JANITORIAL WORK SCHEDULE PW - SWAN 320 NE Industrial Lane Weekends and Wednesday after 5 PM

Facility Contact: Kathy Richardson (785) 832-3046

SERVICES TO BE RENDERED

	SERVICES TO BE RENDERED									
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section A	Common Areas/Offices									
1	Clean room areas with disinfectant cleaner, including tables, sinks, counter tops.		х							
2	Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops.		х							
3	Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers		х					,		
4	Dust for cobwebs		Х							
5	Remove all trash to areas designated by City.		X					<u> </u>		
6	Sweep cerramic tile floor		Х							
7	Remove cigarette butts from entryway containers and empty receptacles									
8			X						<u> </u>	
9					х					
10					Х					
11	Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the hardware.	-	х							
12	Clean all kick plates				<u> </u>	ļ	<u> </u>	<u> </u>	ļ	
	Spot clean any interior glass		1	<u> </u>	ļ	-	↓			
	Clean Entry glass, glass doors & door handles		X		<u> </u>	↓	ļ	ļ	<u> </u>	
15	Disinfect and clean phones/entry phone reciever			<u> </u>	<u> </u>	↓	<u> </u>		<u> </u>	
16	Dust all louvered doors, frames, ledges, grilles & partition caps.				x					

SWAN Page 1

17	Dust all exposed areas of filing cabinets, bookcases,								
	credenzas & shelves in the common areas and the conference	X		1					
	rooms.		-	 					
18	Remove dust, cobwebs & clean difusers, registers and grills in	х							
	ceiling.		 						
19	Dust all horizontal surfaces below 70" including sills, ledges,	1		X				'	
	moldings, shelves & picture frames.		+	+					
20	Damp wipe front of refrigerator, stove, microwave & vending			X					
	machines		1	<u> </u>					
	Dust flag bases		 -						
	Vacuum/clean dry erase boards		+	 		Х			
	Clean and dust all blinds with treated hand duster.		 	 x 		^_			
	Clean all walls, doors, and partitions		-	 ^				 	
25	Dust above 70" all horizontal surfaces, including shelves,	l l	1	İ		Х	1	Į	1
	moldings, ledges, pipes, ducts & outlets.		 	 					
	Vacuum sliding door tracks		+	 			-	+	
	Complete edge vacuum all of corridor carpeting		 	<u> </u>			X	-	
	Clean the outside, exterior windows		<u> </u>						<u> </u>
29	Clean the inside glass, frames, sills & supports of all exterior		1	ł			X	Į	
	windows.		┿	 				 	
Section	RESTROOMS This includes both public and private		Į.			i			
B	at a new transfer of the complete	T X	-	 			1	 	
1	Clean & sanitize all toilets, urinals, sinks & counters.	- ^		 					
	Clean & sanitize all diaper changing areas			 x 					
	Clean and disinfect showers		+	 ^	ļ		 		<u> </u>
	Clean both sides of doors to restrooms	X	+	-		L	 	┼──	
34	Clean & polish all glass, mirrors, chrome fittings & bright	X	1						
<u> </u>	work,		+	+		-	 	_	
	Empty all containers & disposals, insert new liners.	X	╂	ļ	 		 	+	<u> </u>
36	Remove fingerprints from doors, frames, light switches, kick &	x			ì			1]
	push plates, handles, etc,						 	 	
37	Remove spots stains & splashes from wall area adjacent to	X		ł	l	l			
	hand basin. Check and refill as needed all dispensers to normal limits:		-	 			—	1	
38	soap, tissue, paper towels, feminine products & aerosol.	ĺх			1	ł			
	soap, tissue, paper towers, reminine products & aerosor.	'	1			1	1		<u>l</u>
30	Pour 1 gallon of water down all restroom drains					X			
39	Scrub and disinfect all floors with a wet mop using a		T	1					
40	detergent suitable for the intended purpose. Rinse with dean	l x					1	1	1
	water until dear.	^	1			1	1		
	water unur dear.			1	.——	1			•
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JANITORIAL WORK SCHEDULE Lawrence Municipal Airport Sunday & Thursday

Dale Mooney

	Dale Mooney SERVICES TO BE RENDERED				FREQUEN	NCY OF S	ERVICE			
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section	Common Areas/Offices									
1	Clean room areas with disinfectant cleaner, including tables, sinks, counter tops.		х							
2	Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops.		х							
3	Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers		х							
4						X				
5	Remove all trash to areas designated by City.		Х							
6	Sweep cerramic tile floor									
7	Remove cigarette butts from entryway containers and empty receptacles									
8	Vacuum walk-off mats & runners.		Х							
9	Clean both sides of interior glass in office partitions & doors including frames, sills and supports.						_			
	Remove fingerprints on doors, frames, light switches, kick & push plates, handles, railings, etc.					<u> </u>	x			
11	Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the hardware.		×							
12	Clean all kick plates			ļ	ļ	<u> </u>		ļ	<u> </u>	<u> </u>
13	Spot clean any interior glass				X	L		<u> </u>	L	<u> </u>
14	Clean Entry glass, glass doors & door handles		1	<u> </u>		X	<u> </u>	<u> </u>	ļ	<u> </u>
15	Disinfect and clean phones/entry phone reciever						<u> </u>	<u> </u>		<u> </u>
16	Dust all louvered doors, frames, ledges, grilles & partition caps.							×		

		DAILY	SEMI-WEEKLY	4-W-M	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
17	Dust all exposed areas of filing cabinets, bookcases,	-								
l -	credenzas & shelves in the common areas and the conference									
	rooms.									
18	Remove dust, cobwebs & clean difusers, registers and grills in						1	x		
	ceiling.									
19	Dust all horizontal surfaces below 70" including sills, ledges,		Į.				х			
	moldings, shelves & picture frames.						 			
20	Damp wipe front of refrigerator, stove, microwave & vending		Ιx	1	Ì	 				
	machines			<u> </u>			 	ļ		
4	Dust flag bases									
	Vacuum/clean dry erase boards		<u> </u>	ļ		}	 	 -		<u> </u>
23	Clean and dust all blinds with treated hand duster.						<u> </u>			
24	Clean all walls, doors, and partitions							ļ		
25	Dust above 70" all horizontal surfaces, including shelves,		ì				1	х		
	moldings, ledges, pipes, ducts & outlets.		ļ	<u> </u>						
	Vacuum sliding door tracks		-							
27	Complete edge vacuum all of corridor carpeting			Ļ	 		<u> </u>	 	 	_
	Clean the outside, exterior windows			<u> </u>			ļ. —	X	ļ	
29	Clean the inside glass, frames, sills & supports of all exterior		1	1	ł	l	l x	l		
	windows,		ļ	├		 				
Section	RESTROOMS This includes both public and private		1		ŀ	ļ		1	1	
В			 	 		-	 		<u> </u>	
	Clean & sanitize all toilets, urinals, sinks & counters.		X	 	 		 	 	 -	<u> </u>
	Clean & sanitize all diaper changing areas		X	-	 	 			 	
	Clean and disinfect showers			ļ			 	 	<u> </u>	ļ
	Clean both sides of doors to restrooms		X	<u> </u>	 			 	<u> </u>	
34	Clean & polish all glass, mirrors, chrome fittings & bright		X						1	
	work.		 ,	 	 	1	+	 		-
35	Empty all containers & disposals, insert new liners.		X	 	 	-	+	1	 	
36	Remove fingerprints from doors, frames, light switches, kick &		Х	1			1			
	push plates, handles, etc.	<u> </u>	+	+	+	 	+	 	 	
37	Remove spots stains & splashes from wall area adjacent to		x	1	1		1	1	1	
	hand basin. Check and refill as needed all dispensers to normal limits:	 	+	+		T	1	1		
38	Check and remi as needed all dispensers to normal limits.		l x		1	1	1	1	1	
	soap, tissue, paper towels, feminine products & aerosol.	l	'							

39 Pour I gallon of water down all restroom drains 40 Scrub and disfrect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear. 41 Wash & samitize partitions. 42 Damp clean vent outlets in celling or walls. Section RESILIENT & HARD FLOORS C 43 Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop. 44 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear. 45 Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop. 46 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear. 47 Seweep/olust mop & wet mop all red tiles 48 Machine scrub and remove scuff & heel marks in hallways & common areas. 49 Clean & polish baseboards. 50 Strip and re-wax all hard floors 50 Strip and re-wax all hard floors 51 Vacuum carpeted areas with an industrial type vacuum deaner, inspect & remove soots & stains. 52 Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove soots & stains. 53 Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove soots & stains. 54 Vacuum baseboards 55 Vacuum baseboards 56 Bonnet and hot water extraction for high use areas; conference/meeting rooms, group rooms, Includes baseboard cleaning (alternate cleaning in quarters) 57 Light use areas; clinical offices, hot water extraction 58 Sluph use areas; clinical offices, hot water extraction 59 Spot clean for liquids for food spillage											
40 Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with dean water until dear. 41 Wash & sanitize partitions. 42 Damp clean vent outlets in ceiling or walls. Section RESILIENT & HARD FLOORS C 43 Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop. 44 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear. 45 Spot vacuum and or sweep as needed 46 Sweep/dust mop & wet mop all red tiles 47 Machine scrub and remove scuff & heel marks in hallways & common areas. 48 Machine buff floors 49 Clean & polish baseboards. 50 Strip and re-wax all hard floors Section CARPET FLOORS D 51 Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove soots & stains. 52 Vacuum rapet dareas with an industrial type vacuum cleaner, inspect & remove soots & stains. 51 Vacuum baseboards 52 Vacuum rapet rafic lanes up to security doors 53 Vacuum hallways 54 Vacuum and pet traffic lanes up to security doors 55 Vacuum oriental rug 56 Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters) 57 Light use areas; clinical offices, hot water extraction 58 Light use areas; clinical offices, hot water extraction 59 Strip clean for licuids or food spillage			DAILY	SEMI-WEEKLY	M-W-F	WEEKLY		MONTHLY	QUARTERLY	semi-annually	Annually
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42 Damp clean vent outlets in ceiling or walls. Section RESILIENT & HARD FLOORS C 43 Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop. 44 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear. 45 Spot vacuum and or sweep as needed 46 Sweep/dust mop & wet mop all red tiles 47 Machine scrub and remove scuff & heel marks in hallways & common areas. 48 Machine buff floors 49 Clean & polish baseboards. 50 Strip and re-wax all hard floors Section CARPET FLOORS D 51 Vacuum carpeted areas with an industrial type vacuum deaner, inspect & remove soots & stains. 52 Vacuum carpet traffic lanes up to security doors 53 Vacuum hallways 54 Vacuum baseboards 55 Vacuum carpeted remove soots & stains. 56 Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters) 57 Light use areas; clinical offices, hot water extraction 58 Light use areas; clinical offices, hot water extraction 59 Light use areas; offices, hot water extraction 59 Light use areas; offices, hot water extraction 59 Spot clean for liquids or food spillage	40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean		х							
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58 Light use areas; offices, hot water extraction 59 Spot clean for liquids or food spillage X	36	reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard								x	
58 Light use areas; offices, hot water extraction 59 Spot clean for liquids or food spillage X	57	Light use areas: clinical offices, hot water extraction			\			1		<u> </u>	
59 Spot dean for liquids or food spillage X										_	
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Airport Terminal

