

WADENA LIBRARY 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 Wadena Library;

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 Library to be completed on a weekly basis, or as required:

1. Sweep all floors.
2. Vacuum all carpets, rugs & runners. Vacuum upholstered furniture & spot clean carpets as required.
3. Remove smudges, finger marks and stains from furniture, walls, doors and glass panels.
4. Dust all furniture, office machines, picture frames, cabinets, top of shelving units, baseboards, window sills, ledges and all other surfaces within reach.
5. Dust venetian blinds as required.
6. Wash floors weekly.
7. Wash/polish tables and counter tops. Wipe chairs as required.
8. Empty all waste baskets and place garbage in outside receptacle.
9. Replace burned out light bulbs and tubes as required.
10. Washroom:
 - i. -Sweep & wash floor
 - ii. -Wash & sanitize basin, toilet seat/bowl
 - iii. -Wash countertop, shelves & polish mirror
 - iv. -Replenish all toiletry supplies
11. Snow removal from sidewalks & back entranceway.

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

1. 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.
2. To clean all light fixtures so as to keep them in a reasonably clean condition with at least one cleaning to be performed yearly.
3. Wash walls yearly and as needed.

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 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.

TOWN OF WADENA

(Seal)

Mayor

Administrator

(Witness)

Caretaker