

The Town of Gallatin is interested in hiring a cleaning person/company to provide services for the Town Hall and Court House buildings. Service would be provided thorough bi-weekly cleaning and spot services weekly as needed. Duties include, but are not limited to:

- Vacuum debris from all floor areas (including tile)
- Disinfectant mopping of all hard floor and tiled areas (must be able to move chair and chair rows in Town Hall meeting room and Court room)
- Empty waste bins, wash as needed and add new liners
- Standard glass cleaner to wipe down all glass areas and windows on seasonal basis
- Damp-wipe hard surfaces with mild disinfectant
- Clean walls and painted surfaces as needed
- Wipe down door handles, light switches and baseboards
- Sanitize and clean all basins, toilets, doors and fixtures in washroom
- Refill soap dispensers, paper towels and toilet paper
- Wipe down all reflective surfaces including mirrors
- Use spray disinfectant on the sides of all surfaces including toilets, doors and sinks
- Wipe down coffee area in Town Hall and kitchen area in Court
- Vacuum all fabric chairs (clean as needed)
- Vacuum all vents
- Dust all high surfaces
- Requisition supplies and equipment needed for cleaning
- Must be able to go up and down basement stairs
- Must be able to lift reasonable weights to move chairs, tables, file boxes etc.
- May be subject to drug testing dependent on Office of Court administration regulations.

Compensation based on hourly rate which is negotiable. Please contact the Town clerk at [518.398.7519](tel:518.398.7519) gallatinclerk@yahoo.com by October 31, 2019. Services would commence 11.1.2019