

**Estherville Public Library & Tom & Stephanie Egeland  
Contract for Cleaning Agreement  
October 1, 2013 through December 31, 2013**

*Both parties will review this contract bi-annually.  
This contract may be terminated by either party with a 30-day notice.*

**Schedule and terms:**

- Monday – Friday: Spend two hours cleaning before or after the library’s open hours.
- The library is closed Sundays and city-approved holidays. No cleaning is required on days the library is closed or on Saturdays.
- This contract is for approximately 10 hours per week. This relationship is considered contractual and thereby not covered under workman’s compensation or entitled to any further benefits.

**Daily expectations:**

*Contact a staff person in case of emergencies or any unusual circumstances related to the facility (a contact list will be provided). Please note that exterior doors must be kept locked while cleaning, unless a group with permission to use the facility is present.*

- **Clean both restrooms thoroughly** (cleaning stools, sinks, counter tops, mirrors, wiping down all dispensers and door handles, refilling dispensers as needed, and sweeping the floors)
- **Remove all trash:** saving liners when possible, be certain to remove all trash from restrooms (including that within the stalls of the women’s room), staff areas, the Sanborn Kafe, the Community Room, and all areas open to the public
- Vacuum or sweep **high traffic areas** to touch up including entryway, front stairs, lower hall, community room, and main walkways through public areas
- Clean two **drinking fountains**
- Check the **elevator** and clean if needed
- Replace **light bulbs** as needed / notify director of maintenance concerns

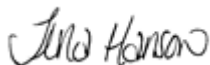
**Weekly expectations:**

- Mop floors in restrooms, entry, stairs, and elevator
- Choose one section per day for detailed vacuuming (going beyond the traffic area / walkway and getting under chairs, etc.)

**As needed:**

- Clean the glass on entryway doors and interior windows
- Clean blinds / remove cobwebs from corners
- Clean back entrances / stairways used by staff
- Clean table tops and surfaces
- Polish the marble counter top on main circulation desk
- Polish brass railings
- Clean tops of tall bookcases

***Other duties as assigned / negotiated***



Signed \_\_\_\_\_ Date 9/20/2013

Director of Library Services

Signed \_\_\_\_\_ Date \_\_\_\_\_

Egelands Contract Cleaning