SCOPE OF WORK
CLEANING
EMERALD HEIGHTS

1.1 GENERAL

A. WORK

The term “Work” includes all labor, materials, equipment and services required of the CONTRACTOR, as shown, described or inferred in the Contract Documents. The CONTRACTOR is only to use its own forces and/or OWNER/CONSTRUCTION MANAGER approved sub-trades to undertake the Work. The CONTRACTOR may not sub out further work without the prior written consent of the OWNER, such consent to be granted at the discretion of the OWNER.

B. WORK, LICENCES, PERMITS AND INSPECTIONS

The CONTRACTOR agrees to do all work in accordance with the plans, specifications, and performance standards and in accordance with good building practice, any and all civic, municipal, provincial and federal laws and codes pertaining thereto and to the satisfaction of the OWNER. The CONTRACTOR further agrees to obtain all licenses required in connection with his work and to inform the site superintendent of the date and time work will be ready for inspection as well as the nature of the inspection.

C. LIABILITY INSURANCE

The CONTRACTOR shall provide and maintain, at his expense, a minimum of $2,000,000 general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done by the CONTRACTOR, its employees or agents, in connection with the performance of this Agreement. Proof that the OWNER and the CONSTRUCTION MANAGER are named insured is required upon successful awarding of the contract.

D. WORKSAFE B.C.

Upon award of this contract, the CONTRACTOR shall provide certification of WorkSafe BC registration and good standing, and current letter of clearance. Provide WorkSafe BC letters of clearance on a monthly basis thereafter. At any time during the term of this Contract when requested by the OWNER, the CONTRACTOR shall provide such evidence of compliance by himself and any or all of his Sub-Contractors with all requirements with respect to payments and rules and regulations due under the Workers’ Compensation Act. The CONTRACTOR shall conduct weekly safety meetings and supply appropriate paperwork to the Site Superintendent as required by WorkSafe B.C.

E. GENERAL SITE MAINTENANCE

1. The CONTRACTOR shall clean up, remove, and dispose of all debris associated with this work to the bin provided by OWNER. Maintain cleanliness of the property at all times.

2. All work, including start-up of equipment, is to be performed during regular working hours as per the City of Surrey bylaws.

3. It is the intent of this contract that all work performed by the CONTRACTOR is to be complete and functional in all respects meeting all applicable codes and requirements and to the final approval of local governing authorities having jurisdiction;

4. The CONTRACTOR is responsible for protecting the work of other trades from any damage caused by his own work forces;

5. The CONTRACTOR shall be responsible for WHMIS compliance and enforcement as it relates to this scope of work.
F. GENERAL RESPONSIBILITIES

1. The CONTRACTOR is responsible to familiarize himself with the site and point out any potential problems before starting the job.

2. The awarding of this Contract shall be based on the assurance that adequate, qualified manpower will be provided to carry out this scope of work, and work will be commenced and completed as per the Project Schedule, as revised from time to time by the Construction Manager.

3. The CONTRACTOR shall provide additional labour, including safety personnel, for overtime and Saturday work as required from time to time to comply with Project Schedule at no additional cost to the OWNER.

4. The CONTRACTOR shall cooperate with other trades to ensure a smooth and safe flow of work. Provide a plan detailing sequencing of work to the CONSTRUCTION MANAGER.

5. The CONTRACTOR shall provide a certified Trade Safety Coordinator as required by City of Surrey bylaws and provide certification of qualification to the Construction Manager.

6. The CONTRACTOR shall comply with all requirements for safety procedures, reports, and meetings in accordance with applicable regulations, bylaws, and safety programs.

7. The CONTRACTOR agrees that the OWNER is not responsible for fire, theft, loss and/or vandalism of any of the CONTRACTOR’s tools, equipment, materials, supplies and/or work in progress.

1.2 CLEANING REQUIREMENTS

The Scope of Work for Cleaning shall include, but shall not be limited to the following items:

It is the intent of this scope of work to ensure the CONTRACTOR shall carry out a thorough cleaning of the entire development to provide a product “sparkling” clean ready for occupancy by prospective purchasers and satisfactory to the OWNER.