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).									х
Section E	Stairwells									
61 62	Remove all obvious debris Spot mop for spillage									
64	Sweep all stairs and landings Mop all stairs and landings									
65	Dust all railings and related iron work and ledges Remove all spider/cobwebs									
67										
Section	Elevators									
	Sweep/vacuum/mop all floors Clean and disinfect all surfaces									
	Vacuum all elevator tracks and floor threshold plates									
72	Damp wipe all elevator tracks and floor threshold plates All elevator frames, doors and walls cleaned and polished		<u> </u>							
								 		
Section G							ļ	<u> </u>		
74	Clean janitorial closets before exiting building. All slop sinks must be dean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building.		x							
				<u> </u>			-			
				<u></u>			<u> </u>			

41	Wash & sanitize metal partitions.									
	Damp clean vent outlets in ceiling or walls.						X			
Section	RESILIENT & HARD FLOORS									i
c										
43	Sweep all hard surface floors with a vacuum cleaner or clean		x l						1	
!	and treated dust mon.									
44	Scrub all floors with a wet mop using a disinfectant/detergent	ľ	.,					1	l	i
İ	suitable for the intended purpose. Rinse with clean water		X							1
	until clear.		x							
45	Spot vacuum and or sweep as needed		-^ 					-		
46	Sweep/dust mop & wet mop all red tiles									
47	Machine scrub and remove scuff & heel marks in hallways &		İ						Х	
	common areas.						<u> </u>		X	
48									X	
	Clean & polish baseboards.					-			-^- -	Х
	Strip and re-wax all hard floors						 	 		
Section	CARPET FLOORS	ļ	Į			ł ·	l .			
D								-		
51	Vacuum carpeted areas with an industrial type vacuum		Х					Ì		
	cleaner, inspect & remove spots & stains.									
	Vacuum carpet traffic lanes up to security doors		_					1		
	Vacuum hallways						-	1		
	Vacuum baseboards					 	-		-	
	Vacuum oriental rug						-	+		
56	Bonnet and hot water extraction for high use areas; hallways,	1				ì	ŀ			
ł	reception areas, waiting areas. Medium use areas,					1	ļ	1	1	
	conference/meeting rooms, group rooms. Includes baseboard	1 1		·					Ì	
ł	cleaning (alternate cleaning in quarters)]				ì	l	l		
	Light use areas; clinical offices, hot water extraction									
5/	Light use areas; offices, hot water extraction									
	Spot clean for liquids or food spillage		Х							
59	Shampoo carpet & retreat with stain & anti-static protectants.									
1 00	(Two days prior notice must be given to Procurement Officer				!	i			X	
Į.	or designee).									ļ
Section										
E						 _			-	
61	Remove all obvious debris						╀—		 	
62	Spot mop for spillage					_	↓		 	
	Sweep all stairs and landings					<u> </u>			<u> </u>	
										Раде

SWAN Page 3

64 Mop all stairs and landings 65 Dust all railings and related iron work and ledges 66 Remove all spider/cobwebs 67 Report any light outages 68 Dust tops of all light fixtures Section Elevators F 69 Sweep/vacuum/mop all floors 70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be dean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.											
65 Dust all railings and related iron work and ledges 66 Remove all spider/cobwebs 67 Report any light outages 68 Dust tops of all light fixtures Section Elevators E 69 Sweep/vacuum/mop all floors 70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	64	Mon all stairs and landings									
66 Remove all spider/cobwebs 67 Report any light outages 68 Dust tops of all light fixtures Section Elevators E 69 Sweep/vacuum/mop all floors 70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.		Dust all railings and related iron work and ledges									
67 Report any light outages 68 Dust tops of all light fixtures Section Elevators E 69 Sweep/vacuum/mop all floors 70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water: mops & buckets will be rinsed out after each use.											
68 Dust tops of all light fixtures Section Elevators E 69 Sweep/vacuum/mop all floors 70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water: mops & buckets will be rinsed out after each use.											
Section Elevators E 69 Sweep/vacuum/mop all floors 70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water: mops & buckets will be rinsed out after each use.											
F 69 Sweep/vacuum/mop all floors 70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.					-						
70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	Section	Elevators		l							
70 Clean and disinfect all surfaces 71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	E		+								
71 Vacuum all elevator tracks and floor threshold plates 72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	69								├ ──		
72 Damp wipe all elevator tracks and floor threshold plates 73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	70						_				
73 All elevator frames, doors and walls cleaned and polished Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	71	Vacuum all elevator tracks and floor threshold plates						ļ.— <u> </u>			
Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	72	Damp wipe all elevator tracks and floor threshold plates					 	 -		 	
Section GENERAL SERVICES G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	73	All elevator frames, doors and walls cleaned and polished	ì					1			
G 74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	_								 		
must be dean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	Section	GENERAL SERVICES							1		
must be dean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use.	G						-		}	 	
dirty water; mops & buckets will be rinsed out after each use. X	74	Clean janitorial closets before exiting building. All slop sinks						Į.	1	I	1
dirty water; mops & buckets will be rinsed out after each use. X		must be dean. Wet mops will not be left in a mop bucket of						ŀ	1	İ	
I - 1 1 11 to a constant from the handle & replaced	1	dirty water; mops & buckets will be rinsed out after each use.	1	Х			1	1	İ		
Dust mop heads will be removed from the handle & replaced	Į	Dust mop heads will be removed from the handle & replaced	İ				Į				
with a clean & newly treated head.	1	with a clean & newly treated head.	1					l .		i i	
							-				
			├ ──		 	 	\vdash	 	1	+	
					ļ ——	<u> </u>	1	+-	+-	 	
			i I		I	ı	ı	1	i	I	1

JANITORIAL WORK SCHEDULE PW - HHW

711 E 23rd Street

Alternating Weeks - upon agreement with facility staff 7 Am to 3:30 PM

Facility Contact: Kathy Richardson (785) 832-3046

caps

SERVICES TO BE RENDERED SEMI-MONTHLY semi-annually SEMI-WEEKLY QUARTERLY Annually Section Common Areas/Offices 1 Clean room areas with disinfectant cleaner, including tables, Х sinks, counter tops. 2 Clean meeting room areas with disinfectant cleaner, including Х tables, sinks, counter tops, 3 Empty wastebaskets, put in new liners furnished by the City. Х If present empty bio-hazard containers 4 Dust for cobwebs Х 5 Remove all trash to areas designated by City. 6 Sweep cerramic tile floor Remove cigarette butts from entryway containers and empty Х 8 Vacuum walk-off mats & runners. 9 Clean both sides of interior glass in office partitions & doors including frames, sills and supports. 10 Remove fingerprints on doors, frames, light switches, kick & Х push plates, handles, railings, etc. 11 Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the hardware. 12 Clean all kick plates 13 Spot dean any interior glass 14 Clean Entry glass, glass doors & door handles 15 Disinfect and clean phones/entry phone reciever 16 Dust all louvered doors, frames, ledges, grilles & partition

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	Facility Contact: Kathy Richardson (785) 832-3046	_							
17	Dust all exposed areas of filing cabinets, bookcases,					- 1			
17	credenzas & shelves in the common areas and the conference	Ī							,
10	rooms. Remove dust, cobwebs & clean difusers, registers and grills in						X		
10	ceiling.								
10	Dust all horizontal surfaces below 70" including sills, ledges,					x		Ì	
	moldings, chalves & nicture frames.								
20	Damp wipe front of refrigerator, stove, microwave & vending		l l						
	machines							<u> </u>	
	Dust flag bases			<u> </u>					
	Vacuum/clean dry erase boards								
22	Clean and dust all blinds with treated hand duster.					X			
	Clean all walls, doors, and partitions					X			
24	Dust above 70" all horizontal surfaces, including shelves,							l x	
25	Dust above /u all nonzonial surfaces, including shower,		i						
- 36	moldings, ledges, pipes, ducts & outlets.								L
26	Vacuum sliding door tracks								
27	Complete edge vacuum all of corridor carpeting			 					Х
28	Clean the outside, exterior windows			 					V
29	Clean the inside glass, frames, sills & supports of all exterior	ľ		1				1	X
	windows,								
ection	RESTROOMS This includes both public and private			1	1		Į.	l	_
3	Clean & sanitize all toilets, urinals, sinks & counters.				X				I
30	Clean & sanitize all toners, unitials, sinks & counters.		_					T	
31	Clean & sanitize all diaper changing areas			+	X				
	Clean and disinfect showers			 	1 x				
33	Clean both sides of doors to restrooms			╅━━	 ^		1		\vdash
34	Clean & polish all glass, mirrors, chrome fittings & bright			1	X	1	Į.		1
	work.			+	X	 	t^{-}	† – –	
35	Empty all containers & disposals, insert new liners.				 ^	 	\vdash	+	+
36	Remove fingerprints from doors, frames, light switches, kick &	- [i	X		1		
	much minter handler etc			+			 	+ -	
37	Remove spots stains & splashes from wall area adjacent to		l) X	1		ì	
	hand hasin			 	 	 	1		
38	Check and refill as needed all dispensers to normal limits:		Į .	ì	Ιx	1	1		
	soap, tissue, paper towels, feminine products & aerosol.	1		}	1 ^	1			
30	Pour 1 gallon of water down all restroom drains					Х			
39	Scrub and disinfect all floors with a wet mop using a								
40	detergent suitable for the intended purpose. Rinse with clean				l x		1		
		1				1	1	1	1
	water until clear.							-	

