

Exhibit A

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

*

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

17	Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference rooms.		X							
18	Remove dust, cobwebs & clean difusers, registers and grills in ceiling.		X							
19	Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.				X					
20	Damp wipe front of refrigerator, stove, microwave & vending machines				X					
21	Dust flag bases									
22	Vacuum/clean dry erase boards									
23	Clean and dust all blinds with treated hand duster.						X			
24	Clean all walls, doors, and partitions				X					
25	Dust above 70" all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts & outlets.						X			
26	Vacuum sliding door tracks									
27	Complete edge vacuum all of corridor carpeting									
28	Clean the outside, exterior windows							X		
29	Clean the inside glass, frames, sills & supports of all exterior windows.							X		
Section B	RESTROOMS This includes both public and private									
30	Clean & sanitize all toilets, urinals, sinks & counters.		X							
31	Clean & sanitize all diaper changing areas									
32	Clean and disinfect showers				X					
33	Clean both sides of doors to restrooms		X							
34	Clean & polish all glass, mirrors, chrome fittings & bright work.		X							
35	Empty all containers & disposals, insert new liners.		X							
36	Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.		X							
37	Remove spots stains & splashes from wall area adjacent to hand basin.		X							
38	Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.		X							
39	Pour 1 gallon of water down all restroom drains						X			
40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear.		X							

JANITORIAL WORK SCHEDULE
Lawrence Municipal Airport
Sunday & Thursday

Dale Mooney
SERVICES TO BE RENDERED

FREQUENCY OF SERVICE

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

	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.									
18 Remove dust, cobwebs & clean difusers, registers and grills in ceiling.							X		
19 Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.						X			
20 Damp wipe front of refrigerator, stove, microwave & vending machines		X							
21 Dust flag bases									
22 Vacuum/clean dry erase boards									
23 Clean and dust all blinds with treated hand duster.									
24 Clean all walls, doors, and partitions									
25 Dust above 70" all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts & outlets.							X		
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows							X		
29 Clean the inside glass, frames, sills & supports of all exterior windows.						X			
Section B RESTROOMS This includes both public and private									
30 Clean & sanitize all toilets, urinals, sinks & counters.		X							
31 Clean & sanitize all diaper changing areas		X							
32 Clean and disinfect showers									
33 Clean both sides of doors to restrooms		X							
34 Clean & polish all glass, mirrors, chrome fittings & bright work.		X							
35 Empty all containers & disposals, insert new liners.		X							
36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.		X							
37 Remove spots stains & splashes from wall area adjacent to hand basin.		X							
38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.		X							

	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				
40 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 C RESILIENT & HARD FLOORS									
43 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.		X							
45 Spot vacuum and or sweep as needed		X							
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								X	
49 Clean & polish baseboards.								X	
50 Strip and re-wax all hard floors									X
Section D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner. inspect & remove spots & stains.		X							
52 Vacuum carpet traffic lanes up to security doors									
53 Vacuum hallways		X							
54 Vacuum baseboards									
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)								X	
57 Light use areas; clinical offices, hot water extraction									
58 Light use areas; offices, hot water extraction									
59 Spot clean for liquids or food spillage		X							

	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).									X
Section E Stairwells									
61 Remove all obvious debris									
62 Spot mop for spillage									
63 Sweep all stairs and landings									
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 F Elevators									
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 G 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. Sweep outside entries approximately 10 foot from building.		X							

41	Wash & sanitize metal partitions.							X		
42	Damp clean vent outlets in ceiling or walls.									
Section C	RESILIENT & HARD FLOORS									
43	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.		X							
45	Spot vacuum and or sweep as needed		X							
46	Sweep/dust mop & wet mop all red tiles									
47	Machine scrub and remove scuff & heel marks in hallways & common areas.								X	
48	Machine buff floors								X	
49	Clean & polish baseboards.								X	
50	Strip and re-wax all hard floors									X
Section D	CARPET FLOORS									
51	Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.		X							
52	Vacuum carpet traffic lanes up to security doors									
53	Vacuum hallways									
54	Vacuum baseboards									
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; offices, hot water extraction									
59	Spot clean for liquids or food spillage		X							
60	Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to Procurement Officer or designee).								X	
Section E	Stairwells									
61	Remove all obvious debris									
62	Spot mop for spillage									
63	Sweep all stairs and landings									

