Request for Bid

Bid Number B1903 Janitorial Services for the City of Lawrence:

An onsite walk through of facilities has been scheduled for the week of January 21th 2019. Please see appropriate contact, date and time for walkthrough at each location. **This is a mandatory pre-bid/walkthrough and no other scheduling will occur.**

Facilities, Dates, Times and Contact Information

Wakarusa WWTP

2300 E 41st

cwoodhead@lawrenceks.org

785-423-0034

Date and Time: Jan. 22nd 8:00 a.m. All other locations on this date are TBD.

Admin, UV, Final Sludge

Centrifuge.

Ferric,

Headworks,

Kansas River WWTP

1400 E 8th St

cwoodhead@lawrenceks.org

785-423-0034

Date and Time Jan. 22nd TBD

Admin Facility

Defoamer Shack

Flow Pump Station

Actiflo Treatment

Chemical Feed Bldg.

Fine Screen Bldg.

Hypochlorite bldg.

Bisulfite Bldg.

Filtrate Bldg.

Primary Solids Bldg.

Grit Bldg.

North Final Bldg.

Bio solids Pumped

Blower Bldg.

Garage

Anaerobic Sludge Bldg. Gas Bldg.

Kansas River Digester #1

Influent

Kaw Water Treatment plant

720 W 3rd St

cwoodhead@lawrenceks.org

785-423-0034

Date and Time Jan. 22nd. TBD

Main Building Lime Residuals

Low Service PS #2

Carbon Feed

Clinton Water Treatment Plant

2101 Wakarusa Dr.

cwoodhead@lawrenceks.org

785-423-0034

Date and Time Jan. 22nd TBD

Main Building

Hypochlorite

Ferric

High Service #2

Sludge #1

Sludge #2

Carbon Feed

Intake

Clinton Lake Dam

cwoodhead@lawrenceks.org

785-423-0034

Date and Time Jan. 22nd TBD

Lift stations

cwoodhead@lawrenceks.org

785-423-0034

Date and Time Jan. 22nd TBD

- 1 301 N. St
- 2 570 Walnut
- **3** 720 Grant
- 4 810 Walnut

5A&B 2701 Delaware

- 6 2449 Massachusetts
- **8** 2233 Alabama
- 9 3613 Brush Creek
- 10 31st & Louisiana
- 16 220 W. 6th St.
- **19** 1751 E. 27th St
- 25 3816 Greenway Cir.
- **32** 1723 E. 30th St
- **42** 3460 Morning Dove Cir.
- **43** 4177 W. 13th St
- **44** 390 Queens Rd.
- **45** 301 Queens Rd.
- **46** 1025 N. Minnesota
- 48 851 N. Folks Rd
- 49 3000 Kitsmiller Rd.

Storm water stations

cwoodhead@lawrenceks.org

785-423-0034

Date and Time Jan. 22nd. TBD

734 N. 2nd St; 520 N. 2nd St. 547 Maple St.

(1) Fire Medical Administration, (2) Fire Medical Training Facility

(1)1911 Stewart Ave

(2) 1941 Haskell

Tom Fagan

tfagan@lawrenceks.org

785-830-7002

Date: Jan. 23rd 8:00 am-9:30

Police ITC

4820 Bob Billings Parkway Anthony Brixius

brixius@lkpd.org

Date: January 23rd 9:45-10:45

Municipal Court, Planning and Development Services

1 River Front Plaza

Suite 310 & 320

Caitlyn Dolar

cdolar@lawrenceks.org

785-832-3150

Vicki Stanwix

vstanwix@lawrenceks.org

785-832-6190

Date: Jan. 23rd. 11:00-12:00

Community Health

200 Maine

Dale Seele

dseele@lawrenceks.org

785-840-8501

Date: Jan.23rd 1:15-2:15

Traffic

445 Mississippi

Craig Lutz

Clutz@lawrenceks.org

785-423-3340

Date and Time Jan. 24th 8:00 Street Maintenance 1140 Haskell Tim Cast tcast@lawrenceks.org 785-423-1981

Date and Time Jan. 24th 9:00

Vehicle Maintenance

1141 Haskell Robert Aaron raaron@lawrenceks.org 785-832-3020

Date and Time Jan. 24th 9:30

(1) House Hold Hazardous Waste, (2) SWAN, (3) Solid Waste

(1) 2201 Kresge, (2) 320 NE Industrial Lane, (3) 1140 Haskell Kathy Richardson

krichardson@lawrenceks.org
785-832-3076

Date and Time Jan. 24th 9:30-11:00

If time does not allow to view facilities on the dates and times listed, you may contact the appropriate person to schedule a time on the dates and times listed below to view the areas.

Jan 24th after 11:00 & Jan. 25th before 12:00 pm

For general questions please contact Jason Stowe Building and Structures Manager jstowe@lawrenceks.org
785-832-3126

Sealed bids should be sent to:

City of Lawrence

Attn: City Clerk's Office 6th East 6th Street Lawrence Kansas 66044

Bids are due on or before February 5th, 2019 2:00 pm in the City Clerk's office B1903.

Project Intent:

The intent of this project will be to provide janitorial/custodial services to ensure that the City of Lawrence facilities are provided with professional cleaning to promote a safe and healthy work environment.