	1114 Careta et Wather Diabardoon (705) 932-3046									
Fac	cility Contact: Kathy Richardson (785) 832-3046									
41 Was	sh & sanitize metal partitions.							X		
	np clean vent outlets in ceiling or walls.									
Section RES	SILIENT & HARD FLOORS	1	1							
<u>C</u>	ut to Confirm the require depart or clean		-							
	eep all hard surface floors with a vacuum cleaner or clean		- 1			X				
and	treated dust mop. ub all floors with a wet mop using a disinfectant/detergent	-								
44 Scru	ub all floors with a wet mop using a distribution water	Ì	- 1			l x				
	table for the intended purpose. Rinse with clean water		i							
unti	il clear. ot vacuum and or sweep as needed									
45 Spo	ot vacuum and or sweep as needed									
46 SW6	eep/dust mop & wet mop all red tiles					╁┈┈┈				
	chine scrub and remove scuff & heel marks in hallways &	}				1		1		
	nmon areas.									
	chine buff floors					\vdash				
49 Clea	an & polish baseboards.						-	 		
	ip and re-wax all hard floors				ļ	-	 	_		
Section CAF	RPET FLOORS		ĺ			1	1			
D		<u></u>			 	+	+	 		
51 Vac	cuum carpeted areas with an industrial type vacuum					1	İ	1	1	
clea	aner, inspect & remove spots & stains.					+		<u> </u>		
	cuum carpet traffic lanes up to security doors					┼	 	 		
	cuum hallways				<u> </u>	+				
54 Vac	cuum baseboards					+	 	<u> </u>		
55 Vac	cuum oriental rug				ļ		1 — —	├	-	
56 Bor	nnet and hot water extraction for high use areas; hallways,		l		İ		1		ł	
rec	ception areas, waiting areas. Medium use areas,					1	1			İ
cor	nference/meeting rooms, group rooms. Includes baseboard					1	ŀ	1	1	
l de	aning (alternate cleaning in quarters)						1	İ	Į.	
					 		+	 		
	ht use areas; clinical offices, hot water extraction					+	+	+	 	
	ht use areas; offices, hot water extraction				+	+-	+	+	+	
59 Spc	ot clean for liquids or food spillage					+-	+	+	+	
60 Sh	ampoo carpet & retreat with stain & anti-static protectants.	ļ		İ		1		1	1	
(T)	wo days prior notice must be given to Procurement Officer			1	1		1		1	1
	designee).				+	+	+	 	+	
Section Sta	airwells			ì	1	1	1	ļ	1	
E				-	+	+-	+ -	1	1	
	emove all obvious debris					+	+	+	+	
62 Sp	oot mop for spillage			├	-		+	+-	+	
	weep all stairs and landings			<u> </u>						1

HHW Page 3

	Facility Contact: Kathy Richardson (785) 832-3046		 	 	— г		т	
64	Mop all stairs and landings		 	 		-		
65	Dust all railings and related iron work and ledges		 	 				
66	Remove all spider/cobwebs		 	 				
67	Report any light outages		 	 				
68	Dust tops of all light fixtures		 	 				
Section	Elevators							,
69	Sweep/vacuum/mop all floors							_
70	Clean and disinfect all surfaces		 	 				
71			 	 				
72			 	 				
73	All elevator frames, doors and walls cleaned and polished	•						
Section	GENERAL SERVICES							
74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head.			×				
			 	 	<u> </u>	<u> </u>	ļ	
				 	<u> </u>			
					<u> </u>	<u> </u>	<u> </u>	<u> </u>

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JANITORIAL WORK SCHEDULE Fire/Medical #5 1911 Stewert Avenue

	SERVICES TO BE RENDERED				FREQUEN	ICY OF S	ERVICE			
		DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section	Common Areas/Offices									
1	Clean room areas with disinfectant cleaner, including tables,			х						
2	sinks, counter tops. Clean meeting room areas with disinfectant cleaner, including									
3	tables, sinks, counter tops. Empty wastebaskets, put in new liners furnished by the City.			х						
	If present empty bio-hazard containers Dust for cobwebs				X					
	Remove all trash to areas designated by City.			X						
	Sweep cerramic tile floor								<u> </u>	
7	Remove cigarette butts from entryway containers and empty									
 	receptacles Vacuum walk-off mats & runners.			Х				<u> </u>	<u> </u>	
9	Clean both sides of interior glass in office partitions & doors including frames, sills and supports.			х					<u> </u>	<u> </u>
10	Remove fingerprints on doors, frames, light switches, kick &				х		<u> </u>			<u> </u>
11	oush plates, handles, railings, etc. Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the			х						
- 12	hardware. Clean all kick plates		1						1	
	Spot clean any interior glass			X					↓	
13	Clean Entry glass, glass doors & door handles				X			—	 	
15	Disinfect and clean phones/entry phone reciever				X				_l	

		DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
16	Dust all louvered doors, frames, ledges, grilles & partition									
	Caps. Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference rooms.				х					
Ï	Remove dust, cobwebs & clean difusers, registers and grills in						X			
1	Dust all horizontal surfaces below 70" including sills, ledges,						X			
20	Damp wipe front of refrigerator, stove, microwave & vending machines				х		ļ			
21	Dust flag bases			ļ		ļ	ļ	├	├ ──	
22	Vacuum/clean dry erase boards		<u> </u>			<u> </u>			<u> </u>	
23	Clean and dust all blinds with treated hand duster.			<u> </u>	ļ		X	↓		<u> </u>
	Clean all walls, doors, and partitions						<u> </u>	}	↓	
25	Dust above 70" all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts & outlets.				х		ļ	<u> </u>		
26	Vacuum sliding door tracks						<u> </u>		<u> </u>	
27	Complete edge vacuum all of corridor carpeting							ļ	<u> </u>	<u> </u>
27	Clean the outside, exterior windows	t — —								
29	Clean the inside glass, frames, sills & supports of all exterior]		х	
Section	windows. RESTROOMS This includes both public and private									
B 30	Clean & sanitize all toilets, urinals, sinks & counters.			X					1	ļ
31	Clean & sanitize all diaper changing areas			Х	1			↓	4	
32	Clean and disinfect showers			Х	1					
	Clean both sides of doors to restrooms	T			Х				 	1
34	Clean & polish all glass, mirrors, chrome fittings & bright			×		_				
	work. Empty all containers & disposals, insert new liners.	†	+-	X						
35	Remove fingerprints from doors, frames, light switches, kick 8	d		1	1 v					
36	push plates, handles, etc.	7			X	J				
L	DUSTI DIACES, TIANUTES, ECC.	EMS								Page

		DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
	Remove spots stains & splashes from wall area adjacent to hand basin.			х						
	Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.			х						
39	Pour 1 gallon of water down all restroom drains				X		<u> </u>			
40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until dear.			х						
41	Wash & sanitize partitions.				X					
	Damp clean vent outlets in ceiling or walls.			l			X			
Section	RESILIENT & HARD FLOORS				Ì	ļ		1	Į	1
C			<u> </u>			-	ļ.—-			
	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.			Х						
44	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear.			х						
45	Spot vacuum and or sweep as needed				<u> </u>			ļ		
46	Sweep/dust mop & wet mop all red tiles				<u> </u>	ļ	 	1	<u> </u>	
47	Machine scrub and remove scuff & heel marks in hallways & common areas.					<u> </u>	х		<u> </u>	
48	Machine buff floors						<u> </u>			<u> </u>
	Clean & polish baseboards.						X	↓	<u> </u>	
	Strip and re-wax all hard floors								<u> </u>	X
Section	CARPET FLOORS									
51	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.			х						
	Vacuum carpet traffic lanes up to security doors		T							<u> </u>
	Vacuum hallways									1
	Vacuum hailways Vacuum baseboards			T	X				<u> </u>	
54	Vacuum paseboarus	<u> </u>								

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		DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
55	Vacuum oriental rug									
56	Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)									
57	Light use areas; clinical offices, hot water extraction		<u> </u>				Ļ.—			
58	Light use areas; offices, hot water extraction			<u> </u>		ļ	ļ	ļ	 	
59	Spot clean for liquids or food spillage		<u> </u>				↓	└ ──	<u> </u>	
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).									х
Section	Stairwells				Ì		1			
E				↓		<u> </u>	+-	├	\vdash	
61	Remove all obvious debris		↓	_	ļ			 		
	Spot mop for spillage					 	 	├ ──	+	╁──┤
63	Sweep all stairs and landings				X	 	-		╁	
64	Mon all stairs and landings	<u> </u>				 	 	 	 	
65			1			 	ļ	_	 	
	Remove all spider/cobwebs					 	1	+	↓	+
67	Report any light outages				_	 	-	 	┼	
68	Dust tops of all light fixtures						+-	+	-	
Section	Elevators				1	1	1	1	1	
l _F				 	-	+	+-		+-	+
69	Sweep/vacuum/mop all floors	 	 	X	 	+	+	+ -		1
70	Clean and disinfect all surfaces	 	+	 ^	X	+-	+-	+ -	+	+
71	Vacuum all elevator tracks and floor threshold plates	 	+		+ x	+	+	+	+-	
72	Damp wipe all elevator tracks and floor threshold plates	├	+-	+	+ ^	+	+	+-	+	+
73	All elevator frames, doors and walls cleaned and polished			X		_		 	 	<u> </u>
Section G	GENERAL SERVICES				<u> </u>			<u> </u>		
										Dage

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	DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
74 Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building.			x						
		-							

JANITORIAL WORK SCHEDULE Fire and Rescue Training 1941 Haskell

FREQUENCY OF SERVICE SERVICES TO BE RENDERED SEMI-MONTHLY semi-annually QUARTERLY Annually Section Common Areas/Offices 1 Clean room areas with disinfectant cleaner, including tables, Х sinks, counter tops, 2 Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops. 3 Empty wastebaskets, put in new liners furnished by the City. Χ If present empty bio-hazard containers Х 4 Dust for cobwebs 5 Remove all trash to areas designated by City. Х Х 6 Sweep cerramic tile floor Remove cigarette butts from entryway containers and empty Х 8 Vacuum walk-off mats & runners. 9 Clean both sides of interior glass in office partitions & doors Χ including frames, sills and supports. 10 Remove fingerprints on doors, frames, light switches, kick & push plates, handles, railings, etc. 11 Clean & sanitize all drinking fountains, removing all stains. Х Damp wipe and polish exterior of the fountains & all of the hardware. Clean all kick plates Spot clean any interior glass Clean Entry glass, glass doors & door handles Х Х 15 Disinfect and clean phones/entry phone reciever 16 Dust all louvered doors, frames, ledges, grilles & partition Х

