

Exhibit 1: Frequency Table	Daily	3 X per Week	Weekly	Monthly	Semi-Annually	Annually
<u>Entrances, Common Areas and Lobby Areas</u>						
Remove waste from interior waste receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.	X					
Remove waste from exterior waste receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.						
Vacuum carpeting and matting	X					
Clean both sides of glass doors and adjacent windows, wipe frames	X					
Clean standing or hanging directory or signage	X					
Spot clean walls, light switches and partition glass	X					
Dust mop / wet mop hard surface flooring	X					
Dust all furniture and fixtures	X					
Clean telephones, sanitize handsets	X					
Vacuum upholstered furniture			X			
Wipe down all non-fabric (including wood, vinyl or leather covered) furniture			X			
Clean door jambs and polish thresholds			X			
Fill hand sanitizer dispensers as required			X			
Clean and polish (both sides) all glass partitions, railing panels and the associated handrails			X			
Dust HVAC ventilation grills				X		
Dust / vacuum window coverings				X		
Dust all walls, doors, window frames above six feet				X		
<u>General Office Areas</u>						
Remove waste from receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.	X					
Vacuum carpeting wall to wall	X					
Dust mop / wet mop hard surface flooring	X					
Dust all furniture and fixtures, desks cleaned only if clear	X					
Spot clean walls, light switches, doors, window frames and partitions	X					
Dust all accessible baseboards			X			
Vacuum upholstered furniture			X			
Wipe down all non-fabric (including wood, vinyl or leather covered) furniture			X			
Dust all walls, doors, window frames, bookshelves above six feet				X		
Dust / vacuum window coverings				X		

Dust HVAC ventilation grills				X		
Clean glass (both sides) in doors, sidelights and viewing glass windows (windows which overlook other interior spaces)			X			
Vacuum grills of baseboard heaters				X		
<u>Corridors</u>						
Vacuum carpeted surfaces	X					
Spot clean carpeting when needed	X					
Dust and spot clean walls, fixtures, light switches, door jambs, and window frames	X					
Dust and spot clean baseboards	X					
Dust all walls, doors, window frames above six feet				X		
Dust HVAC ventilation grills				X		
<u>Restrooms / Change Rooms</u>						
Remove waste from receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.	X					
Sweep, mop with germicidal disinfectant	X					
Replenish paper products and hand soap	X					
Clean and sanitize all toilets, urinals and adjacent wall surfaces	X					
Clean and sanitize walls and doors	X					
Clean all mirrors, clean and disinfect sinks and countertops	X					
Clean and sanitize stall partitions, shelves, fixtures/dispensers	X					
Clean, sanitize and polish all metal bright work	X					
Pour water in floor drains, add enzymes as needed	X					
Clean and disinfect all wall and floor surfaces of showers. If needed, use a high-pressure washer with appropriate cleaning solution, to remove mineral deposits and mildew.	X					
Dust locker tops and other surfaces	X					
Dust HVAC ventilation grills				X		
Dust all walls, doors, window frames above six feet				X		
Janitor's Sinks	X					
Janitorial consumables, equipment and cleaning supply storage areas	X					

<u>Meeting Rooms and Break Areas</u>						
Remove waste from receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.	X					
Dust mop / wet mop all hard surface flooring	X					
Vacuum carpeted areas, spot clean	X					
Dust furniture, fixtures	X					
Clean and sanitize counter tops, cabinets, tables and chairs (in Break areas)	X					
Clean table bases and chair legs		X				
Clean all non-fabric (including wood, vinyl or leather covered) furniture, including meeting tables and chairs	X					
Clean tops of stoves	X					
Spot clean walls, light switches, fronts of cabinets, fronts of dishwashers, top and fronts of stoves, and doors	X					
Dust HVAC ventilation grills				X		
Dust all walls, doors, window frames, bookshelves above six feet				X		
<u>Stairs</u>						
Dust Mop and/or Sweep/Vacuum Stairs	X					
Wet Mop Stairs	X					
Clean and sanitize handrails and touch points	X					
Dust all walls, doors, window frames above six feet				X		
<u>Pool Deck</u>						
Clean Floor Drains - remove all built-up deposits, embedded hairs, etc. from grate of the drain.	X					
Mop/Disinfect mats - roil them up mop/disinfect underneath; then unroll and damp mop with germicidal detergent solution.	X					
Pressure wash pool deck with germicidal detergent solution. Rinse thoroughly with clear water.	X					
Spot clean all chairs	X					
Flush drains on pool deck for one to two minutes per drain.		X				
Pressure wash diving board and slides with germicidal detergent solution. Rinse Thoroughly with clear water.			X			
Dust all walls, doors, window frames, above six feet				X		
<u>Public Health Addition Requirements</u>						

Spot clean all fabric chairs	X					
Wipe down all non-fabric (including wood, vinyl or leather covered) furniture		X				
Sweep/Mop floor in room where biowaste stored (around containers)				X		
Rarely used tiled shower rooms			X			
<u>Library - Elmsdale Branch Additional Requirements</u>						
Spot clean all fabric chairs	X					
Spot clean all non-fabric (including wood, vinyl or leather covered) furniture	X					
Wipe down all non-fabric (including wood, vinyl or leather covered) furniture		X				
Clean main desk surfaces	X					
Dust exposed areas on lower shelves (except top shelf)	X					
Dust top shelf (Note: to coincide with carpet cleaning. Staff will empty shelf prior to dusting and replace books after)					X	
Thoroughly clean and sanitize children's play area		X				
Thoroughly clean resources area			X			
Spot clean children's play area and resource area	X					
<u>Council Chambers - Reduced Frequency</u>						
Vacuum and spot clean carpets			X			
Wipe down all non-fabric (including wood, vinyl or leather covered) furniture			X			
Remove waste from receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.			X			
<u>WWTP - Additional Requirements</u>						
Washroom in treatment building adjacent to offices including toilet, sink, mirror and shower (shower rarely used)	X					
<u>Specialty Lab Area (Water and Wastewater Treatment Plants Only)</u>						
Leave water running in sink (if already running)	X					
Remove waste from receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.	X					
Dust mop / wet mop hard surface flooring	X					
Clean exterior of washer and dryer (including rim area of washer)	X					

<u>Truck Bay (WMC only)</u>						
Remove waste from receptacles, ensure source separation of waste, recyclables, and compostables. Replace liners, spot clean receptacles.	X					
Spot clean walls, light switches and partition glass	X					
Dust mop / wet mop hard surface flooring	X					
Clean and sanitize urinal	X					
Clean washer and dryer and related area	X					
<u>Suite 252 - Reduced Frequency</u>						
All services to be provided at reduced frequency for this office area				X		
<u>Semi-Annually (Twice per Year)</u>						
Strip wax, clean and wax all floor areas entrances and lobby areas; general office areas; corridors; rest rooms / change rooms; meeting rooms and break areas; stairs and specialty lab area.					X	
Clean all electrical lighting fixtures - including the removal of any dead flies, bugs, etc.					X	
Thoroughly clean stove					X	
<u>Annually</u>						
Shampoo all carpet areas in the Spring. This will include carpeted office and hallway carpet runners and mats.						X