Facility types:

The City provides a varying degree of services from emergency services, to water and waste water collection to internal services. These varying services also have varying degrees of needs based on the type of service. Bidders should expect to find every situation from industrial, commercial, field operations and office/administrative type environments. Attached **Exhibit A** defines and details the location and specific service for those locations as well as the contact person for that location. **All inquiries for facilities should be directed to the appropriate contact listed on the previous sheets.**

Safety:

Due to the varying nature and degree of services being provided in different environments bidders should expect that City staff will occasionally monitor to ensure that the successful bidder is adhering to all safety practices and procedures related to all facility types and environments. NOTE: ALL PPE's is the responsibility of the bidder and must conform to the City's staff requirements for each location. Questions related to safety/PPE should be directed to the designated contact for that location.

Paper products:

Paper products such as paper towels, toilet paper, feminine hygiene trash bags products will be owner supplied.

Equipment:

Successful bidder will supply all appropriate equipment to render the needed services.

Chemicals:

All chemicals needed to clean within the specification in Exhibit A will need to be supplied by the successful bidder. If chemical supplies will be stored on site, SDS sheets will be required to be stored on site and in same location as the chemicals are located in an appropriately marked binder.

Anticipated Start Date:

April 1st 2019

Bids:

All bids must be submitted on form P2. Itemize each location and provide a lump sum total to include a Grand Total.

Terms:

This is a one year contract with the option to extend/renew automatically for a period of up to 4 additional years. Market increases may only be made after the 3rd consecutive year with successful fulfilment of the contract

And shall not exceed 3.5% in any one year.

Insurance:

The Contractor shall secure insurance to protect himself and the Owner against hazards as enumerated herein. All policies shall be in amounts, form and companies satisfactory to the Owner, name the City of Lawrence as an additional insured, and:

- (a) Cover any or all subcontractors in their insurance policies; OR
- (b) Require each subcontractor to secure insurance to protect themselves against hazards enumerated herein which are not covered by the general contractor's policies.

All certificates of insurance required herein shall state that thirty (30) day written notice shall be given to the Owner before the policy is canceled or changed.

No contractor of subcontractor will be allowed to start construction work on this contract until certificates of all insurance required herein are filed with the Owner.

Public Liability and Property Damage: The Contractor shall maintain insurance protecting against any and all claims and demands arising from injury to person or persons not in the employ of the Contractor, and against any and all claims and demands resulting from damage to any property due to any act or omission of the Contractor, his agents or employees, in the operation of the work or the execution of this contract. Such insurance shall remain in effect on portions of the work which have been completed and which may or may not be occupied or utilized by the Owner prior to the completion and acceptance of all work included in the contract.

Where the work to be performed under the contract involves excavation or other underground work or construction, the property damage insurance provided shall cover all injury to or destruction of property below the surface of the ground, such as wires, conduits, pipes, mains, sewer, etc., caused by the Contractor's operations. Property damage insurance shall also cover the collapse of, or structural injury to, any building or structure on or adjacent to the construction work area, or the injury to or destruction of property resulting therefrom, caused by the removal of other buildings, structures, or supports, or excavation below the ground, where the construction of a new structure or the demolition of an existing structure involves any of the foregoing designated hazards and in all cases where the contract provides for alterations in, additions to, or the underpinning of, an existing structures or structures.

Minimum limits for Public Liability and Property Damage insurance required are as follows:

Public Liability:

Occurrence (a) Each \$500,000

(b) Aggregate

\$1,000,000

Property Damage:

Accident (a) One \$500,000

(b) All Accidents

\$1,000,000

The Contractor shall name the City of Lawrence, Kansas as an additional insured to protect the Owner against any and all claims that might arise as a result of the operation of the Contractor or his subcontractor or subcontractors, in fulfilling this contract.

Employer's Liability and Worker's Compensation. The Contractor shall secure and maintain employer's liability and worker's compensation insurance in an amount that is in conformity and compliance with the statutory requirements of the laws of the State of Kansas.

In case any class of employees is not protected under the Worker's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate employer's liability coverage that will protect them against any claims resulting from injuries to and death of workers engaged in work under this contract.

Contractor's Contingent of Protective Liability and Property Damage. In case part of this contract is sublet, the Contractor shall secures contingent or protective liability and property damage insurance to protect himself from any and all claims arising from the operations of his subcontractors in the execution of work included in this contract. The coverage in each case shall be acceptable to the Owner.

Builder's Risk Fire Insurance with Extended Coverage. The Contractor shall secure adequate insurance to protect the Contractor and the Owner against damage to equipment, structure, or materials from fire and hazards included in extended coverage endorsement or supplemental contract

Automobile Public Liability and Property Damage. The Contractor shall maintain automobile public liability insurance in the amount of not less that \$500,000 for injury to one person and \$1,000,000 for one accident; and automobile property damage

insurance in the amount of not less that \$1,000,000 for one accident to protect himself from any and all claims arising from the use of the following in the execution of work included in this contract:

- (a) Contractor's own automobiles and trucks;
- (b) Hired automobiles and trucks; and
- (c) Automobiles an trucks not owned by the Contractor.

Such insurance shall cover the use of automobiles and trucks both on and off the site of the project.

