

The Town of New Baltimore is seeking an independent contractor for weekly cleaning at Town Hall, 3809 County Route 51, Hannacroix, NY 12087. Cleaning will include Town Hall offices, Meeting Room, Kitchenette, Bathrooms, and Basement Areas. A list of specific duties can be obtained from Town Clerk Barbara Finke, (518)756-6671, Ext. 5. Please send letter of interest to Supervisor Jeff Ruso, 3809 County Route 51, Hannacroix, NY 12087, (518)756-6671, Ext. 7, or [jruso@townofnewbaltimore.org](mailto:jruso@townofnewbaltimore.org) by April 9, 2021.

### **Cleaning Services for Town Hall**

Vacuum all Carpeting  
Empty all Wastebaskets  
Periodically Wash Windows in Entrance Doors

#### **Meeting Room**

Sweep Floor Weekly in Meeting Room and Entry  
Wash Floor as Needed  
Clean/Dust Top of Meeting Room Table, Other Tables in Room  
Wash Windows in Entry Door in Meeting Room as Needed

#### **Kitchen**

Mop Floor Weekly  
Clean Counter Top

#### **Bathrooms**

Fill Paper Towel Dispenser  
Clean Toilets and Sinks  
Mop Floors

#### **Offices**

Dust Clear Areas on Top of Filing Cabinets, Desk, Windowsills

#### **Basement**

Sweeping/Vacuuming Entry and Hallway as Needed