Page 1

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		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
17	Dust all exposed areas of filing cabinets, bookcases,					'				
	credenzas & shelves in the common areas and the conference rooms.				Х					
	Remove dust, cobwebs & clean difusers, registers and grills in ceiling.								_	
19	Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.							Х		
20	Damp wipe front of refrigerator, stove, microwave & vending machines									
21	Dust flag bases									
	Vacuum/clean dry erase boards		1							
	Clean and dust all blinds with treated hand duster.	-		ļ				Х		
	Clean all walls, doors, and partitions		 							
	Dust above 70" all horizontal surfaces, including shelves,		†	†				V		
23	moldings, ledges, pipes, ducts & outlets.							X		
26	Vacuum sliding door tracks									
	Complete edge vacuum all of corridor carpeting									
	Clean the outside, exterior windows						<u> </u>		X	
29	Clean the inside glass, frames, sills & supports of all exterior windows.				х					
Section B	RESTROOMS This includes both public and private									
30	Clean & sanitize all toilets, urinals, sinks & counters.				X			<u> </u>		
	Clean & sanitize all diaper changing areas							Ļ		
32	Clean and disinfect showers				X	<u> </u>			<u> </u>	
33	Clean both sides of doors to restrooms		<u> </u>		X		<u> </u>		<u> </u>	
	Clean & polish all glass, mirrors, chrome fittings & bright work.				х					
35	Empty all containers & disposals, insert new liners.				Х	<u></u>			1	L
36	Remove fingerprints from doors, frames, light switches, kick &	1			х					
37	Remove spots stains & splashes from wall area adjacent to hand basin.				х					
38	Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.				х					_

FIRT Page 2

· · · · · · · · · · · · · · · · · · ·		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
30	Pour 1 gallon of water down all restroom drains				Х					
40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until dear.				х					
41						X				
	Damp clean vent outlets in ceiling or walls.					<u> </u>	<u> </u>	X		
Section	RESILIENT & HARD FLOORS									
	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.				X					
44	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear.				х					
45	Spot vacuum and or sweep as needed			<u> </u>		ļ	-			├ ──
46	Sweep/dust mop & wet mop all red tiles					ļ	 	Ļ	 	
47	Machine scrub and remove scuff & heel marks in hallways & common areas.							Х	ļ	
48						<u> </u>	 	ļ	ļ	
	Clean & polish baseboards.							X	.	
50	Strip and re-wax all hard floors			<u> </u>			_	-		∔ —–
Section	CARPET FLOORS							<u> </u>	<u> </u>	<u> </u>
51	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.			X			-	<u> </u>	<u> </u>	<u> </u>
	Vacuum carpet traffic lanes up to security doors			+	+	-	+	+	 	
	Vacuum hallways			 	 	+	+-	+	-	+
54	Vacuum baseboards						+-	+	+	+
55	Vacuum oriental rug	<u> </u>	+	+	+	+-	+	+	 	
56	Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)									
57	Light use areas; clinical offices, hot water extraction					+-	+-			┪——
58	Light use areas; offices, hot water extraction						-			+
- ;	Spot clean for liquids or food spillage				Х					Page

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).									х
Section E	or designees. Stairwells									
61	Remove all obvious debris									
	Spot mop for spillage Sweep all stairs and landings									
64	Mop all stairs and landings									
65	Dust all railings and related iron work and ledges			<u> </u>		<u> </u>				
66	Remove all spider/cobwebs			 _		 	-	-	<u> </u>	
	Report any light outages		 	 			 		 	
	Dust tops of all light fixtures		<u> </u>	 				 		
Section F	Elevators						ļ			
69	Sweep/vacuum/mop all floors		<u> </u>			ļ				
70	Clean and disinfect all surfaces		<u> </u>		ļ	<u> </u>		-		
71	Vacuum all elevator tracks and floor threshold plates				<u> </u>	<u> </u>		 		
72	Damp wipe all elevator tracks and floor threshold plates			 	<u> </u>	-	├	<u> </u>	 	<u> </u>
73	All elevator frames, doors and walls cleaned and polished			<u> </u>			<u> </u>	ļ	<u> </u>	
Section G	GENERAL SERVICES			<u> </u>						
74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building.				x					
				 	 	 -	+	+	+-	+
		 	+	+	 	 	+-	+-	+-	+
1						1				

FIRT Page 4

JANITORIAL WORK SCHEDULE Development Services Division Fire Department Personnel

Riverfront Offices

Margene Swarts
SERVICES TO BE RENDERED FREQUENCY OF SERVICE

	SERVICES TO BE REINDERED				TICLOCK					
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section A	Common Areas/Offices									
1	Clean room areas with disinfectant cleaner, including tables, sinks, counter tops.	х								
2	Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops.	Х								
3	Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers	Х								
4	Dust for cobwebs				L	X	<u> </u>			
	Remove all trash to areas designated by City.	Х								
6	Sweep cerramic tile floor	Х								
7	Remove cigarette butts from entryway containers and empty receptacles									
<u> </u>	Vacuum walk-off mats & runners.	X								
9					х					
10					х					
11										
12					X	<u> </u>	<u> </u>			
13	Spot clean any interior glass	Х	L		<u> </u>	L		↓	ļ	
14	Clean Entry glass, glass doors & door handles				X	ļ	ļ	ļ	ļ	
15	Disinfect and clean phones/entry phone reciever				↓	<u> </u>	ļ			
16	Dust all louvered doors, frames, ledges, grilles & partition caps.				х		х			

Riverfront Offices Page 1

			_							
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
17	Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference				х					
18	Remove dust, cobwebs & clean difusers, registers and grills in ceiling.					Х				
19	Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.				х					
20	Damp wipe front of refrigerator, stove, microwave & vending machines				х					
21	Dust flag bases		T							
22	Vacuum/clean dry erase boards									
22	Clean and dust all blinds with treated hand duster.				Х					
	Clean all walls, doors, and partitions		·				Х			
24	Dust above 70" all horizontal surfaces, including shelves,		 			i	- V			
25			ŀ	1			Х			
26	moldings, ledges, pipes, ducts & outlets. Vacuum sliding door tracks									
27	Complete edge vacuum all of corridor carpeting				X					
	Clean the outside, exterior windows									
20	Clean the inside glass, frames, sills & supports of all exterior		 							
29	windows.									
Section	RESTROOMS This includes both public and private									
B 30	Clean & sanitize all toilets, urinals, sinks & counters.									
31	Clean & sanitize all diaper changing areas									
	Clean and disinfect showers									
	Clean both sides of doors to restrooms								<u> </u>	
34	Clean & polish all glass, mirrors, chrome fittings & bright									
	work.	<u> </u>		 	 	 	+	\vdash	+-	
35			-	_		+	+	+	1	
36	Remove fingerprints from doors, frames, light switches, kick &	1		1						
<u> </u>	push plates, handles, etc.	 	+		1	t	1	1		
	Remove spots stains & splashes from wall area adjacent to hand basin.						 	<u> </u>		
38	Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.									
1				<u> </u>						

Riverfront Offices

							т		Т	
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
39	Pour 1 gallon of water down all restroom drains									
40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear.									
41	Wash & sanitize partitions.									
	Damp clean vent outlets in ceiling or walls.									
Section										
ľ	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.	х								
	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear.	Х								
45	Spot vacuum and or sweep as needed	X		ļ		ļ. —	├ ──			
46	Sweep/dust mop & wet mop all red tiles			<u> </u>		<u> </u>	<u> </u>			
47	Machine scrub and remove scuff & heel marks in hallways & common areas.		_		х					
48					Х	l	<u></u>			
	Clean & polish baseboards.				X		<u> </u>			
	Strip and re-wax all hard floors								X	
Section										
D					L			<u> </u>		<u> </u>
51	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.	х								
52	Vacuum carpet traffic lanes up to security doors	Х				1			L	 _
	Vacuum hallways	Х								<u> </u>
	Vacuum baseboards									
	Vacuum oriental rug					<u> </u>				
56	Bonnet and hot water extraction for high use areas; hallways,							1	ì	
	reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)						x			
	Light use areas; clinical offices, hot water extraction	1		T			1			
5/	Light use areas; clinical offices, not water extraction	†	†					Х		
58	Spot clean for liquids or food spillage	†	 	1			Х			
1 29	Spot dean for liquids of food springe									Page

Riverfront Offices

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).								х	
Section	Stairwells									
	Remove all obvious debris									
63	Spot mop for spillage Sweep all stairs and landings									
64 65	1 Hadran									
66	Remove all spider/cobwebs						 -	ļ		
67 68	Report any light outages Dust tops of all light fixtures									
Section F						ļ	<u> </u>			<u> </u>
69	Sweep/vacuum/mop all floors			↓	<u> </u>	├	 	 	 	
70	Clean and disinfect all surfaces		<u> </u>	↓	<u> </u>	 	 	 		
71	Vacuum all elevator tracks and floor threshold plates			<u> </u>			┼		 	
72	Damp wipe all elevator tracks and floor threshold plates		<u> </u>	<u> </u>	<u> </u>	 	 	 	+	
73	All elevator frames, doors and walls cleaned and polished							ļ	<u> </u>	
Section	GENERAL SERVICES						<u> </u>	<u> </u>		ļ
<u>G</u> 74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building.	х								
				+		+-	+	+-	+	
<u> </u>			+	+	1	+	1			
ı										

JANITORIAL WORK SCHEDULE Community Health Building 200 Maine General

FREQUENCY OF SERVICE SERVICES TO BE RENDERED SEMI-MONTHL) semi-annually QUARTERLY Annually M-W-F Section Common Areas/Offices 1 Clean room areas with disinfectant cleaner, including tables, Χ sinks, counter tops. 2 Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops. 3 Empty wastebaskets, put in new liners furnished by the City. Х If present empty bio-hazard containers X 4 Dust for cobwebs 5 Remove all trash to areas designated by City. Х Х 6 Sweep cerramic tile floor 7 Remove cigarette butts from entryway containers and empty Χ X 8 Vacuum walk-off mats & runners. 9 Clean both sides of interior glass in office partitions & doors Х including frames, sills and supports. 10 Remove fingerprints on doors, frames, light switches, kick & Х push plates, handles, railings, etc. 11 Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the hardware. 12 Clean all kick plates 13 Spot clean any interior glass Х 14 Clean Entry glass, glass doors & door handles 15 Disinfect and clean phones/entry phone reciever 16 Dust all louvered doors, frames, ledges, grilles & partition caps