INSTRUCTIONS TO BIDDERS

- **IB-1. PROPOSALS**. All proposals must be made on the forms provided with this copy of the contract documents (see IB-13). All proposals must be legibly written in ink, or typewritten, with total prices given in words and figures. No alterations in proposals or in the printed forms, by erasures, deletions, or interpolations will be acceptable unless each alteration is signed or initialed by the Bidder. If initialed, the City of Lawrence, hereinafter referred to as the Owner, may require the Bidder to identify the alteration so initialed. No erasures, interpolations, or other physical changes shall be made by anyone, in any bid, after its submission by the Bidder. Each proposal shall be enclosed in a sealed envelope, addressed to the City of Lawrence, Kansas, endorsed on the outside of the envelope with the words, "Proposal for PW 1701 downtown canopy removal".
- **IB-2.** PROPOSAL GUARANTEE. Each proposal shall, as a guarantee of good faith on the part of the bidder, be accompanied by a cashier's check, a certified check, or an acceptable bidder's bond executed by the bidder and a surety company authorized to do business in the State of Kansas, in an amount of not less than five percent (5%) of the total bid.

The proposal guarantee shall be made payable without condition to the "City of Lawrence, Kansas." The amount of the check or bond may be retained by and forfeited to said Owner if such proposal is accepted and the contract is awarded and the bidder fails to enter into a contract in the form prescribed within ten (10) days after such award is made by the Owner.

- **IB-3. SIGNATURES OF BIDDERS**. Each bidder shall sign their proposal, using their usual signature and giving their full business address. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and name of the corporation, followed by the signature and designation of the president, secretary, or other persons authorized to bind it in the matter. The names of all persons signing should also be typed or printed below the signature. A bid by a person who affixes to their signature the word "president," "secretary," "agent," or other designation, without disclosing their principal, may be held to be the bid of the individual signing. When requested by the Owner, satisfactory evidence of the authority of the officer signing in behalf of the corporation should be furnished.
- **IB-4. QUALIFICATIONS OF BIDDERS**. Bidders will be requested to submit satisfactory evidence that they have a practical knowledge of the particular work bid upon, and that they have the necessary financial resources to complete the proposed work.

In determining the lowest responsible bid, the following elements will be considered: Whether the bidder involved (a) maintains a permanent place of business; (b) has adequate plant equipment to do the work properly and expeditiously; (c) has a suitable

financial status to meet obligations incident to the work; and (d) has the appropriate technical experience.

Each bidder may be required to show that former work performed by their company has been handled in such manner that there are no just or proper claims pending against such work. No bidder will be acceptable if they are engaged in any other work which impairs their ability to finance this contract or provide proper equipment for the proper execution of the same. Each bidder shall demonstrate their ability by meeting all requirements herein stipulated, if asked.

- **IB-5.** LOCAL CONDITIONS AFFECTING WORK. Each bidder shall visit the site of the work and be thoroughly informed relative to construction hazards, procedures, labor, and all other conditions and factors, local and otherwise, which would affect the prosecution and completion of the work and the cost, thereof, including the availability and cost of labor, and available facilities for transportation, handling, and storage of materials and equipment. It must be understood and agreed that all such factors have been properly investigated and considered in the preparation of every proposal submitted, as there will be no subsequent financial adjustment, to any contract awarded thereunder, which is based on the lack of such prior information or its effect on the cost of the work.
- **IB-6.** <u>SALES TAX EXEMPTION</u>. Attention is directed to the requirements of the General Condition regarding payment of taxes and obtaining permits. All taxes that are lawfully assessed against the Owner or Contractor in connection with the work shall be paid by the Contractor. The prices named in the Proposal shall include all such taxes.

The Owner will provide a Kansas sales tax exemption certificate number to the Contractor after award of the contract.

- **IB-7. INTERPRETATION OF CONTRACT DOCUMENTS**. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the Plans, Specifications, or other proposed Contract Documents, they may submit to the Engineer a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by Addendum duly issued, and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The Owner will not be responsible for any explanation or interpretations of such documents which anyone presumes to make on behalf of the Owner before expiration of the ultimate time set for the receipt of bids.
- **IB-8.** SUBSTITUTE AND "OR-EQUAL" ITEMS. The materials and equipment described in the Contract Documents establish a standard of required type, function and quality to be met by any proposed substitute or "or-equal" item. No item of material or equipment will be considered by Engineer as a substitute or "or-equal" unless written request for approval has been submitted by Bidder and has been received by Engineer at least 15 days prior to the date for receipt of Bids. The burden of proof of the merit of

the proposed item is upon Bidder. Engineer's decision of approval or disapproval of a proposed item will be final. If Engineer approves any proposed item, such approval will be set forth in an Addendum issued to all prospective Bidders. Bidders shall not rely upon approvals made in any other manner.

- **IB-9.** <u>TIME OF COMPLETION</u>. The days for completion of this contract are as specified on page P-2 of these specifications. If days are used to complete this contract in excess of those specified, those days will be charged according to the liquidated damages specified on page P-2 of these specifications.
- **IB-10. WITHDRAWAL OF BID**. No bidder may withdraw their proposal for a period of thirty (30) days after the date and hour set for the opening herewith. A bidder may withdraw their proposal at any time prior to the expiration of the period during which proposals may be submitted, by written request of the bidder. The request must be signed in the same manner and by the same persons or person who signed the proposal.
- **IB-11.** ACCEPTANCE OR REJECTION OF BIDS. The Owner reserves the right to accept the bid or bids which, in its judgment, are the lowest and best bid or bids on and for the work covered by any or all sections of the proposal; to award the work by sections; to reject any or all bids or any section thereof; and to waive irregularities and informalities in any bid submitted.
- **IB-12. RETURN OF PROPOSAL GUARANTEE**. The proposal guarantee deposit of the bidder will be returned when and in case their proposal is rejected. The proposal guarantee deposit of the bidder to whom a contract award is made will be returned when said successful bidder executes a contract and files a satisfactory bond. The proposal guarantee deposit of the next lowest responsible bidder may be retained for a period of not to exceed thirty (30) days pending the execution of the contract and bond by the successful bidder.

year of the contract and may not exceed 3.5% of the total value of the contract amount.