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 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.		X							

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
SERVICES TO BE RENDERED

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	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section Common Areas/Offices									
A									
1 Clean room areas with disinfectant cleaner, including tables, sinks, counter tops.					X				
2 Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops.					X				
3 Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers					X				
4 Dust for cobwebs									
5 Remove all trash to areas designated by City.					X				
6 Sweep cerraamic tile floor									
7 Remove cigarette butts from entryway containers and empty receptacles									
8 Vacuum walk-off mats & runners.					X				
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.						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									
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.									

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17	Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference rooms.									
18	Remove dust, cobwebs & clean difusers, registers and grills in ceiling.							X		
19	Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.						X			
20	Damp wipe front of refrigerator, stove, microwave & vending machines									
21	Dust flag bases									
22	Vacuum/clean dry erase boards									
23	Clean and dust all blinds with treated hand duster.						X			
24	Clean all walls, doors, and partitions						X			
25	Dust above 70" all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts & outlets.								X	
26	Vacuum sliding door tracks									
27	Complete edge vacuum all of corridor carpeting									X
28	Clean the outside, exterior windows									X
29	Clean the inside glass, frames, sills & supports of all exterior windows.									
Section B	RESTROOMS This includes both public and private									
30	Clean & sanitize all toilets, urinals, sinks & counters.						X			
31	Clean & sanitize all diaper changing areas									
32	Clean and disinfect showers						X			
33	Clean both sides of doors to restrooms						X			
34	Clean & polish all glass, mirrors, chrome fittings & bright work.						X			
35	Empty all containers & disposals, insert new liners.						X			
36	Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.						X			
37	Remove spots stains & splashes from wall area adjacent to hand basin.						X			
38	Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.						X			
39	Pour 1 gallon of water down all restroom drains							X		
40	Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear.						X			

Facility Contact: Kathy Richardson (785) 832-3046

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41	Wash & sanitize metal partitions.								
42	Damp clean vent outlets in ceiling or walls.							X	
Section C	RESILIENT & HARD FLOORS								
43	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.					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 & common areas.								
48	Machine buff floors								
49	Clean & polish baseboards.								
50	Strip and re-wax all hard floors								
Section D	CARPET FLOORS								
51	Vacuum carpeted areas with an industrial type vacuum cleaner. inspect & remove spots & stains.								
52	Vacuum carpet traffic lanes up to security doors								
53	Vacuum hallways								
54	Vacuum baseboards								
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; offices, hot water extraction								
59	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 E	Stairwells								
61	Remove all obvious debris								
62	Spot mop for spillage								
63	Sweep all stairs and landings								

Facility Contact: Kathy Richardson (785) 832-3046

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 F	Elevators									
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 G	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.					X				

JANITORIAL WORK SCHEDULE
Fire/Medical #5
1911 Stewart Avenue

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

	DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
16 Dust all louvered doors, frames, ledges, grilles & partition caps.									
17 Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference rooms.				X					
18 Remove dust, cobwebs & clean difusers, registers and grills in ceiling.						X			
19 Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.						X			
20 Damp wipe front of refrigerator, stove, microwave & vending machines				X					
21 Dust flag bases									
22 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, moldings, ledges, pipes, ducts & outlets.				X					
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows									
29 Clean the inside glass, frames, sills & supports of all exterior windows.								X	
Section B RESTROOMS This includes both public and private									
30 Clean & sanitize all toilets, urinals, sinks & counters.			X						
31 Clean & sanitize all diaper changing areas			X						
32 Clean and disinfect showers			X						
33 Clean both sides of doors to restrooms				X					
34 Clean & polish all glass, mirrors, chrome fittings & bright work.			X						
35 Empty all containers & disposals, insert new liners.			X						
36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.				X					

	DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
37 Remove spots stains & splashes from wall area adjacent to hand basin.			X						
38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.			X						
39 Pour 1 gallon of water down all restroom drains				X					
40 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 C RESILIENT & HARD FLOORS									
43 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.			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 & common areas.						X			
48 Machine buff floors						X			
49 Clean & polish baseboards.									X
50 Strip and re-wax all hard floors									
Section D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.			X						
52 Vacuum carpet traffic lanes up to security doors									
53 Vacuum hallways									
54 Vacuum baseboards				X					