CHB-General Page 1

			. 1			≻, !			_	
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
			SEIV			SEN		Ò	8	
17	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the conference									
18	Remove dust, cobwebs & clean difusers, registers and grills in								<u>'</u>	×
19	ceiling. Dust all horizontal surfaces below 70" including sills, ledges,						Х			
	moldings, shelves & picture frames. Damp wipe front of refrigerator, stove, microwave & vending									
20	machines					Ļ	<u> </u>	<u> </u>	├	
	Dust flag bases									
	Vacuum/clean dry erase boards					⊢	└		 	
23	Clean and dust all blinds with treated hand duster.							X	 	
24	Clean all walls, doors, and partitions							 		├ ──
25	Dust above 70" all horizontal surfaces, including shelves,					1		l .		
	moldings, ledges, pipes, ducts & outlets.		ļ	ļ		<u> </u>	┼		┼	
26	Vacuum sliding door tracks			ļ		<u> </u>	 	 		+
27	II C			<u> </u>	X		-	 	+	 x
28	Clean the outside, exterior windows					 	 	-		 ^-
29	Clean the inside glass, frames, sills & supports of all exterior windows.		l 		<u> </u>			ļ		X
Section	and the second s				Ì					
В		X	┼	_	+	†	1			
30	Clean & sanitize all toilets, urinals, sinks & counters.	$\frac{\hat{x}}{x}$	+	+	+		<u> </u>			
31	Clean & sanitize all diaper changing areas	$\frac{\hat{x}}{x}$	┼	+	+	-	1			
	Clean and disinfect showers	- ^		+-	+	+	T X	+		
33	Clean both sides of doors to restrooms		+	+	 	-	 	 		
34	Clean & polish all glass, mirrors, chrome fittings & bright work.	Х				↓				
35	Empty all containers & disposals, insert new liners.	X					+	+	+-	+
36	Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.						X		<u> </u>	
37	Remove spots stains & splashes from wall area adjacent to	×								
38	hand basin. Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.	X								

CHB-General Page 2

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
39	Pour 1 gallon of water down all restroom drains				X					
	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear.	x								
41	Wash & sanitize partitions.	X								
42	Damp clean vent outlets in ceiling or walls.									X
Section	RESILIENT & HARD FLOORS						ļ			
l	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.	Х								
	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear.	Х								
45	Spot vacuum and or sweep as needed	X		<u> </u>		! —			<u> </u>	
46	Sweep/dust mop & wet mop all red tiles			ļ		ļ		 		
47	Machine scrub and remove scuff & heel marks in hallways &				Х		<u> </u>	<u> </u>		
48	common areas. Machine buff floors			Ī						<u> </u>
	Clean & polish baseboards.				L			<u> </u>	X	ļ
	Strip and re-wax all hard floors					<u> </u>		<u> </u>	X	
Section							1	1	ļ	1
D		<u> </u>	+	 	 	 		+	1	
51	Vacuum carpeted areas with an industrial type vacuum	Ì					1	1	Į	1
	cleaner, inspect & remove spots & stains.		+	+-						
	Vacuum carpet traffic lanes up to security doors		X	+	+	1				
	Vacuum hallways		+ ^	+	+	1	1 —	X		
	Vacuum baseboards		+	1-	·	1				
55	Vacuum oriental rug			 	 	+-		1	1	
56	Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)							x		
57	Light use areas; clinical offices, hot water extraction					4		-	+-	+
58	Light use areas; offices, hot water extraction						4	+	+-	+
59	Spot clean for liquids or food spillage	l								Page

CHB-General Page 3

		DAILY	SEMI-WEEKLY	∃-M-W	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).									
Section E	Stairwells									
61	Remove all obvious debris	X							├	
	Spot mop for spillage	X				<u> </u>				
63	Sweep all stairs and landings		<u> </u>	 	X	<u> </u>	├──	 		
64	Mon all stairs and landings				X	<u> </u>	 	 	 	
65	Dust all railings and related iron work and ledges				 		X	 	 	
66	Remove all spider/cobwebs				Х		ļ	 		<u> </u>
	Report any light outages	X	<u> </u>	↓	<u> </u>		 	├		
	Dust tops of all light fixtures				 		X	 		
Section	Elevators						<u> </u>	ļ		
69	Sweep/vacuum/mop all floors	X		<u> </u>			1	 	├ ──	<u> </u>
70	Clean and disinfect all surfaces				X		<u> </u>	↓ —	├ ─	ļ
71	Vacuum all elevator tracks and floor threshold plates			ļ	X	<u> </u>			├ —	
72	Damp wipe all elevator tracks and floor threshold plates				X	-	-	 	┼	
73	All elevator frames, doors and walls cleaned and polished				х					
Section	GENERAL SERVICES		<u> </u>					<u> </u>		
G 74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building.	х								
		ļ	_	 	_	-			+	+
		Ļ		 	 	+			+	+
		ı	1	1	1	ı		ı	1	1

JANITORIAL WORK SCHEDULE Community Health Building (CHB) Exam Rooms

	SERVICES TO BE RENDERED									
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section	Common Areas/Offices									
					<u> </u>					
1	Clean room areas with disinfectant cleaner, including tables,	X								
<u> </u>	sinks, counter tops. Clean meeting room areas with disinfectant cleaner, including								ŀ	l
1	tables sinks counter tops							-		├ ──
	Empty wastebaskets, put in new liners furnished by the City.	X				1	1			
]	If present empty bio-hazard containers		L	 	<u> </u>	 	 	├ ──	-	
4	Dust for cobwebs						 	 		
5	Remove all trash to areas designated by City.			-		 	 	├	-	
6	Sween cerramic tile floor			↓		├	 			
7	Remove cigarette butts from entryway containers and empty	Ì		1			İ	1		
	recentacles		┼──		+	+	+		 	
8	Vacuum walk-off mats & runners.		↓		 	+	+			
9	Clean both sides of interior glass in office partitions & doors	ł		1			1	1	1	
	including frames sills and supports		+	+	 					
10		i		1			X	L	<u> </u>	
<u> </u>	push plates, handles, railings, etc.		+		T -					
11	Clean & sanitize all drinking fountains, removing all stains.	1	İ	1		İ	ł	1	1	
l	Damp wipe and polish exterior of the fountains & all of the	1					_	↓		+
 	hardware. Clean all kick plates			T					↓	
12	Spot clean any interior glass							 	 	
13	Clean Entry glass, glass doors & door handles	1								
			1			<u> </u>				
15	Disinfect and clean phones/end y phone redever									

16	Dust all louvered doors, frames, ledges, grilles & partition		.	ļ	1 1	1 1	()	ı	. [-
	conc							$\overline{}$,——+	
17	Dust all exposed areas of filing cabinets, bookcases,		,)	. ,	1 '	()	1 '	1)	,	1
_	credenzas & shelves in the common areas and the conference	. 1	,)	. 1	1 '	1 1	1 /	()	, }]
	roome								,	
18	Remove dust, cobwebs & clean difusers, registers and grills in		ı)	, ,	1 '	1 '	1 '	1 1	<i>i</i>]	Х
	coiling			,			 			
19	Dust all horizontal surfaces below 70" including sills, ledges,	,)	i = 1	, 1	X	1 '	1 '	()	<i>i</i>	
	moldings, shelves & picture frames,				 	 				
20	Damp wipe front of refrigerator, stove, microwave & vending	, ,	(-)	<i>i</i> '	1	1	1 '	1!	()	
	machines		\longrightarrow							
21	Dust flag bases									
22	Vacuum/clean dry erase boards				+			 x 		
23	Clean and dust all blinds with treated hand duster.				+	 	+	 ^ 	\leftarrow	,
24	Clean all walls, doors, and partitions	 '	↓		 	+		 		
25	Dust above 70" all horizontal surfaces, including shelves,	í '	1 '	1				'	1	()
	moldings, ledges, pipes, ducts & outlets.	 '	 '		+	+	+	+	 	
26	Vacuum sliding door tracks	 '	 '	—		+	+	 		
27	Complete edge vacuum all of corridor carpeting	'	 '	↓		 	+	 		
28	Clean the outside, exterior windows	<u> </u>	 '				┼	 '	 '	
29	Clean the inside glass, frames, sills & supports of all exterior	ſ	[1		1			1 '	I = I
1	windows		 '	↓	 	 	+	+	+	
Section	RESTROOMS This includes both public and private	1	1		İ	İ	ì	1	1 '	1 1
			 	+	+	+	+	+	+-	
30	Clean & sanitize all toilets, urinals, sinks & counters.	↓		↓ —		+	+	+	+	
31	Clean & sanitize all diaper changing areas		 	—	 	+	+	+	+	
32	Clean and disinfect showers			↓	 	-	+	+	+	
33	Clean both sides of doors to restrooms						-	+	+	
34	Clean & polish all glass, mirrors, chrome fittings & bright		T				ŀ		İ	1 '
l l	work					+		+	+	 '
35	Empty all containers & disposals, insert new liners.	<u></u>		↓		 	—	+	+	
36	Remove fingerprints from doors, frames, light switches, kick &	N.		1	1		1	ì	1	'
		1		—	+	+-	+	+	+-	+
37	Remove spots stains & splashes from wall area adjacent to	اد	1			1		1		1
	hand basin			┼	+	+	+	+	+	+
38	Check and refill as needed all dispensers to normal limits	<i>*</i>	}	1		-	-			
1	soap, tissue, paper towels, feminine products & aerosol.		1		1	1	l	1	1	
						$\overline{}$	+	+	+	+

40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with dean	1								
<u> </u>	water until dear.		ļ	<u> </u>	<u> </u>	 	<u> </u>		 	
41	Wash & sanitize metal partitions.		<u> </u>	↓	 	 	+	 		<u> </u>
42	Damp clean vent outlets in ceiling or walls.	'	Ļ	↓	<u> </u>	∔	├ ──	 		
Section C	RESILIENT & HARD FLOORS	ļ	<u> </u>	<u> </u>			<u> </u>			
1	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.		ļ	<u> </u>	ļ	 				
	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear.	х								
45	Spot vacuum and or sweep as needed			↓		\bot	 	 _		
46	Sweep/dust mop & wet mop all red tiles			⊥ _		<u> </u>		├ ─	├	
47	Machine scrub and remove scuff & heel marks in hallways & common areas.							 	<u> </u>	<u> </u>
48	B Machine buff floors			┷	<u> </u>		 	<u> </u>	 	┼──
49	Clean & polish baseboards.			⊥	<u> </u>	↓	┵	——	X	
50	Strip and re-wax all hard floors			$oldsymbol{\perp}$				↓	X	
Section	CARPET FLOORS		<u> </u>	<u> </u>					<u> </u>	<u> </u>
	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.		<u> </u>	 				<u> </u>	<u> </u>	
	2 Vacuum carpet traffic lanes up to security doors	↓	——					+	+-	+
53	3 Vacuum hallways	<u> </u>	↓	↓ —	 	+-	+-	 	┼	
54	4 Vacuum baseboards		 	┿	 		+-	+	+	+
55	5 Vacuum oriental rug	<u> </u>	$oldsymbol{ol}}}}}}}}}}}}}}}}}}$					+	+-	
	6 Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)	ļ								
	7 Light use areas; clinical offices, hot water extraction	 	+-	+				┿	+	+
58	8 Light use areas; offices, hot water extraction	<u> </u>		 			+	+	 	+
59	9 Spot clean for liquids or food spillage			 			-	┼		┼
60	O Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer									