LAWRENCE, KANSAS NOTICE TO CONTRACTORS - CITY RFB B1903

Sealed bids for **Bid Number B1903** will be received by the City Commission at the office of the City Clerk in the City of Lawrence, Kansas, until <u>2:00 p.m.</u> on the February 5th 2019 **Sealed bids shall contain the Proposal Section (P-1 through P-5 and including attachments as necessary), all applicable signed Addendums, and attached Bid Bond or check (as described below).**

Janitorial Services for City Of Lawrence B1903

BID RESULTS MAY BE OBTAINED FROM THE FOLLOWING SOURCES:

 After 5:00 P.M. the day following the bid opening from the City of Lawrence website at http://www.lawrenceks.org/finance/bid results/

Each bid shall be accompanied by a certified check, cashier's check on a solvent bank, or bid bond no less than 5% of the amount of the bid which may be made payable to the City of Lawrence, retained by the City Commission until a contract for the project shall have been awarded. Bid bonds or check will be returned to the unsuccessful bidders when their bids are rejected. The bid bond or check of the successful bidder will be returned when satisfactory bonds have been furnished.

The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

The City Commission reserves the right to reject any or all bids and to waive informalities.

City of Lawrence, Kansas Sherri Riedemann, City Clerk

PROPOSAL

TO THE HONORABLE MAYOR AND CITY

COMMISSION THE CITY OF LAWRENCE

LAWRENCE, KANSAS

1. The undersigned hereby states that they have carefully examined the drawings, specifications, and other contract documents; have fully investigated the location, character, and extent of the work to be done as described under the "NOTICE TO CONTRACTORS" for the City of Lawrence, Kansas. They further certify that they are familiar with the type of work involved.

The undersigned, in compliance with your invitation for bids, hereby proposes to do the work called for in said specifications, contract documents and as shown on said plans, and to furnish all labor, materials, tools, construction equipment, operating equipment, and all appurtenances necessary for the completion of said work, at the following prices on Page P-2.

TEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
			1		
10					
		GR	AND TOTAL		
Frand Tota	I (Written)				
	. (************************************				
	E P-4 AND P-5 MUST BE CO				

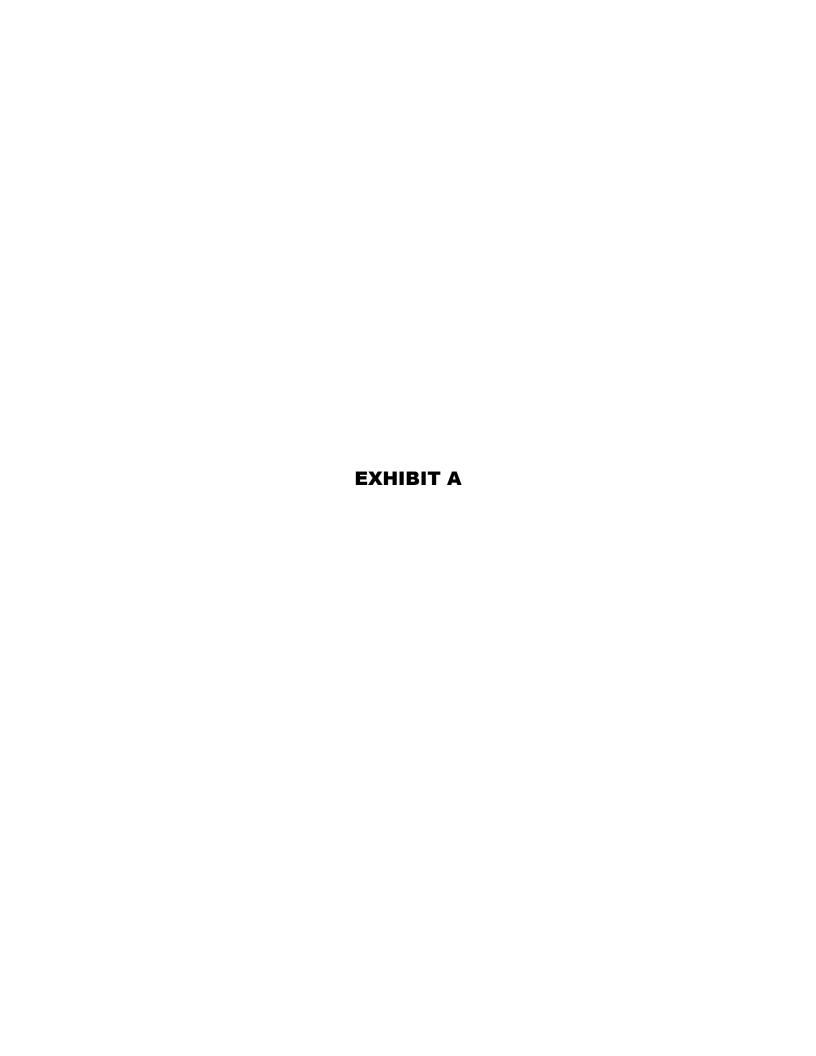
2.	The undersigned further propose specified bonds and other recontracts have been delivered to further agrees to complete the elimit.	quired docur to the contra	nents within ctor by the (ten (10) City. The u	days after ndersigned
3.	Accompanying this bid is a bid) payable without condition agreed shall be retained as liquid caused the City of Lawrence, keep contract and furnish the bonds retained.	n to the City dated damag Kansas, if the	of Lawrence es for the de undersigne	e, Kansas, lay and ext d fails to e	which it is tra expense
reserv	mitting this bid, it is understood thated, and that this bid may not be wing thereof.				
Dated	thisday of,				
Name	of Bidder				
Autho	rized Officer				
Title					
Contr	act payment methods accepted	by Bidder:	ACH □	Visa □Cl	heck □