	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									
58 Light use areas; offices, hot water extraction									
59 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).									X
Section E Stairwells									
61 Remove all obvious debris									
62 Spot mop for spillage									
63 Sweep all stairs and landings				X					
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 F Elevators									
69 Sweep/vacuum/mop all floors			X						
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				X					
73 All elevator frames, doors and walls cleaned and polished			X						
Section G GENERAL SERVICES									

	DAILY	SEMI-WEEKLY	Tuesday Thursday Sunday	WEEKLY	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

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

	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.				X					
18 Remove dust, cobwebs & clean difusers, registers and grills in ceiling.									
19 Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.							X		
20 Damp wipe front of refrigerator, stove, microwave & vending machines									
21 Dust flag bases									
22 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, moldings, ledges, pipes, ducts & outlets.							X		
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows								X	
29 Clean the inside glass, frames, sills & supports of all exterior windows.				X					
Section B RESTROOMS This includes both public and private									
30 Clean & sanitize all toilets, urinals, sinks & counters.				X					
31 Clean & sanitize all diaper changing areas									
32 Clean and disinfect showers				X					
33 Clean both sides of doors to restrooms				X					
34 Clean & polish all glass, mirrors, chrome fittings & bright work.				X					
35 Empty all containers & disposals, insert new liners.				X					
36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.				X					
37 Remove spots stains & splashes from wall area adjacent to hand basin.				X					
38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.				X					

	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					
40 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 C RESILIENT & HARD FLOORS									
43 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.				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 & common areas.							X		
48 Machine buff floors							X		
49 Clean & polish baseboards.									
50 Strip and re-wax all hard floors									
Section D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner. inspect & remove spots & stains.			X						
52 Vacuum carpet traffic lanes up to security doors									
53 Vacuum hallways									
54 Vacuum baseboards									
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; offices, hot water extraction									
59 Spot clean for liquids or food spillage				X					

	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).									X
Section E Stairwells									
61 Remove all obvious debris									
62 Spot mop for spillage									
63 Sweep all stairs and landings									
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 F Elevators									
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 G 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. Sweep outside entries approximately 10 foot from building.				X					

JANITORIAL WORK SCHEDULE
Development Services Division
Fire Department Personnel

Riverfront Offices

Margene Swarts
SERVICES TO BE RENDERED

FREQUENCY OF SERVICE

		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section	Common Areas/Offices									
A										
1	Clean room areas with disinfectant cleaner, including tables, sinks, counter tops.	X								
2	Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops.	X								
3	Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers	X								
4	Dust for cobwebs					X				
5	Remove all trash to areas designated by City.	X								
6	Sweep cerraamic tile floor	X								
7	Remove cigarette butts from entryway containers and empty receptacles									
8	Vacuum walk-off mats & runners.	X								
9	Clean both sides of interior glass in office partitions & doors including frames, sills and supports.				X					
10	Remove fingerprints on doors, frames, light switches, kick & push plates, handles, railings, etc.				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				X					
13	Spot clean any interior glass	X								
14	Clean Entry glass, glass doors & door handles				X					
15	Disinfect and clean phones/entry phone reciever									
16	Dust all louvered doors, frames, ledges, grilles & partition caps.				X		X			

	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.				X					
18 Remove dust, cobwebs & clean difusers, registers and grills in ceiling.					X				
19 Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.				X					
20 Damp wipe front of refrigerator, stove, microwave & vending machines				X					
21 Dust flag bases									
22 Vacuum/clean dry erase boards									
23 Clean and dust all blinds with treated hand duster.				X					
24 Clean all walls, doors, and partitions						X			
25 Dust above 70" all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts & outlets.						X			
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting				X					
28 Clean the outside, exterior windows									
29 Clean the inside glass, frames, sills & supports of all exterior windows.									
Section B RESTROOMS This includes both public and private									
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 work.									
35 Empty all containers & disposals, insert new liners.									
36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.									
37 Remove spots stains & splashes from wall area adjacent to hand basin.									
38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.									

