



North Island Crisis and Counselling Centre Society
7095 Beverly Parnham Way
P.O. Box 2446 Port Hardy B.C. V0N 2P0

CONTRACT FOR SERVICE

Between

Tanya Walsh (the Service Provider) #93 – 7100 Highview Rd. Port Hardy, BC V0N 2P0	and	North Island Crisis and Counselling Centre Society (NICCCS) PO Box 2446 Port Hardy, BC V0N 2P0
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This will serve as the contract for the cleaning of the NICCCS building at 7095 Beverly Parnham Road, Port Hardy, BC.

The Duration of this Agreement shall be for 12 months commencing on August 1, 2015 and expiring on July 31, 2016, unless sooner terminated.

Weekly cleaning services required by the Service Provider:

1. Empty waste baskets/receptacles. Place garbage in Fox Disposal garbage bin outside
2. Mop, sweep and vacuum floors

Must include under tables and desks. Small items found on the floor are to be picked up and placed on the desk or table. These include but are not limited to sheets of paper, paper clips, pens or pencils, scraps of paper, etc.

3. Dust and clean office surfaces including but not limited to chairs, fire extinguishers, pictures, cleared spaces on desks and tables, printers, desk lamps, speakers, monitors, computer towers, cleared space on bookshelves, fireplace, file cabinets, window sills and other furniture
4. Clean window tracks
5. Mop and clean restrooms with a germicide, including mirrors, toilets and sinks using disinfectant and detergent
6. Disinfect phones, staircase handles and door handles
7. Cobweb removal
8. Report unusual occurrences, damages or malfunctions

Semi-Annually cleaning services:

1. Shampoo the Carpets
2. Clean under and behind fridge and stove. Sides of appliances are to be cleaned, as well.
3. Remove items from under kitchen sink, clean and disinfect with bleach.



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4. Wash walls in all common areas including but not limited to the hallways, stairwells, front lobby, bathrooms, upstairs foyer and hallways

Equipment. The Service Provider will maintain in good repair cleaning equipment provided by NICCCS.

Sub-Contracting. The Service Provider must not subcontract out any or all of the work contracted for without prior written consent of NICCCS.

Supplies. NICCCS shall provide all cleaning equipment and supplies necessary to properly complete the Cleaning Services, including disinfectants, soaps, floor cleaning products, polishes and chemicals deemed safe by the material safety data sheets (MSDS).

Damages. The Service Provider must repair any damage to the Building or personal property attributable to acts and/or omissions of Service Provider, its employees, and/or anyone acting on behalf of, or otherwise attributable to the Cleaning Services, except to the extent such damage is attributable to the negligence of NICCCS.

Hazardous Materials. All disinfectants, soaps, floor cleaning products, polishes and chemicals used for cleaning services must be deemed safe by the material safety data sheets (MSDS)

The Service Provider shall not cause or permit any Hazardous Substances to be brought upon, kept, stored or used in or about any of the NICCCS properties by its employees.

Termination of Agreement. The NICCCS may terminate this Agreement with or without cause by providing not less than 30 days prior written notice of termination to Service Provider.

Permits and Licenses. The Service Provider shall obtain all permits, licenses and any other requirements required by law.

The Service Provider shall comply with all applicable federal and provincial laws, such as Worksafe BC and Human Rights legislation.

Non-Discrimination. The Service Provider shall not discriminate against any employee, worker, or applicant for employment on the basis of age, sex, sexual orientation, religion, color, race, national origin, ancestry, marital status, physical or mental disability unrelated to ability, nor otherwise commit an unfair employment practice.

Prohibited Conduct. The Service Provider's personnel shall not disturb papers on office desks, or open drawers, bookcases, files, or cabinets. The Service Provider's employees and/or other workers shall bring visitors into the building while performing Cleaning Services.

Indemnification. To the fullest extent permitted by law, the Service Provider shall indemnify, defend, and hold harmless the NICCCS, its employees, Directors, Officers, and agents from loss or damage, including, but not limited to, attorney's fees, and other costs of defense by reason of actual or alleged violations of any Law, all injuries, deaths, damage to property, suits, claims, liens, lien rights, judgments, liabilities, costs and expenses, which may arise directly or indirectly from the Cleaning Services and/or any Repair Work provided hereunder. This obligation shall survive the expiration and/or termination of this Agreement.

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Payment. The Contract Sum for:

1. Weekly cleaning services is \$60 per week to be paid monthly;
2. Semi-Annual Cleaning services \$200 twice per year to be paid at the end of each month the semi-annual cleaning is provided

Both upon receipt of a completed payment requisition.

This Office Cleaning Contract Services (AGREEMENT) shall be governed by the laws of British Columbia and any applicable Federal legislation.

Signature of the NICCCS Executive Director

Date _____

Signature of Contractor

Date _____