STATEMENT OF QUALIFICATIONS

SIMILAR PROJECTS COMPLETED
Name of Ducinet Address Time of Improvement Date Value
Name of Project, Address, Type of Improvement, Date, Value
SIMILAR PROJECTS UNDER CONTRACT
Name of Project, Address, Type of Improvement, Date, Value
PROPOSED EQUIPMENT TO BE USED ON PROJECT

ANTICIPATED SUBCONTRACTORS

TYPE OF WORK TO BE SUB-LET
Approximate Dollar Amount of Subcontract \$
Probable Subcontractor
Address
TYPE OF WORK TO BE SUB-LET
Approximate Dollar Amount of Subcontract \$
Probable Subcontractor
Address
TYPE OF WORK TO BE SUB-LET
Approximate Dollar Amount of Subcontract \$
Probable Subcontractor
Address
Statement of Qualifications: The Contractor shall submit a statement of the subcontractor qualifications and shall obtain written permission from the City prior to the actual sublettin or assignment of any portion of the contract.
Bidder
By
Title



JANITORIAL WORK SCHEDULE Location Kansas River WWTP - Administration Bldg. Days and times: M - F 7:00am - 4:00 pm SEMI-ANNUALLY SEMI-MONTHLY 1400 E. 8th St. Address SEMI-WEEKLY QUARTERLY Contact Tom Wilson MONTHLY WEEKLY M-W-F SERVICES TO BE RENDERED FREQUENCY OF SERVICE Section A Common Areas/Offices Clean room areas with disinfectant cleaner, including 1 tables, sinks, counter tops Χ Clean meeting room areas with disinfectant cleaner, 2 including tables, sinks, counter tops Χ Empty wastebaskets, put in new liners furnished by the 3 City. If present empty bio-hazard containers Χ 4 Dust for cobwebs Х 5 Remove all trash to areas designated by City. Χ 6 Sweep ceramic tile floor Χ Remove cigarette butts from entryway containers and 7 empty receptacles 8 Vacuum walk-off mats & runners. Χ Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports Х Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc. Χ Clean & sanitize all drinking fountains, removing ail Χ Damp wipe and polish exterior of the fountains & all of 12 the hardware Χ 13 Clean all kick plates Χ 14 Spot clean any interior glass Х 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition 17 windows Χ Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Χ Remove dust, cobwebs & clean diffusers, registers and Χ 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, Χ 20 ledges, moldings. shelves & picture frames.

Χ

Damp wipe front of refrigerator, stove, microwave &

21 vending machines

	22	Dust flag base									
	23	Vacuum/dean dry erase board	Χ								
	24	Clean all walls, doors, and partitions						Χ			
		Dust above 70" all horizontal surfaces, including shelves,									
	25	moldings, ledges, pipes, ducts, & outlets							Χ		
			D	S	M	W	SM	M	Q	S	Α
	26	Vacuum sliding door tracks									
	27	Complete edge vacuum all of corridor carpeting									
	28	Clean the outside, exterior windows						Χ			
		Clean the inside glass, frames, sills & supports of all									
	29	exterior windows.						Χ			
Section	В	RESTROOMS This includes both public and private									
	20	Class 9 conities all tailate urinals sinks 9 counter	V								
		Clean & sanitize all toilets, urinals, sinks & counter	Х								
		Clean & sanitize all diaper changing areas Clean and disinfect showers				Х					
		Clean both sides of doors to restrooms				X					
	33	Clean & polish all glass, mirrors, chrome fittings & bright				^					
	2/	work.				Х					
	J -1	WOLK.				٨					
	35	Empty all containers & disposals, insert new liners.	Χ								
		Remove fingerprints from doors, frames, light switches,									
	36	kick & push plates, handles, etc.						Χ			
		Remove spots stains & splashes from wall area adjacent									
	37	to hand basin.	Χ								
	20	Check and refill as needed all dispensers to normal limits:	V								
		soap, tissue, paper towels, feminine products & aerosol.	^			Х					
	33	Pour 1 gallon of water down all restroom drains				^					
		Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with									
	40	clean water until clear.	Х								
		Wash & sanitize partitions.	^			Х					
		Damp clean vent outlets in ceiling or walls.				^		Χ			
	42	Damp clean vent outlets in centing of wans.						٨			
Section	С	RESILIENT & HARD FLOORS									
		Sweep all hard surface floors with a vacuum cleaner or									
	43	clean and treated dust mop.	Χ								
		Scrub all floors with a wet mop using a									
		disinfectant/detergent suitable for the intended purpose.									
		Rinse with clean water until clear.	Χ								
		Spot vacuum and or sweep as needed	Χ								
	46	Sweep/dust mop & wet mop all red tiles	Χ								
		Machine scrub and remove scuff & heel marks in									
		hallways & common areas.							Χ		
	48	Machine buff floors							Χ		