	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.									
42 Damp clean vent outlets in ceiling or walls.									
Section C RESILIENT & HARD FLOORS									
43 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.	X								
45 Spot vacuum and or sweep as needed	X								
46 Sweep/dust mop & wet mop all red tiles									
47 Machine scrub and remove scuff & heel marks in hallways & common areas.				X					
48 Machine buff floors				X					
49 Clean & polish baseboards.				X					
50 Strip and re-wax all hard floors								X	
Section D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.	X								
52 Vacuum carpet traffic lanes up to security doors	X								
53 Vacuum hallways	X								
54 Vacuum baseboards									
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)						X			
57 Light use areas; clinical offices, hot water extraction									
58 Light use areas; offices, hot water extraction							X		
59 Spot clean for liquids or food spillage						X			

	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).								X	
Section E Stairwells									
61 Remove all obvious debris									
62 Spot mop for spillage									
63 Sweep all stairs and landings									
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 F Elevators									
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 G 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. Sweep outside entries approximately 10 foot from building.	X								

JANITORIAL WORK SCHEDULE
Community Health Building
200 Maine
General

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

	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.									
18 Remove dust, cobwebs & clean difusers, registers and grills in ceiling.									X
19 Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.						X			
20 Damp wipe front of refrigerator, stove, microwave & vending machines									
21 Dust flag bases									
22 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, moldings, ledges, pipes, ducts & outlets.									
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting				X					
28 Clean the outside, exterior windows									X
29 Clean the inside glass, frames, sills & supports of all exterior windows.									X
Section B RESTROOMS This includes both public and private									
30 Clean & sanitize all toilets, urinals, sinks & counters.	X								
31 Clean & sanitize all diaper changing areas	X								
32 Clean and disinfect showers	X								
33 Clean both sides of doors to restrooms						X			
34 Clean & polish all glass, mirrors, chrome fittings & bright work.	X								
35 Empty all containers & disposals, insert new liners.	X								
36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.						X			
37 Remove spots stains & splashes from wall area adjacent to hand basin.	X								
38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.	X								

	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					
40 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 C RESILIENT & HARD FLOORS									
43 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.	X								
45 Spot vacuum and or sweep as needed	X								
46 Sweep/dust mop & wet mop all red tiles									
47 Machine scrub and remove scuff & heel marks in hallways & common areas.				X					
48 Machine buff floors								X	
49 Clean & polish baseboards.								X	
50 Strip and re-wax all hard floors								X	
Section D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner. inspect & remove spots & stains.									
52 Vacuum carpet traffic lanes up to security doors									
53 Vacuum hallways		X							
54 Vacuum baseboards							X		
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)							X		
57 Light use areas; clinical offices, hot water extraction									
58 Light use areas; offices, hot water extraction									
59 Spot clean for liquids or food spillage									

	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).									
Section E Stairwells									
61 Remove all obvious debris	X								
62 Spot mop for spillage	X								
63 Sweep all stairs and landings				X					
64 Mop all stairs and landings				X					
65 Dust all railings and related iron work and ledges						X			
66 Remove all spider/cobwebs				X					
67 Report any light outages	X								
68 Dust tops of all light fixtures						X			
Section F Elevators									
69 Sweep/vacuum/mop all floors	X								
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				X					
73 All elevator frames, doors and walls cleaned and polished				X					
Section G 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. Sweep outside entries approximately 10 foot from building.	X								

JANITORIAL WORK SCHEDULE
Community Health Building (CHB)
Exam Rooms

SERVICES TO BE RENDERED

$$=$$
[illegible]

[illegible]

[illegible]

[illegible]

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

SERVICES TO BE RENDERED

*

[illegible]

[illegible]

[illegible]

[illegible]

JANITORIAL WORK SCHEDULE
Community Health Building
200 Maine
Offices

SERVICES TO BE RENDERED		FREQUENCY OF SERVICE								
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section	Common Areas/Offices									
A										
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. If present empty bio-hazard containers	X								
4	Dust for cobwebs									
5	Remove all trash to areas designated by City.									
6	Sweep cerraamic 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.						X			
10	Remove fingerprints on doors, frames, light switches, kick & push plates, handles, railings, etc.									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									
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.									

