garbage bags, re-cycle bags, and furnace filters.

Dates:

The Position will begin January 1, 2024.

Regular Duties:

Duties will include but are not limited to:

- a) All waste/re-cycle 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 reception counter) and equipment (except computer equipment).
- h) Telephones cleaned and sanitized.
- i) Wash tile areas.

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 filter 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 downs walls as required.



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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, November 17, 2023 at the Town Office, emailed to blainelake@sasktel.net or mailed to:

Town of Blaine Lake
Box 10
Blaine Lake, Sask.
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For further information call 306-497-2531.