50 Strip and re-wax all hard floors

Χ

SM

Χ

Section D CARPET FLOORS Vacuum carpeted areas with an industrial type vacuum Χ 51 cleaner, inspect & remove spots & stains. 52 Vacuum carpet traffic lanes up to security doors 53 Vacuum hallways 54 Vacuum baseboards 55 Vacuum oriental rug Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes 56 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 Х Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to 60 Procurement Officer or designee) Χ Section E Stairwells 61 Remove all obvious debris Χ 62 Spot mop for spillage 63 Sweep all stairs and landings Х 64 Mop all stairs and landings Χ 65 Dust all railings and related iron work and ledges Χ 66 Remove all spider/cobwebs Χ 67 Report any light outages Χ Х 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Excess Flow Pump Station Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

DAILY
SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
QUARTERLY
SEMI-ANNUALLY

Χ

Χ

Χ

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops
 - Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver
 Dust all louvered doors, frames, ledges, grilles & partition

17 windows X

Χ

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Actiflo Treatment

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers

4 Dust for cobwebs

5 Remove all trash to areas designated by City.

6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

7 empty receptacles

8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

MONTHLY QUARTERLY SEMI-ANNUALLY

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Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition Χ 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets D S M W SM 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Χ Clean the inside glass, frames, sills & supports of all 29 exterior windows. Χ Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E	Stairwells								
61	Remove all obvious debris				Χ				
62	Spot mop for spillage				Χ				
63	Sweep all stairs and landings				Χ				
64	Mop all stairs and landings						Χ		
65	Dust all railings and related iron work and ledges				Χ				
66	Remove all spider/cobwebs				Χ				
67	Report any light outages				Χ				
68	Dust tops of all light fixtures						Χ		
Section F	Elevators								
	Sweep/vacuum/mop all floors								
	Clean and disinfect all surfaces								
70	Cican and distinct an 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								
JANITORIAL V Location Days and tim Address	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 will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building. WORK SCHEDULE Kansas River WWTP -Chemical Feed Bldg. es: M - F 7:00am - 4:00 pm 1400 E. 8th St. Tom Wilson		SEMI-WEEKLY			SEMI-MONTHLY	<u>۲</u>	QUARTERLY SEMI-ANNIJALIY	ILY
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	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DAILY	SEM	M-W-F	WEEKLY	SEM	MONTHLY	QUARTERLY SFMI-ANNU	ANNUALLY
	Common Areas/Offices	_	•			Ŭ,			
	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops								
	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops								
4	Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City.						X X X		

6 Sweep ceramic tile floor Remove cigarette butts from entryway containers and 7 empty receptacles 8 Vacuum walk-off mats & runners. Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc. Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass 15 Clean entry glass, glass doors & door handles 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition 17 windows Х Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves,

- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all

29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

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Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP -Fine Screen Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

	26	Vacuum sliding door tracks
	27	Complete edge vacuum all of corridor carpeting
	28	Clean the outside, exterior windows
		Clean the inside glass, frames, sills & supports of all
	29	exterior windows.
Section	В	RESTROOMS This includes both public and private
	30	Clean & sanitize all toilets, urinals, sinks & counter
		Clean & sanitize all diaper changing areas
		Clean and disinfect showers
		Clean both sides of doors to restrooms
		Clean & polish all glass, mirrors, chrome fittings & bright
	34	work.
	35	Empty all containers & disposals, insert new liners.
		Remove fingerprints from doors, frames, light switches,
	36	kick & push plates, handles, etc.
		Remove spots stains & splashes from wall area adjacent
	37	to hand basin.
		Check and refill as needed all dispensers to normal limits:
	38	soap, tissue, paper towels, feminine products & aerosol.
	39	Pour 1 gallon of water down all restroom drains
		Scrub and disinfect all floors with a wet mop using a
		detergent suitable for the intended purpose. Rinse with
		clean water until clear.
		Wash & sanitize partitions.
	42	Damp clean vent outlets in ceiling or walls.
Section	C	RESILIENT & HARD FLOORS
Section		Sweep all hard surface floors with a vacuum cleaner or
	43	clean and treated dust mop.
		Scrub all floors with a wet mop using a
		disinfectant/detergent suitable for the intended purpose.
	44	Rinse with clean water until clear.
		Spot vacuum and or sweep as needed
		Sweep/dust mop & wet mop all red tiles
		Machine scrub and remove scuff & heel marks in
	47	hallways & common areas.
		Machine buff floors
		Clean & polish baseboards.
		Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

61 Remove all obvious debris Χ 62 Spot mop for spillage Χ 63 Sweep all stairs and landings Χ 64 Mop all stairs and landings Χ 65 Dust all railings and related iron work and ledges Χ 66 Remove all spider/cobwebs Х 67 Report any light outages Χ 68 Dust tops of all light fixtures Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP -Sodium Hypochlorite bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
QUARTERLY

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SEMI-ANNUALLY

SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles

16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows X

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a
disinfectant/detergent suitable for the intended purpose.

