

## 2020 HAAA Contracted Custodian

### Bid Requirements and Job Description

- The contracted custodian's contract shall be for a term of one year. Bids for the contract shall be called in for October, Received by December 1<sup>st</sup> and awarded at the December board meeting for the following year beginning January 1<sup>st</sup> and running through December 31<sup>st</sup>.
- The custodian shall be an independent contractor and shall provide the HAAA board of directors a Proof of Liability insurance certificate within 1 week of notification of being awarded bid.
- The custodian shall perform all routine cleaning and maintenance as specified by the Board or the Board's designee.
- The custodian shall perform all seasonal maintenance and cleaning tasks as specified by the Board or the Board's designee. See maintenance sheet below
- The custodian and board or its designee shall create and maintain a master calendar of events, rentals, seasonal maintenance, and corresponding routine cleaning with these events and rentals.
- The custodian shall set his or her own hours of work. The board or its designee shall set the deadlines and completion times of the seasonal, ordinary and special event cleaning and maintenance tasks.
- The custodian shall provide the board the time and dates of the work, in the manner specified by the board.
- The custodian shall facilitate security of the Community Center by checking the locks on all doors and windows after each use.
- The custodian and board's designee shall coordinate with any and all HAAA event chairpersons that make use of the Community Center and schedule whatever cleaning and maintenance that will help the HAAA events.
- The custodian will order all necessary cleaning and maintenance supplies to be billed directly to HAAA through designated supplier(s).
- Note: Cleaning during Hoagland Days festival in June will be sourced separately and should not be included in this bid.

#### After each use

- Check interior and exterior for damage and cleanliness (according to posted rules)
- Notify HAAA Board designee of damage or required cleaning after each rental
- Repair and clean as needed or report to Board designee items beyond custodian's capabilities.
- Wash door windows
- Clean mirrors
- Sweep and mop as needed (include sweeping rugs)
- Clean restrooms
- Restock trash liners
- Check that kitchen refrigerator is emptied for next renter
- Take, wash and return used dishcloths and kitchen towels
- Be sure all doors and windows are locked
- Wipe down drinking fountains, kitchen sinks and all kitchen surfaces
- Check thermostats and set to "Run Program"

Twice a year

- Clean all major appliance interiors and exteriors
- Deep clean rest rooms including wipe down stalls and walls
- Wipe all kitchen cabinetry with Murphy's Oil Soap or similar product as specified by the board's designee.
- Spray homeowner grade interior pest repellent around all baseboards and corners excluding the kitchen

Once a year

- Wash walls
- Wash curtains
- Clean storerooms and light fixtures
- Clean exterior windows (late fall)

As needed

- Wash all floor mats- minimum twice a year
- Change furnace filters- minimum quarterly
- Order cleaning supplies
- Replace light bulbs
- Replenish toiletries
- Clean interior windows(monthly)
- Remove cob webs(monthly)
- Put chairs back on tables when renter doesn't
- Put away extra tables when renter doesn't

Custodian:

Hoagland Area Advancement Association:

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\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_