

**WADENA TOWN OFFICE CARETAKING
AGREEMENT**

MADE IN DUPLICATE the ___th day of May, 2019,

Between:

TOWN OF WADENA

Box 730
Wadena, Saskatchewan
S0A 4J0

Hereinafter referred to as the "Town"

-and-

JOHN DOE

Box 000
TOWN, Saskatchewan
S0A XXX

Hereinafter referred to as the "Caretaker"

WHEREAS the Town is the owner of the Town Office at 102 Main St N;

AND WHEREAS the Caretaker by this Agreement hereby agrees to supply certain cleaning services with respect to the said building of such quality as necessary to maintain the said building in a reasonably neat, clean and sanitary condition in order to assure reasonable conditions of comfort to the staff occupying the premises as well as the general public using same.

The Caretaker hereby covenants and agrees to the following list of duties and responsibilities which shall apply to the Wadena Town Office and are to be completed:

2 – 3 time per week:

1. Sweep all floors.
2. Vacuum all carpets, rugs, and runners. Vacuum upholstered furniture & spot-clean carpets as required.
3. Wash floors.
4. Wash / polish tables and countertops. Wipe chairs as required.
5. Empty all waste baskets and place garbage in outside receptacle.
6. Clean washroom:
 - Sweep and wash floor
 - Wash and sanitize basin, toilet seat / toilet bowl
 - Wash countertop, shelves; polish mirror
 - Replenish all toiletry supplies

Weekly:

7. Remove smudges, finger marks, and stains from furniture, walls, doors, light switches, and glass panels.
8. Dust all furniture, office machines, picture frames, cabinets, top of shelving units, baseboards, window sills, ledges and all other surfaces within reach.
9. Clean and polish glass on front and side doors.

As Required:

10. Replace burned out light bulbs and tubes as required.

The Caretaker further covenants and agrees to provide the following periodic services:

11. Wash & clean all windows, inside and outside, at such intervals as to keep them in reasonably clean condition with at least one such cleaning to be performed yearly.
12. Clean all light fixtures so as to keep them in a reasonably clean condition with at least one cleaning to be performed yearly.
13. Wash walls yearly.

Snow removal will be performed by the Parks & Recreation (steps and small walkways) and Public Works Department (sidewalks).

The Caretaker further covenants and agrees to perform the cleaning duties at a time and in a manner so as not to interfere with the work or meetings being carried on in the building. The Caretaker is required to provide their own cleaning supplies.

Payment

1. In consideration of the aforesaid, the Town agrees to pay to the Caretaker the monthly sum of \$_____ plus applicable taxes.
2. It is the responsibility of the Contractor to invoice the Town no later than five days prior to the end of each month within the contract period for services performed during that month, to be processed for payment by the 7th day of the following month.
3. Payments for services rendered will be made through direct deposit only, and a T4A in the name of the individual will be issued each year where the Contractor is not a corporation. As such the Contractor will be required to provide direct deposit information and valid SIN number.

It is further agreed between the Parties that this agreement shall be in effect from May 15, 2019 to _____.

In the event that either of the Parties to this agreement is in breach of the terms of the said agreement, either of the said Parties shall have the right to terminate the agreement, provided that the said Party terminating the agreement shall give the other Party at least one month's notice in writing of the intention to terminate the agreement.

IN WITNESS WHEREOF the Parties have affixed their hands and seals the day and year first written above.

(Seal)

TOWN OF WADENA

Mayor

Administrator

Witness

Contractor