Section	Stairwells								
E	Remove all obvious debris	 							
	· · · · · · · · · · · · · · · · · · ·								
	Spot mop for spillage		-						
	Sweep all stairs and landings	 							
	Mop all stairs and landings	 							
65		 			-				
66	Transfer of the special section of the section of t	 							
67	Report any light outages	 							
	Dust tops of all light fixtures	 							
Section	Elevators	İ	1						
F									
69		 					<u> </u>		
70		 			-				
71	Vacuum all elevator tracks and floor threshold plates	 					1		
72						<u> </u>	 		
73	All elevator frames, doors and walls cleaned and polished								
Section G									
74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head.								
			 	 	 	 	+-	 	
		 			 	┼──	+	┼──	
				<u> </u>		1	<u></u>		

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JANITORIAL WORK SCHEDULE Community Health Building (CHB) Meeting-classrooms

SERVICES TO BE RENDERED SEMI-MONTHLY QUARTERLY Annually Section Common Areas/Offices 1 Clean room areas with disinfectant cleaner, including tables, Х sinks, counter tops. 2 Clean meeting room areas with disinfectant cleaner, including Х tables, sinks, counter tops. 3 Empty wastebaskets, put in new liners furnished by the City. Х If present empty bio-hazard containers 4 Dust for cobwebs 5 Remove all trash to areas designated by City. 6 Sweep cerramic tile floor 7 Remove cigarette butts from entryway containers and empty receptacles 8 Vacuum walk-off mats & runners. 9 Clean both sides of interior glass in office partitions & doors including frames, sills and supports. 10 Remove fingerprints on doors, frames, light switches, kick & Х push plates, handles, railings, etc. 11 Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the hardware 12 Clean all kick plates 13 Spot clean any interior glass 14 Clean Entry glass, glass doors & door handles 15 Disinfect and clean phones/entry phone reciever

									—т	
16	Dust all louvered doors, frames, ledges, grilles & partition						1		i	
	cans									
17	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the conference	1				ļ			l	
	rooms									
18	Remove dust, cobwebs & clean difusers, registers and grills in					l	Į.		l	X
l	soiling					 	 			
19	Dust all horizontal surfaces below 70" including sills, ledges,	ì				ł	X			
							<u> </u>			
20	Damp wipe front of refrigerator, stove, microwave & vending	1				Į.	1		i	
	machines	-+				 				
21		+		 		+	t —			
22	Vacuum/clean dry erase boards					+	+			
23	Clean and dust all blinds with treated hand duster.					 	+			
24	Clean all walls, doors, and partitions					<u> </u>	}			
25	Dust above 70" all horizontal surfaces, including shelves,	- [Į.	1		1	l .		
1	moldings, ledges, pipes, ducts & outlets.			 		+	-	 		
26	Vacuum sliding door tracks				├ ──	┼		 		
27	Complete edge vacuum all of corridor carpeting					+	+	 -		
28	Clean the outside, exterior windows			↓	<u> </u>	+		┼	 	
29	Clean the inside glass, frames, sills & supports of all exterior			1		1	ì	1	!	
-	windows				 		+-			
Section	the state of the s	1		l	ì	Į.	1	ļ]
R				┼──		+	+	+		
30	Clean & sanitize all toilets, urinals, sinks & counters.				 	-	+	+	+-	
31	Clean & sanitize all diaper changing areas						+	┪──	 -	
32	Clean and disinfect showers						+-	 		
	Clean both sides of doors to restrooms			<u> </u>						
34	Clean & polish all glass, mirrors, chrome fittings & bright					1	1	1	1	l l
1 7	work,						+		+	
35	Empty all containers & disposals, insert new liners.						+	+	 	
36	Remove fingerprints from doors, frames, light switches, kick &			1	1		1	1	1	
1	nuch plates handles etc				+		+-	+	+	
37	Remove spots stains & splashes from wall area adjacent to		1	1	1				1	1
1	hand hasin		├	+-	+	+		+-	 	
38	Check and refill as needed all dispensers to normal limits:	v	1	1		-	-	1		
	soap, tissue, paper towels, feminine products & aerosol.	X			1			1		l
			+	+	+					
39	Pour 1 gallon of water down all restroom drains		<u> </u>							

40	Scrub and disinfect all floors with a wet mop using a	,						1		
	detergent suitable for the intended purpose. Rinse with dean water until dear.				ļ					
41	Wash & sanitize metal partitions.			ļ	 -					
42	Damp clean vent outlets in ceiling or walls.	'				 				
Section	RESILIENT & HARD FLOORS				<u></u> '					
	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.				Х	 				
44	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water				х					
45	until clear. Spot vacuum and or sweep as needed	X		Τ	Γ	<u> </u>				
45	Sweep/dust mop & wet mop all red tiles		1	Τ			<u> </u>			
47	Machine scrub and remove scuff & heel marks in hallways &							<u> </u>		
40	common areas. Machine buff floors		Π			<u> </u>		X	 	
	Clean & polish baseboards.		Τ	T		<u> </u>	↓	ļ	X_	
	O Strip and re-wax all hard floors			<u> </u>		↓		<u> </u>	X	ļ——-
	CARPET FLOORS		T	T		1	ļ	Ì		1
I.				 	 	 	+	 	 	
51	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.	1	\		×			<u> </u>	ļ	
	2 Vacuum carpet traffic lanes up to security doors					I	 	<u> </u>	ļ	
	3 Vacuum hallways		Τ	\bot			↓	↓	<u> </u>	
	4 Vacuum baseboards		<u> </u>				↓	_	 	-
	5 Vacuum oriental rug		<u></u>		<u> </u>	↓ ——	4	_	 	
56	6 Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)	1						x		
5	7 Light use areas; clinical offices, hot water extraction	↓	 	+	+	+-	+-	+	+	+
58	8 Light use areas; offices, hot water extraction	—		+-	+	+		+ -	+	+
50	9 Spot clean for liquids or food spillage	↓		+	+	+		+	+-	+
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).									

			 	 		-	
Section	Stairwells						
61	Remove all obvious debris			 			
	Spot mop for spillage			 			
63	Sweep all stairs and landings	 	 	 			
64	Mon all stairs and landings		 	 			
65	Dust all railings and related iron work and ledges	 		 			
66	Remove all spider/cobwebs		 	 			
67	Report any light outages	 	 	 			
68	Dust tops of all light fixtures	 	 	 			
Section	Elevators						
F		 	 	-			
69		 		 			
70	Clean and disinfect all surfaces	 	 	 			
71	Vacuum all elevator tracks and floor threshold plates	 		 l			
72	Damp wipe all elevator tracks and floor threshold plates	 	 				
73	All elevator frames, doors and walls cleaned and polished						
Section	GENERAL SERVICES						
G 74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head.						
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JANITORIAL WORK SCHEDULE Community Health Building 200 Maine Offices

	SERVICES TO BE RENDERED				FREQUEN	ICY OF S	ERVICE			
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section	Common Areas/Offices									
l	Clean room areas with disinfectant cleaner, including tables, sinks, counter tops. Clean meeting room areas with disinfectant cleaner, including								_	
ł	tables, sinks, counter tops. Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers	Х								
	Dust for cobwebs		 	_						
	Remove all trash to areas designated by City.		 							
7	receptacles									
8	Vacuum walk-off mats & runners.			<u> </u>	<u> </u>	├ ──	 			
9	Clean both sides of interior glass in office partitions & doors					<u> </u>	X	ļ	ļ	
10	Remove fingerprints on doors, frames, light switches, kick &				ļ		ļ			×
11	Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the hardware.			<u> </u>						
	Clean all kick plates		 			+		+	+	+
13	Spot clean any interior glass	↓		+	 	+	 	+	+-	+
14	Clean Entry glass, glass doors & door handles	<u> </u>	 	 		+	+	+-	+	+
15	Disinfect and clean phones/entry phone reciever	 		 		+	+-	+	+	
16	Dust all louvered doors, frames, ledges, grilles & partition caps.					<u></u>				

CHB-Offices

Page 1

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
17	Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference									
1	Remove dust, cobwebs & clean difusers, registers and grills in ceiling.									х
	Dust all horizontal surfaces below 70" including sills, ledges,									
20	Damp wipe front of refrigerator, stove, microwave & vending machines						ļ		ļ 	
21	Dust flag bases						\vdash			
	Vacuum/clean dry erase boards						<u> </u>	 _,_		
23	Clean and dust all blinds with treated hand duster.				<u> </u>	ļ	<u> </u>	X		
	Clean all walls, doors, and partitions									
25	Dust above 70" all horizontal surfaces, including shelves,	Ţ		ļ		Į.			ł	
1 ~	moldings, ledges, pipes, ducts & outlets.		<u> </u>	<u> </u>				 		
26	Vacuum sliding door tracks	<u> </u>		<u> </u>		├ ——	ļ —		├	
27	u e italiana					<u> </u>	↓		 	
28							↓	_	_	
29	Clean the inside glass, frames, sills & supports of all exterior windows.					<u> </u>		<u> </u>	<u> </u>	
Section			1	1			1	1	1	
R		1		├			-		┼──	+
30	Clean & sanitize all toilets, urinals, sinks & counters.			ļ	 		┥	┼	 	
	Clean & sanitize all diaper changing areas	↓		+-	 	├ ──	+	+-	+-	+
	Clean and disinfect showers		<u> </u>			 		+	 	+
33	Clean both sides of doors to restrooms	<u> </u>			 	 	-	+	+	+
34	Clean & polish all glass, mirrors, chrome fittings & bright work				<u> </u>	<u> </u>			↓	<u> </u>
35	Empty all containers & disposals, insert new liners.					<u> </u>		 	 	
36	Remove fingerprints from doors, frames, light switches, kick 8	8.								
	push plates, handles, etc.		+	+		+-		1		
	Remove spots stains & splashes from wall area adjacent thand basin.			-			-		-	
38	Check and refill as needed all dispensers to normal limits soap, tissue, paper towels, feminine products & aerosol.	5:								