	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.									
18 Remove dust, cobwebs & clean difusers, registers and grills in ceiling.									X
19 Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.									
20 Damp wipe front of refrigerator, stove, microwave & vending machines									
21 Dust flag bases									
22 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, moldings, ledges, pipes, ducts & outlets.									
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows									
29 Clean the inside glass, frames, sills & supports of all exterior windows.									
Section B RESTROOMS This includes both public and private									
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 work.									
35 Empty all containers & disposals, insert new liners.									
36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.									
37 Remove spots stains & splashes from wall area adjacent to hand basin.									
38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.									

	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 metal partitions.									
42 Damp clean vent outlets in ceiling or walls.									
Section C RESILIENT & HARD FLOORS									
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	X								
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 D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner. inspect & remove spots & stains.				X					
52 Vacuum carpet traffic lanes up to security doors									
53 Vacuum hallways									
54 Vacuum baseboards									
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)								X	
57 Light use areas; clinical offices, hot water extraction									
58 Light use areas; offices, hot water extraction									
59 Spot clean for liquids or food spillage									

	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).									
Section E Stairwells									
61 Remove all obvious debris									
62 Spot mop for spillage									
63 Sweep all stairs and landings									
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 F Elevators									
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 G 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.									

JANITORIAL WORK SCHEDULE
Traffic Division
445 Mississippi

SERVICES TO BE RENDERED		FREQUENCY OF SERVICE								
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section	Common Areas/Offices									
A										
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. If present empty bio-hazard containers				X					
4	Dust for cobwebs				X					
5	Remove all trash to areas designated by City.									
6	Sweep cerraamic tile floor									
7	Remove cigarette butts from entryway containers and empty receptacles									
8	Vacuum walk-off mats & runners.	X								
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. Damp wipe and polish exterior of the fountains & all of the hardware.				X					
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 caps.									

	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.									
18 Remove dust, cobwebs & clean difusers, registers and grills in ceiling.									
19 Dust all horizontal surfaces below 70" including sills, ledges, moldings, shelves & picture frames.									
20 Damp wipe front of refrigerator, stove, microwave & vending machines									
21 Dust flag bases									
22 Vacuum/clean dry erase boards									
23 Clean and dust all blinds with treated hand duster.									
24 Clean all walls, doors, and partitions									
25 Dust above 70" all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts & outlets.									
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows									
29 Clean the inside glass, frames, sills & supports of all exterior windows.						X			
Section B RESTROOMS This includes both public and private									
30 Clean & sanitize all toilets, urinals, sinks & counters.	X								
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 work.	X								
35 Empty all containers & disposals, insert new liners.				X					
36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.									
37 Remove spots stains & splashes from wall area adjacent to hand basin.									
38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.	X								

	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.				X					
42 Damp clean vent outlets in ceiling or walls.							X		
Section C RESILIENT & HARD FLOORS									
43 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.				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 & common areas.							X		
48 Machine buff floors								X	
49 Clean & polish baseboards.								X	
50 Strip and re-wax all hard floors								X	
Section D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains.	X								
52 Vacuum carpet traffic lanes up to security doors									
53 Vacuum hallways									
54 Vacuum baseboards									
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; offices, hot water extraction									
59 Spot clean for liquids or food spillage	X								

Traffic

	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).								X	
Section E Stairwells									
61 Remove all obvious debris									
62 Spot mop for spillage									
63 Sweep all stairs and landings									
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 F Elevators									
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 G 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. Sweep outside entries approximately 10 foot from building.	X								

