

CONTRACTOR AGREEMENT

This Agreement is made effective January 1, 2021, between First Christian Church (Disciples of Christ) of Sebring, Florida, Inc., a Florida non-profit corporation, located at 510 Poinsettia Ave., Sebring Florida 33870 ("Church") and Kathy Whitlock of 1600 Crescent Dr. Sebring, Florida 33870 ("Contractor") as follows:

FACTS

Church is a religious organization that desires cleaning services for its premises. Contractor has the qualifications to provide those services. The parties agree that Contractor is an independent contractor and she is not an employee of Church.

AGREEMENT

In consideration of the mutual promises stated herein, Church and Contractor agree as follows:

1. Contractor will perform the services set forth in the Attached Exhibit A which are necessary to carry out the terms and conditions of this Agreement.
2. Contractor may exercise independent judgment as to how services are performed, so long as those services meet the requirements set forth in Exhibit A.
3. Church agrees to compensate Contractor for services within 14 days after contractor submits documents that itemize services provided.
4. Contractor may provide services to third parties and receive compensation from them, so long as those services do not conflict with services to be provided under this Agreement.
5. Contractor may provide cleaning services to third parties who utilize the church for services other than normal worship services, such as weddings and funerals, and may receive compensation from those parties for those services that will be in addition to the compensation stated in Paragraph 3 above. Some services will be reimbursed for Church members under this contract.
6. As long as the church has been cleaned within a reasonable time prior to worship services, Contractor may schedule cleaning at such times as she may determine.
7. Church agrees to reimburse Contractor for reasonable expenditures that Contractor incurs for cleaning materials required for her to provide her services hereunder.
8. This contract will be monitored by the Senior Minister and Property committee chair. The contracting officer is the Board Chair.
9. Contractor may not assign this Agreement to any third party.
10. This Agreement will continue until December 31, 2021, unless terminated by either party after 90 days' notice or in the event of the death or total and permanent disability of Contractor.

First Christian Church (Disciples of Christ)
of Sebring, Florida, Inc.
By _____
Its Board Chair

Contractor

STATEMENT OF WORK
FIRST CHRISTIAN CHUCH
CUSODIAL TASKS

Purpose: To provide cleanliness for the physical environment that reflects the congregations love for God and to promote a sense of worship and spirituality.

Duties:

SANCTUARY:

Cleaned weekly

1. Remove paper and other trash
2. Clean/sweep entry ways
2. Vacuum carpet if needed
3. Dust/clean pews on a ¼ rotation schedule
4. Inspect and clean pulpit/lectern area if needed
5. Clean alter area including choir loft
6. Inspect and Remove spider webs if visibly present
7. Clean/vacuum carpet in high-traffic areas
8. Dust hardwood floors

\$30

Semi-annually:

1. Clean windows and window sills
2. Clean noted spills or stains by and with Murphey's

\$20

Oil Soap

Annually:

1. Clean carpet

RESTROOMS; Cleaned/checked weekly

1. Ensure paper supplies are stocked including towels and toilet paper
2. Ensure other supplies are stocked, i.e. soap, hand sanitizer
3. Wipe down/sanitize counter tops and clean sinks
4. Clean toilet bowls
5. Upon visual inspection, wipe down walls is dirty
6. Mop floors (if needed by visual inspection)
7. Remove trash

\$20

KITCHEN: Check weekly/clean if visibly dirty

1. Clean and sanitize surfaces
2. Clean appliances (at least bi-monthly)
3. Clean/mop floor if needed
4. Remove trash

\$20

FELLOWSHIP HALL:

1. Inspect area
2. Clean tables and chairs if needed
3. Sweep and/or mop area as needed

\$15

LIBRARY and CHOIR ROOM:

1. Inspect area and clean as needed.
2. Vacuum carpet as needed (at least once every two months)

HALLWAYS:

1. Clean drinking fountain
2. Mop (dry or wet) hallways when needed

OFFICE:

1. Vacuum and sweep area as needed
2. Remove trash
3. Clean coffee/kitchen area as needed

OTHER:

1. Reasonably sweep/clean exterior walkways and entrances
2. Take trash to curb on Tuesdays and Friday early pick up (or night before)

\$15

\$10

\$10

\$10

Contract NTE \$6630 per annum.