44 Rinse with clean water until clear.

45 Spot vacuum and or sweep as needed

46 Sweep/dust mop & wet mop all red tiles
Machine scrub and remove scuff & heel marks in

47 hallways & common areas.

48 Machine buff floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards

49 Clean & polish baseboards.50 Strip and re-wax all hard floors

55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP -Sodium Bisulfite bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers

4 Dust for cobwebs

5 Remove all trash to areas designated by City.

6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

7 empty receptacles

8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

MONTHLY QUARTERLY SEMI-ANNUALLY

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Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition Χ 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets D S M W SM M 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners.
 Remove fingerprints from doors, frames, light switches,
 36 kick & push plates, handles, etc.
- Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

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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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP -Filtrate Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers

4 Dust for cobwebs

5 Remove all trash to areas designated by City.

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

MONTHLY QUARTERLY

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X X QUARTERLY
SEMI-ANNUALLY

6	Sweep ceramic tile floor									
	Remove cigarette butts from entryway containers and									
7	empty receptacles									
8	Vacuum walk-off mats & runners.									
	Clean both sides of interior glass in office partitions &									
9	doors, including frames, sills and supports									
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.									
10	Clean & sanitize all drinking fountains, removing ail									
11	stains.									
11	Damp wipe and polish exterior of the fountains & all of									
12	the hardware									
	Clean all kick plates									
	Spot clean any interior glass						Χ			
	Clean entry glass, glass doors & door handles						X			
	i Clean entry glass, glass doors & door handles i Disinfect and clean phones/entry phone receiver						^			
10	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows						Χ			
1,	Dust all exposed areas of filing cabinets, bookcases,						^			
	credenzas & shelves in the common areas and the									
18	conference rooms.									
10	Remove dust, cobwebs & clean diffusers, registers and									
10	grills in ceiling.									
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &						^			
21	vending machines									
	! Dust flag base									
	S Vacuum/dean dry erase board									
	Clean all walls, doors, and partitions									
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets							Χ		
		D	S	М	W	SM	М	Q	S	Α
26	Vacuum sliding door tracks							•		
	Complete edge vacuum all of corridor carpeting									
	Clean the outside, exterior windows									
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.									

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc.
Remove spots stains & splashes from wall area adjacent
37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP -Filtrate Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

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26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

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- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Primary Solids Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
QUARTERLY
SEMI-ANNUALLY

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles X
- 16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows X

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

21 vending machines

- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows
 Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.Remove spots stains & splashes from wall area adjacent37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or
43 clean and treated dust mop.
Scrub all floors with a wet mop using a
disinfectant/detergent suitable for the intended purpose.
44 Rinse with clean water until clear.
45 Spot vacuum and or sweep as needed
46 Sweep/dust mop & wet mop all red tiles
Machine scrub and remove scuff & heel marks in

47 hallways & common areas.

48 Machine buff floors

49 Clean & polish baseboards.

50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

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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		Χ
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		Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Grit Bldg, Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY M-W-F WEEKLY SEMI-MONTHLY

QUARTERLY

MONTHLY

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops
 - Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition Χ 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets D S M W SM 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Χ Clean the inside glass, frames, sills & supports of all 29 exterior windows. Χ Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

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Section E	Stairwells				
61	Remove all obvious debris		Χ		
62 5	Spot mop for spillage		Χ		
63 5	Sweep all stairs and landings		Χ		
	Mop all stairs and landings			Х	
	Dust all railings and related iron work and ledges		Х		
	Remove all spider/cobwebs		X		
	Report any light outages		X		
	Dust tops of all light fixtures		^	Х	
00 1	Dust tops of all light fixtures			^	
Section F	Elevators				
	Sweep/vacuum/mop all floors				
70 (Clean and disinfect all surfaces				
/1 \	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				
(Clean janitorial closets before exiting building. All slop				
:	sinks must be clean, Wet mops will not be left in a mop				
I	bucket of dirty water; mops & buckets will be rinsed out				
	after each use. Dust will be removed from the handle &				
ı	replaced with a clean & newly treated head. Sweep				
	outside entries approximately 10 foot from building.				
	VORK SCHEDULE				
	Kansas River WWTP - South Final Bldg,				
	es: M - F 7:00am - 4:00 pm				
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		DAILY SEMI-WEEKLY	M-W-F WEEKLY	SEMI-MONTHLY	MONTHLY QUARTERLY SEMI-ANNUALLY ANNUALLY
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	S	≥ ≥	S	≥ S E
	Common Areas/Offices				
	Clean room areas with disinfectant cleaner, including				
	tables, sinks, counter tops				
(Clean meeting room areas with disinfectant cleaner,				
2 i	including tables, sinks, counter tops				
1	Empty wastebaskets, put in new liners furnished by the				
3 (City. If present empty bio-hazard containers			Х	
4	Dust for cobwebs			Х	
5	Remove all trash to areas designated by City.			Х	
_	0 , ,				