CHB-Offices Page 2

		DAILY	SEMI-WEEKLY	∃-W-M	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
- 20	Pour 1 gallon of water down all restroom drains									
39	Scrub and disinfect all floors with a wet mop using a						ļ .			
40	detergent suitable for the intended purpose. Rinse with clean water until clear.									
41	Wash & sanitize metal partitions.			L			ļ		<u> </u>	
41	Damp clean vent outlets in ceiling or walls.					<u> </u>				_
							Į .	İ	ļ	1
Section	RESILIENT & HARD FLOORS			<u> </u>				├ ──		
C	Sweep all hard surface floors with a vacuum cleaner or clean		l			l	1	1]
	and twented dust mon			 	ļ		┼──	 		
44	Scrub all floors with a wet mop using a disinfectant/detergent		į.			1	1	Ì	1	
1 ''	suitable for the intended purpose. Rinse with clean water			1	İ	1		1	1]
1	until clear		├	┼	+	 	+			
45	Spot vacuum and or sweep as needed	Х	├		+	+	+	1	†	
46	Sween/dust mop & wet mop all red tiles		↓	+		+	+	+	†	
47	Machine scrub and remove scuff & heel marks in hallways &			<u> </u>			 	<u> </u>	<u> </u>	
48	common areas. Machine buff floors			L		-				+
	Clean & polish baseboards.				<u> </u>			↓		
49	Strip and re-wax all hard floors							-	4	
50	Strip and re-wax all riald noors					1	ì	1	1	1
	CARPET FLOORS		<u> </u>					 		┼──
P	Vacuum carpeted areas with an industrial type vacuum			1	l x	1	1	i	1	
21	cleaner, inspect & remove spots & stains.					+		+	+	+
57	Vacuum carpet traffic lanes up to security doors			—		+	-	-	+	+
- 5	Vacuum hallways	<u> </u>						+	+-	+
	Vacuum baseboards	<u> </u>					+	-	+	+
	Vacuum oriental rug								+	
- 5	Bonnet and hot water extraction for high use areas; hallways,			1	1	1		1		
1 3	recontion areas, waiting areas, Medium use areas,	i					- [l x	
1	conference/meeting rooms, group rooms. Includes baseboard	1	1	1	1	1		- (^`	1
	cleaning (alternate cleaning in quarters)									
5	7 Light use areas; clinical offices, hot water extraction								+	+
5	B Light use areas; offices, hot water extraction	 				+-		+	+	
1 5	Spot dean for liquids or food spillage									Page
		CHB-Off	ices							6

		DAILY	SEMI-WEEKLY	H-W-M	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).			_						
Section E	Stairwells						ļ			
61 62	Remove all obvious debris Spot mop for spillage									
64	Sweep all stairs and landings Mop all stairs and landings Dust all railings and related iron work and ledges									
66	Remove all spider/cobwebs									
68	Report any light outages Dust tops of all light fixtures									
Section F			<u> </u>	 		ļ <u>.</u>	<u> </u>	<u> </u>		
70	Sweep/vacuum/mop all floors Clean and disinfect all surfaces									
71 72	The state of the s									
	All elevator frames, doors and walls cleaned and polished									
Section G	GENERAL SERVICES						<u> </u>			
74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head.									
			-		<u> </u>	-	_		+	
								Ц		

CHB-Offices Page 4

JANITORIAL WORK SCHEDULE Traffic Division 445 Mississippi

FREQUENCY OF SERVICE SERVICES TO BE RENDERED SEMI-MONTHLY Annually WEEKLY M-W-F Common Areas/Offices Section 1 Clean room areas with disinfectant cleaner, including tables, sinks. counter tops. 2 Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops 3 Empty wastebaskets, put in new liners furnished by the City. Χ If present empty bio-hazard containers 4 Dust for cobwebs Х 5 Remove all trash to areas designated by City. 6 Sweep cerramic tile floor Remove cigarette butts from entryway containers and empty 8 Vacuum walk-off mats & runners. 9 Clean both sides of interior glass in office partitions & doors including frames, sills and supports. 10 Remove fingerprints on doors, frames, light switches, kick & push plates, handles, railings, etc. 11 Clean & sanitize all drinking fountains, removing all stains. Х Damp wipe and polish exterior of the fountains & all of the hardware 12 Clean all kick plates 13 Spot clean any interior glass 14 Clean Entry glass, glass doors & door handles 15 Disinfect and clean phones/entry phone reciever 16 Dust all louvered doors, frames, ledges, grilles & partition caps

Traffic Page 1

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
17	Dust all exposed areas of filing cabinets, bookcases,									
-	credenzas & shelves in the common areas and the conference									
18	rooms. Remove dust, cobwebs & clean difusers, registers and grills in					İ				
10	ceiling.									
19	Dust all horizontal surfaces below 70" including sills, ledges,									
1	moldings, shelves & picture frames.					 	 	 		<u> </u>
20	Damp wipe front of refrigerator, stove, microwave & vending	ı	1			ļ		ļ		
	machines		ļ	├ ──				<u> </u>		
	Dust flag bases					 -	 			
22	Vacuum/clean dry erase boards		<u> </u>				 	_		
23	Clean and dust all blinds with treated hand duster.				<u> </u>	<u> </u>	 	 		
24	Clean all walls, doors, and partitions		<u> </u>				 	 		
25	Dust above 70" all horizontal surfaces, including shelves,		1	i						
ł	moldings, ledges, pipes, ducts & outlets.				├ ──	-	 	├ ──		<u> </u>
26	Vacuum sliding door tracks		 	_	<u> </u>			-		
27			ļ	<u> </u>	<u> </u>	 		 	 	
28	Clean the outside, exterior windows			ļ		├ -	 	 		
29	Clean the inside glass, frames, sills & supports of all exterior windows.						X			
Section						}	1	1		
В			↓		ļ.——	├ ──	↓ —			├
30	Clean & sanitize all toilets, urinals, sinks & counters.	X		↓	<u> </u>	<u> </u>	 	 		
31	Clean & sanitize all diaper changing areas	L	1	<u> </u>	<u> </u>	<u> </u>		+	<u> </u>	
32	Clean and disinfect showers			<u> </u>			 	-	-	
33	Clean both sides of doors to restrooms				<u> </u>	↓			\vdash	
34	Clean & polish all glass, mirrors, chrome fittings & bright	Гх	1		1	1	1		1	
	work.	ļ	 	+	 	+	+-	+-	+	+
35	Empty all containers & disposals, insert new liners.	<u> </u>	_		X	+	+-	+	+-	-
	Remove fingerprints from doors, frames, light switches, kick 8 push plates, handles, etc.					<u> </u>	<u> </u>		<u> </u>	
37	Remove spots stains & splashes from wall area adjacent to	J		1		1				1
	hand basin.					 	+	+	+-	+
38	Check and refill as needed all dispensers to normal limits	1	[i		1		1	1	
	soap, tissue, paper towels, feminine products & aerosol.	X								

Traffic

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		DAILY	SEMI-WEEKLY	∃-M-M	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
39	Pour 1 gallon of water down all restroom drains						ļ			
40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear.									
41	Wash & sanitize partitions.				X		ļ			
42	Damp clean vent outlets in ceiling or walls.				ļ			X		
Section C	RESILIENT & HARD FLOORS									
43	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.	Х					 			
	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water				х					
45	Spot vacuum and or sweep as needed			├		 	 	+	 	
46	Sweep/dust mop & wet mop all red tiles		<u> </u>	-	 	 		 	 	\vdash
47	Machine scrub and remove scuff & heel marks in hallways & common areas.		\					X		
48	Machine buff floors			<u> </u>			↓	 	ļ	1
	Clean & polish baseboards.			<u> </u>					X	├ ──┤
50	Strip and re-wax all hard floors					ļ		 	X	├ ──┤
Section D	CARPET FLOORS					ļ	ļ	ļ	<u> </u>	
51	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.	х				<u> </u>	<u> </u>	<u> </u>		
52	Vacuum carpet traffic lanes up to security doors						_	-	-	
	Vacuum hallways	<u> </u>					+	+	┼	+
	Vacuum baseboards					4	+	+-	+	+
55	Vacuum oriental rug	<u> </u>								-
56	Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)	1								
57		<u> </u>	+-			+	+	+	+-	+
58	Light use areas; offices, hot water extraction	 		+	+	+	+	+	+	+
59	Spot clean for liquids or food spillage	X Traffi								Page
		Tratti	_							6-

Traffic

			_							
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
(Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer								х	
	or designee). Stairwells							.		
61 F	Remove all obvious debris Spot mop for spillage									
63 S	Sweep all stairs and landings Mon all stairs and landings									
65 [Dust all railings and related iron work and ledges Remove all spider/cobwebs									
67	Report any light outages Dust tops of all light fixtures									
Section 1	Elevators							<u> </u>		
69	Sweep/vacuum/mop all floors		<u> </u>	 	 	-	┼	┼	 	
70	Clean and disinfect all surfaces		ļ	<u> </u>		+	↓	+	+	
71	Vacuum all elevator tracks and floor threshold plates		 		 	+	+-	╁┈╌		+
72	Damp wipe all elevator tracks and floor threshold plates			 	 	┼	+	 	+	
73	All elevator frames, doors and walls cleaned and polished		ļ <u>.</u>				<u> </u>	<u> </u>	 	
C	GENERAL SERVICES		_	<u> </u>	<u> </u>	ļ		-	 	
74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building.	х								
			+	+	 	+	+_			
1			+		1					1

