

## **CARETAKER'S CONTRACT**

The undersigned, \_\_\_\_\_ (hereinafter known as the Caretaker) hereby contracts with Churchbridge Credit Union (hereinafter known as the Credit Union) for the provision of building Caretaker services, at the Churchbridge Branch, in accordance with the conditions of this agreement, herewith listed below.

The term "Caretaker" as used in this agreement applies to the above stated and any other person employed by or appointed by the above stated as approved by the Credit Union.

This contract shall remain in force for a period of 36 months commencing from the date of this agreement and may be renewed or re-tendered 30 days prior to completion of that 36 month period.

Maintenance to be performed as per this agreement shall be provided for the monthly fee equivalent to \$2.00 per square foot annually plus P.S.T. Payment to be made on the \_\_\_\_\_ of each month, to be deposited to the Caretakers \_\_\_\_\_ account at the Churchbridge Credit Union.

The Caretaker will comply with the following conditions being met in respect to care taking the premises of the Churchbridge Credit Union:

1. The Caretaker will maintain in strict confidence all information that is at their disposal within the Credit Union premises.
2. The Caretaker agrees that the security of the premises is of prime importance, and therefore in all cases shall provide no access to anyone other than the employees of the Caretaker. Failure to ensure and maintain the security necessary to protect the Credit Union property, records and the confidentiality of information will result in the termination of the caretaker agreement and the employment of the Caretaker.
3. The Caretaker must be bondable.
4. The arrangements for interim Caretakers(s) are to be arranged by the Caretaker and must be approved by the General Manager.
5. The Caretaker may perform all duties between the hours of 5:00 p.m. (6:00 p.m. on Thursdays and Fridays) to 11:00 p.m., Monday to Friday on any normal working day. On certain occasions the Credit Union may choose to hold meetings in the branch after office hours, in these circumstances, the Caretaker shall not commence their duties until after the completion of the meeting. On all regular or statutory days of closing, duties may be performed at the Caretakers discretion. Any exceptions to these hours shall require prior approval of the General Manager.
6. The building must be maintained in a clean and neat fashion to the satisfaction of the employees and members of the Credit Union.
7. The Credit Union shall not be responsible to provide direct supervision in the performance of maintenance duties, however satisfactory completion of these duties will be evaluated by the Credit Union.

8. The Caretaker is responsible for ensuring that a sufficient supply of the following supplies, and any other supplies as deemed necessary, is maintained on inventory at the Credit Union: cleaning supplies, waxes, garbage bags, paper towels, toilet supplies, light bulbs, etc... The Caretaker also agrees to purchase supplies a) at a reasonable price, b) from a local vendor, if possible. The cost of supplies will be the responsibility of the Credit Union upon presentation of an invoice.
9. The Caretaker will respond in a timely and appropriate manner when contacted by the security company upon an alarm call at the Credit Union.

### **DAILY DUTIES**

1. Dust counters, filing cabinets, desks, items on desks and counters, credenzas and other items within normal reach. If counters are stained, clean with a suitable solution to remove stains.
2. Dust telephones, computers, printers, calculators, fax machine, postage machine, fiche reader, photocopiers and any other electronic equipment located within the branch. (No cleaner to be used other than a damp cloth)
3. Clean any interior glass as required.
4. Vacuum carpets and floor mats.
5. Vacuum and clean entrance area and entrance glass doors.
6. Dry mop floors (main and automated teller floor).
7. Wash all floors unless exceptionally clean but must be cleaned every 2<sup>nd</sup> day.
8. Snow removal from sidewalks and branch entrance ways before office hours (prior to 9:00 a.m.). During seasonal melting, take necessary precautions to ensure safe footing on all sidewalks and entranceways.
9. Remove shredder bags as required.
10. Remove garbage from the main floor, including the staff room. Check to see if garbage removal is required from basement. Place all garbage for pick up in garbage shed.
11. Clean and disinfect washrooms thoroughly. Make sure there is a sufficient supply of toilet paper, hand towels and hand soap in all bathrooms.
12. Thorough cleaning of staff room including sinks, counters, dishes, table and floor.
13. Keep doors locked when working inside office.
14. Check and ensure all doors are closed and locked when leaving the Credit Union office.
15. Check building on a daily basis to ensure that furnaces are working adequately and that building security is being maintained.
16. Keep Caretaker room, garden shed and garbage shed clean and orderly.

## **WEEKLY DUTIES**

1. Lawn, plant and other grounds care on a weekly basis or as required. This shall include mowing, trimming, watering and weeding of all lawn, plants and shrubs from all sides of the building. The Caretaker will have access to the Credit Union's lawnmower and fuel for the mower shall be the responsibility of the Credit Union.
2. Wash tea towels and dish cloths in staff room.
3. Dust pictures, lamps and other furnishings above normal reach.
4. Lift any mats to clean under them.

## **PERIODIC DUTIES**

1. Wash and otherwise clean all exterior windows and doors as often as required between April 1 and October 31.
2. Wash wastebaskets as required.
3. Shampooing and cleaning of carpets shall be done as necessary. Caretaker is responsible to contact and arrange for a local carpet cleaning service, at the expense of the Credit Union.
4. Ensure furnace filters are changed as required and arrange to have furnace ducts cleaned every 3 years or as required, at the expense of the Credit Union.
5. Vinyl flooring shall be waxed as needed (minimum once per year). Credit Union shall be responsible for the purchase of supplies required to wax and strip the floor.
6. Spring and Fall cleaning of building, dust walls as required, wash walls including all glass walls and tiled walls, vacuum blinds, plants, ledges, carpets, etc... Fingerprints, food spots, and any other spots should be removed immediately.
7. Upholstery to be vacuumed at least monthly, and otherwise clean or remove spots or stains as required.
8. Basement to be cleaned monthly or as required.
9. Complete minor repairs to building and furniture and replace light bulbs as may be required. It is up to the Caretaker to contact an electrician if a ballast, etc need to be replaced, at the expense of the Credit Union.
10. Check sump pumps periodically to ensure they are working, especially in periods of heavy rain.
11. The Caretaker shall also be responsible for annually arranging the services of a lawn care professional such as TenderLawn Care for weed control, etc and ensuring the underground lawn sprinkler system and lawn mower are maintained and working properly. Any expenses relating to these items are the responsibility of the Credit Union.

12. Annually the Caretaker shall purchase and plant the flowers in the flower beds/pots located on the Credit Union property. The cost of such plants shall be the responsibility of the Credit Union.
13. The Caretaker shall be responsible for ensuring any paper recyclables are delivered to the local recycling location. The Credit Union staff shall be responsible for any can or bottle recycling.
14. Other items as required from time to time.
15. Contact General Manager if anything out of the ordinary is noticed that might affect the Credit Union.

It is further understood and agreed that the Caretaking duties herein set forth are to be performed under the supervision of the General Manager and that close contact and frequent consultation with the General Manager is to be maintained.

It is further agreed that either party may terminate this agreement by giving at least 30 days notice in writing of its intention to do so.

The General Manager of Churchbridge Credit Union approves this agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Caretaker

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General Manager

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Caretaker

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## **Janitorial/Care Taking Fees 2011**

### **Churchbridge Branch:**

#### **Prior to addition:**

5000 square feet @ \$2.00 per square foot annually = \$834.00 per month  
2 hours per day = \$20.85 per hour approx

#### **After Addition:**

8500 square feet @ \$2.00 per square foot annually = \$1,417.00 per month  
3.5 hours per day = \$20.24 per hour approx