JANITORIAL WORK SCHEDULE
Police Department
Investigations and Training Center

Chris Mulvenon
SERVICES TO BE RENDERED

FREQUENCY OF SERVICE

	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section A UNSECURED GENERAL AREAS (Lobbies, Conference Rooms, Breakrooms)									
1 Empty trash cans and replace liners as needed	X								
2 Spot clean any interior glass	X								
3 Clean and disinfect drinking fountains	X								
4 Damp wipe, clean and disinfect all tables and countertops	X								
5 Dust conference room tables and reset chairs	X								
6 Dust tops of all artwork frames				X					
7 Dust window sills/light fixtures	X								
8 Clean and disinfect entry phone and breakroom phone	X								
9 Vacuum dry erase board trays in conference rooms	X								
10 Vacuum conference room/lobby area chair cushions				X					
11 Damp wipe front of refrigerator, stove, microwave and vending machines in breakroom	X								
12 Sweep exterior entrances, immediately adjacent to building	X								
13 Clean/empty cigarette receptacles at each entrance	X								
14 Spot clean glass, glass doors and door handles at each entrance	X								
15 Dust accessible surfaces up to 6' to include chair bases				X					
16 Spot clean walls, doors and switchplates				X					
17 Damp wipe all handrails and baseboards				X					
18 Dust for cobwebs				X					
19 Dust ceiling vents and surfaces over 6'				X					
20 Clean inside and outside exterior windows									X

Section B	SECURE AREAS (Detective Bay, Training Unit, Chief's Suite)									
21	Empty trash cans and replace liners as needed	X								
22	Vacuum carpet - Cubicles/hallways/carpet runners			X						
23	Dust tops of all artwork frames			X						
24	Dust top of cubicles			X						
25	Damp wipe, clean and disinfect sink and countertops			X						
Section C	RESTROOMS This includes both public and private									
26	Sweep/dust mop and wet mop all floor tiles	X								
27	Empty trash cans and replace liners as needed, wipe down stainless steel fronts	X								
28	Clean and disinfect sinks, counters, faucets, toilets, urinals	X								
29	Clean and disinfect dispensers - soap, tissue and towel	X								
30	Clean mirrors	X								
31	Clean stall walls and handicap rails	X								
32	Vacuum carpet runners	X								
33	Clean and disinfect showers		X							
34	check dispensers, refill as needed	X								
35	Pour 1 gallon of water and disinfectant down all restroom floor drains		X							
36	Strip and seal ceramic tile floors									X
Section D	FLOORS - RESILIENT, HARD & CARPET									
37	Sweep/dust mop and wet mop all red floor tiles	X								
38	Vacuum capet, rugs, rug runners and baseboards	X								
39	Vacuum sliding door tracks	X								
40	Sweep/dust mop and wet mop tile floor in breakfoom	X								
41	Spot clean carpets for liquids or food spillage							X		
42	Strip and re-wax all red tiles and breakroom tiles									X
43	Machine scrub and remove scuff and heel makrs in hallways and common areas									X
44	Bonnet and hot water extraction for high use areas; hallways, conference rooms, secure areas									X
Section E	STAIRWELLS									
45	Sweep/dust mop and wet mop tile stairwell	X								

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

JANITORIAL WORK SCHEDULE
Court Services

Vicki Stanwix
SERVICES TO BE RENDERED

FREQUENCY OF SERVICE

	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	semi-annually	Annually
Section Common Areas/Offices									
A									
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. If present empty bio-hazard containers			X						
4 Dust for cobwebs									
5 Remove all trash to areas designated by City.			X						
6 Sweep cerraamic tile floor									
7 Remove cigarette butts from entryway containers and empty receptacles									
8 Vacuum walk-off mats & runners.			X						
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.			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									
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.									
17 Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference rooms.									

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

	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.			X						
41 Wash & sanitize partitions.				X					
42 Damp clean vent outlets in ceiling or walls.					X				
Section C RESILIENT & HARD FLOORS									
43 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.			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 & common areas.									
48 Machine buff floors						X			
49 Clean & polish baseboards.						X			
50 Strip and re-wax all hard floors									X
Section D CARPET FLOORS									
51 Vacuum carpeted areas with an industrial type vacuum cleaner. inspect & remove spots & stains.			X						
52 Vacuum carpet traffic lanes up to security doors									
53 Vacuum hallways			X						
54 Vacuum baseboards									
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)						X			
57 Light use areas; clinical offices, hot water extraction									
58 Light use areas; offices, hot water extraction									
59 Spot clean for liquids or food spillage			X						

	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).									X
Section E Stairwells									
61 Remove all obvious debris									
62 Spot mop for spillage									
63 Sweep all stairs and landings									
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 F Elevators									
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 G GENERAL SERVICES									
74 Clean janitorial closets before exiting building. All stop 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						