Traffic Page 4

JANITORIAL WORK SCHEDULE Police Department Investigations and Training Center

Chris Mulvenon
SERVICES TO BE RENDERED
FREQUENCY OF SERVICE

	SERVICES TO BE RENDERED									
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
	UNSECURED GENERAL AREAS (Lobbies, Conference Rooms,									
Section				<u> </u>				<u> </u>		
A	Breakrooms) Empty trash cans and replace liners as needed	Х								
+ +	Spot dean any interior glass	Х			<u> </u>		ļ			
	Clean and disinfect drinking fountains	Х				<u> </u>		 	<u> </u>	
 	Damp wipe, clean and disinfect all tables and countertops	X					 	<u> </u>		
	Dust conferece room tables and reset chairs	_X			<u> </u>	ļ	<u> </u>	<u> </u>		
	Dust tops of all artwork frames				X	<u> </u>	 	 		
1 - 3 - 7	Dust window sills/light fixtures	<u> </u>		<u> </u>			 _ _ _ 	├		
 '8	Clean and disinfect entry phone and breakroom phone	X			<u> </u>		 	-		
 	Vacuum dry erase board trays in conference rooms	X		<u> </u>	<u> </u>		_		 	
10	Vacuum conference room/lobby area chair cushions		<u> </u>		X			 	├ ──	
11	Damp wipe front of refrigerator, stove, microwave and	х				<u> </u>	<u> </u>			<u> </u>
12	Sweep exterior entrances, immediately adjacent to building	х					<u> </u>	<u> </u>		ļ
13	Clean/empty cigarette receptacles at each entrance	X				+-		┼	 	
14	Spot clean glass, glass doors and door handles at each entrance	х	<u> </u>		<u> </u>	ļ			<u> </u>	
15	u. c		1		<u> </u>				+-	-
	Spot clean walls, doors and switchplates				X	 	 	+-	+	
17	· · · · · · · · · · · · · · · · · · ·				X	+-	 	+	+	
	Dust for cobwebs				X	-		+	 	+
19					X	4		+		 x
	Clean inside and outside exterior windows									

						T	т			
Section	SECURE AREAS (Detective Bay, Training Unit, Chief's Suite)		ì				ł		l	
R		- , 				-				
21	Empty trash cans and replace liners as needed	_ X		- V		 	+			
22	Vacuum carpet - Cublicles/hallways/carpet runners			<u>X</u>		+-	+	 		
23	Dust tops of all artwork frames			X		+	-	 		
24	Dust top of cubicles			X		+	 	11		
25	Damp wipe, clean and disinfect sink and countertops			X			 			
Section	RESTROOMS This includes both public and private							<u> </u>		
26	Sweep/dust mop and wet mop all floor tiles	Χ				ļ	ļ	 		
27	Empty trash cans and replace liners as needed, wipe down	x								
28	Clean and disinfect sinks, counters, faucets, toilets, urinals	Х					 			
29	Clean and disinfect dispensers - soap, tissue and towel	X		<u> </u>				 	L	
	Clean mirrors	Х					↓		 	
	Clean stall walls and handicap rails	X			<u> </u>		<u> </u>		L	
	Vacuum carpet runners	Х								
	Clean and disinfect showers		Х						 	
	check dispensers, refill as needed	Х			l					
35	Pour 1 gallon of water and disinfectant down all restroom		х							
	floor drains Strip and seal ceramic tile floors									X
36	Strip and seal cerainic tile noors									
	FLOORS - RESILIENT, HARD & CARPET			\	<u> </u>					
D	Sweep/dust mop and wet mop all red floor tiles	Х			<u> </u>					
30	Vacuum capet, rugs, rug runners and baseboards	X								
	Vacuum sliding door tracks	Х			<u> </u>				<u> </u>	
10	Sweep/dust mop and wet mop tile floor in breakfoom	Х								
41	Spot dean carpets for liquids or food spillage				I				X	
41	Strip and re-wax all red tiles and breakroom tiles									X
43	Machine scrub and remove scuff and heel makrs in hallways						İ	i		×
44	and common areas Bonnet and hot water extraction for high use areas; hallways,		 	1	 					х
1	conference rooms, secure areas		+	+	+	+-	+-	_		Î
Section	STAIRWELLS								+	<u> </u>
45	Sweep/dust mop and wet mop tile stairwell	X								

46	Vacuum secure area stairwell		X				 	
Section	GENERAL SERVICES						ļ	
I F							 	
47	Return cart/supplies in closet when finished. Make sure containers are removed from dispensers and water is turned	х		 				
i	off in janitor's closets		 	 			 	
48	Gather recycling in preparations for weekly pickup	ļ		1 X		<u></u>	 <u> </u>	<u> </u>

JANITORIAL WORK SCHEDULE Court Services

Vicki Stanwix FREQUENCY OF SERVICE SERVICES TO BE RENDERED SEMI-MONTHLY SEMI-WEEKLY QUARTERLY M-W-F Common Areas/Offices Section 1 Clean room areas with disinfectant cleaner, including tables, sinks, counter tops. 2 Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops. 3 Empty wastebaskets, put in new liners furnished by the City. Х If present empty bio-hazard containers 4 Dust for cobwebs Х 5 Remove all trash to areas designated by City. 6 Sweep cerramic tile floor Remove cigarette butts from entryway containers and empty Х 8 Vacuum walk-off mats & runners. 9 Clean both sides of interior glass in office partitions & doors including frames, sills and supports. 10 Remove fingerprints on doors, frames, light switches, kick & Х push plates, handles, railings, etc. 11 Clean & sanitize all drinking fountains, removing all stains. Damp wipe and polish exterior of the fountains & all of the hardware. 12 Clean all kick plates 13 Spot clean any interior glass 14 Clean Entry glass, glass doors & door handles 15 Disinfect and clean phones/entry phone reciever 16 Dust all louvered doors, frames, ledges, grilles & partition 17 Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference

Court Services Page 1

		DAILY	SEMI-WEEKLY	4-W-M	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
18	Remove dust, cobwebs & clean difusers, registers and grills in			х			,			
	ceiling. Dust all horizontal surfaces below 70" including sills, ledges,						Х			
	moldings shelves & nicture frames						<u> </u>		<u> </u>	
20	Damp wipe front of refrigerator, stove, microwave & vending			!		l		İ	1	
	machines		<u> </u>							
	Dust flag bases		├ ──							
22	Vacuum/clean dry erase boards					\vdash	<u> </u>		 	
	Clean and dust all blinds with treated hand duster.					 	 	-		
24	Clean all walls, doors, and partitions				<u> </u>			 	 	
25	Dust above 70" all horizontal surfaces, including shelves,			1		X	ļ .	l		
	moldings, ledges, pipes, ducts & outlets.		+	 	 	—				
26	Vacuum sliding door tracks		+	-	 			<u> </u>		
27	Complete edge vacuum all of corridor carpeting		+		 		1			
28	Clean the outside, exterior windows		+	 	 	†				
29	Clean the inside glass, frames, sills & supports of all exterior windows.					<u> </u>	<u> </u>	<u> </u>	ļ	
Section			ļ			<u> </u>				
B 30	Clean & sanitize all toilets, urinals, sinks & counters.			X					<u> </u>	<u> </u>
	Clean & sanitize all diaper changing areas			X				ļ	<u> </u>	
	Clean and disinfect showers		T	<u> </u>		<u> </u>	<u> </u>		↓	<u> </u>
	Clean both sides of doors to restrooms			X			1	↓	 	
34	Clean & polish all glass, mirrors, chrome fittings & bright			Ιx			1	1	1	
	work.				 	+			+-	
35	Empty all containers & disposals, insert new liners.			X		+-			 	-
36	Remove fingerprints from doors, frames, light switches, kick &	4	1	X			1	1	-	
	push plates, handles, etc.	 	+	+-	+	+	1	1	1	
37	Remove spots stains & splashes from wall area adjacent to	1		Х						_
20	hand basin. Check and refill as needed all dispensers to normal limits:									
30	soap, tissue, paper towels, feminine products & aerosol.			X						
		-	+ -	+	+		X			
39	Pour 1 gallon of water down all restroom drains								-	

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							_			$\overline{}$
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear.			×						
41	Wash & sanitize partitions.				Х					
42	Damp clean vent outlets in ceiling or walls.					Х				
Section C	RESILIENT & HARD FLOORS									
	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop.			х						
44	Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear.			x						
45	Spot vacuum and or sweep as needed			<u> </u>					<u> </u>	
46	Sweep/dust mop & wet mop all red tiles									
47	Machine scrub and remove scuff & heel marks in hallways & common areas.									
48					<u> </u>		X			
49	Clean & polish baseboards.						X	ļ		
	Strip and re-wax all hard floors									X
Section	CARPET FLOORS					<u> </u>		<u> </u>		
51	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains,			X	<u> </u>	<u> </u>	<u> </u>		<u> </u>	<u> </u>
52	Vacuum carpet traffic lanes up to security doors					ļ	↓		<u> </u>	
53	Vacuum hallways	<u> </u>		X	ļ		├ ─		-	
54	Vacuum baseboards		<u> </u>	ļ		<u> </u>	 	 	 	
55	Vacuum oriental rug		ļ		<u> </u>	 		+		+
56	Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes baseboard cleaning (alternate cleaning in quarters)						x			
57	Light use areas; clinical offices, hot water extraction	L		<u> </u>	_	$oldsymbol{oldsymbol{oldsymbol{eta}}}$		-	+	
	Light use areas; offices, hot water extraction		<u> </u>		 	 	 	+	 	
59	Spot dean for liquids or food spillage	<u> </u>	<u> </u>	X	<u> </u>	<u> </u>				

Court Services Page 3

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
	Shampoo carpet & retreat with stain & anti-static protectants.							1		x
60	(Two days prior notice must be given to Procurement Officer or designee).									
Section	Stairwells			ļ		l	l		'	
F					 	 	-	† — —		
61	Remove all obvious debris		ļ <u>-</u>			 				
62	Spot mop for spillage		 -	 		-				
63	Sweep all stairs and landings				 					
64	Mon all stairs and landings					-	+	\vdash		
65	Dust all railings and related iron work and ledges		 -		 			-	1	
66	Remove all spider/cobwebs		├	├ ──			+-			
67				 			┼──		1	
68	Dust tops of all light fixtures		 		 	+	+	 		
Section				\	<u> </u>	<u> </u>	↓	 		
69	Sweep/vacuum/mop all floors		1		 	 -	╁	+	+	
70	Clean and disinfect all surfaces					 	+	+	┼─	
71	Vacuum all elevator tracks and floor threshold plates						+-		+	
72	Damp wine all elevator tracks and floor threshold plates			 		+	+	+	┪	
73	All elevator frames, doors and walls cleaned and polished				 _	 	 		 	
Section	GENERAL SERVICES			<u> </u>		<u> </u>	- 	-	<u> </u>	
G74	Clean janitorial closets before exiting building. All slop sinks must be clean. Wet mops will not be left in a mop bucket of dirty water; mops & buckets will be rinsed out after each use. Dust mop heads will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building.			x						
		+		+	+	+	+-			
		+		+		+			1	

Court Services Page 4