The CONTRACTOR shall supply all required labour, tools, cleaners and equipment to carry out a thorough cleaning, of the common areas, amenity building and individual units, ready for move-in by the purchasers as follows:

A. Unit Pre-clean

The OWNER shall ensure there is water supply to all bathroom areas of the units to be pre-cleaned and all tubs are drained.

The CONTRACTOR shall:

1. remove all debris, packaging etc. from the bathrooms.
2. thoroughly clean all bath tubs/shower enclosures including ceramic and/or acrylic surrounds and remove all drywall filler, paint, mastic, grout etc. from the tubs and surrounds.
3. thoroughly clean all ceramic and/or acrylic shower areas and remove all paint, drywall filler, mastic, grout etc. from the showers.
4. thoroughly clean all toilets and basins and remove all paint, drywall filler, mastic, grout etc. from the fixtures.
5. thoroughly clean all vanity tops where basins have been installed.
6. thoroughly clean bathroom floors and remove all paint, drywall filler, mastic, grout etc. from the floors.
7. thoroughly clean the interior of all windows and vinyl frames.
8. remove bottom window tracts, thoroughly clean and replace.
9. remove all paint, drywall filler, mastic etc from both the frames and the glass.
10. thoroughly clean all window sills and casings.
B. Unit Full clean

The OWNER shall ensure there is electricity and hot water to all units to be cleaned.

The CONTRACTOR shall:

1. remove all debris, packaging etc. from all areas of the individual unit.
2. clean all passage and entry doors, both sides including hardware and including the removal of labels, protective covers, all paint, drywall filler, mastic, grout etc.
3. thoroughly clean all light fixtures.
4. thoroughly clean all cabinets and vanities including tops, gables, panel corners, interior shelves, drawers.
5. Thoroughly clean all equipment and plumbing including water lines, drain pipes and garburators.
6. clean all counter tops including all corners and back splash areas.
7. clean all plumbing fixtures including the removal of any paint, drywall filler, mastic, grout etc. from the fixtures.
8. re-clean all bathrooms including all fixtures, ceramics, mirrors, hardware, taps, glass/metal enclosures etc.
9. thoroughly clean all appliances including the removal of all packing materials, protective coverings and stickers and sticker residue. *Any damage/scratches on appliances to be reported to a site supervisor immediately upon discovery.*
10. Thoroughly vacuum and wash all ceramic flooring and remove all paint, drywall filler, mastic, excess grout etc.
11. thoroughly vacuum all carpet areas with special care to be taken in corners and along carpeted stair edges.
12. remove all protective coverings from hardwood floors, vacuum all hardwood and wash all hardwood with an approved cleaner formulated specifically for laminate hardwoods.
13. thoroughly wash all window interiors and exteriors including the glass areas and frames and remove all paint and/or mastics.

C. Common Areas Cleaning

The CONTRACTOR shall:

1. remove any spilt paint, drywall filler or other materials from all surface areas of the building.
2. thoroughly wash down/power wash all concrete or masonry walls within the parkade structure.
3. thoroughly wash clean all suspended pipes, machinery, equipment, controls etc. within the parking garage and all mechanical and electrical rooms.
4. thoroughly clean and vacuum all common corridors, stairways, lobbies, equipment, standpipes, mail boxes, etc. in all common areas, with the same standard of cleaning as required for individual units.
5. thoroughly clean all door and windows frames, interior and exterior of all window glass and all door surfaces.

D. Parkade Cleaning

The OWNER shall insure that all stored materials and major debris is removed from the parkade.

The CONTRACTOR shall:

1. thoroughly clean all doors and windows.
2. hose down all concrete walls.
3. sweep and power wash all concrete floors.
4. Sweep out all mechanical and electrical rooms.
5. Wipe down all suspended piping

E. Re-cleans (Extra to Quotation – hourly rate)

Under the direction of the site superintendent, the CONTRACTOR shall:

1. wipe down all counter tops, sinks and appliances.
2. Clean off finger prints and smudges where visible.
3. vacuum and/or wipe down all areas of construction activity including drywall sanding, sawdust etc. **only where required.**
4. vacuum and damp mop all hardwood flooring.
5. ensure the unit is “sparkling” clean and ready for possession.