	Remove cigarette butts from entryway containers and									
7	empty receptacles									
8	3 Vacuum walk-off mats & runners.									
	Clean both sides of interior glass in office partitions &									
ç	doors, including frames, sills and supports									
	Remove fingerprints on doors, frames, light switches,									
10) kick & push plates, handles, railings. etc.									
10	Clean & sanitize all drinking fountains, removing ail									
11	stains.									
11										
17	Damp wipe and polish exterior of the fountains & all of the hardware									
	3 Clean all kick plates						V			
	Spot clean any interior glass						X			
	6 Clean entry glass, glass doors & door handles						Х			
16	5 Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition									
1/	windows						Χ			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	3 conference rooms.									
	Remove dust, cobwebs & clean diffusers, registers and									
19	9 grills in ceiling.									
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &									
21	L vending machines									
22	2 Dust flag base									
23	B Vacuum/dean dry erase board									
24	Clean all walls, doors, and partitions									
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets						Χ			
		D	S	M	W	SM	M	Q	S	A
26	5 Vacuum sliding door tracks									
27	Complete edge vacuum all of corridor carpeting									
28	Clean the outside, exterior windows						Χ			
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.						Χ			

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers

6 Sweep ceramic tile floor

33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

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Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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	Χ	
64 Mop all stairs and landings		Χ
65 Dust all railings and related iron work and ledges	Χ	
66 Remove all spider/cobwebs	Χ	
67 Report any light outages	Χ	
68 Dust tops of all light fixtures		Х

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - North Final Bldg,

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

F LY MONTHLY THLY TERLY ANNUALLY

		Clean the inside glass, frames, sills & supports of all
	29	exterior windows.
Section	В	RESTROOMS This includes both public and private
		Clean & sanitize all toilets, urinals, sinks & counter
		Clean & sanitize all diaper changing areas
		Clean and disinfect showers
	33	Clean both sides of doors to restrooms
		Clean & polish all glass, mirrors, chrome fittings & bright
	34	work.
	35	Empty all containers & disposals, insert new liners.
	55	Remove fingerprints from doors, frames, light switches,
	36	kick & push plates, handles, etc.
	50	Remove spots stains & splashes from wall area adjacent
	37	to hand basin.
	0,	to nama sasiiii
		Check and refill as needed all dispensers to normal limits:
	38	soap, tissue, paper towels, feminine products & aerosol.
	39	Pour 1 gallon of water down all restroom drains
		Scrub and disinfect all floors with a wet mop using a
		detergent suitable for the intended purpose. Rinse with
	40	clean water until clear.
	41	Wash & sanitize partitions.
	42	Damp clean vent outlets in ceiling or walls.
Section		RESILIENT & HARD FLOORS
Section	C	Sweep all hard surface floors with a vacuum cleaner or
	12	clean and treated dust mop.
	43	Scrub all floors with a wet mop using a
		, -
	11	disinfectant/detergent suitable for the intended purpose.
		Rinse with clean water until clear.
		Spot vacuum and or sweep as needed
	46	Sweep/dust mop & wet mop all red tiles
		Machine scrub and remove scuff & heel marks in
		hallways & common areas.
		Machine buff floors
		Clean & polish baseboards.
	50	Strip and re-wax all hard floors

26 Vacuum sliding door tracks

28 Clean the outside, exterior windows

27 Complete edge vacuum all of corridor carpeting

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

61 Remove all obvious debris Χ 62 Spot mop for spillage Χ 63 Sweep all stairs and landings Χ 64 Mop all stairs and landings Χ 65 Dust all railings and related iron work and ledges Χ 66 Remove all spider/cobwebs Х 67 Report any light outages Χ 68 Dust tops of all light fixtures Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Biosolids Pumping Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
QUARTERLY

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SEMI-ANNUALLY

SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles

16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

21 vending machines

- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows
 Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.Remove spots stains & splashes from wall area adjacent37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or
43 clean and treated dust mop.
Scrub all floors with a wet mop using a
disinfectant/detergent suitable for the intended purpose.
44 Rinse with clean water until clear.
45 Spot vacuum and or sweep as needed
46 Sweep/dust mop & wet mop all red tiles
Machine scrub and remove scuff & heel marks in

47 hallways & common areas.

48 Machine buff floors

49 Clean & polish baseboards.

50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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		Χ
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		Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Blower Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers

4 Dust for cobwebs

5 Remove all trash to areas designated by City.

6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

7 empty receptacles

8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

MONTHLY QUARTERLY SEMI-ANNUALLY

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Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition Χ 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets D S M W SM 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Χ Clean the inside glass, frames, sills & supports of all 29 exterior windows. Χ Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

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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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Kansas River WWTP - Garage Bldg. Location

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St. Contact Tom Wilson

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers

4 Dust for cobwebs Χ

5 Remove all trash to areas designated by City.

EMI-ANNUALLY QUARTERLY MONTHLY

SEMI-MONTHLY

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EMI-WEEKLY

6	Sweep ceramic tile floor									
	Remove cigarette butts from entryway containers and									
7	empty receptacles									
8	Vacuum walk-off mats & runners.									
	Clean both sides of interior glass in office partitions &									
9	doors, including frames, sills and supports									
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.									
10	Clean & sanitize all drinking fountains, removing ail									
11	stains.									
11	Damp wipe and polish exterior of the fountains & all of									
12	the hardware									
	Clean all kick plates									
	Spot clean any interior glass						Χ			
	Clean entry glass, glass doors & door handles						X			
	i Clean entry glass, glass doors & door handles i Disinfect and clean phones/entry phone receiver						^			
10	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows						Χ			
1,	Dust all exposed areas of filing cabinets, bookcases,						^			
	credenzas & shelves in the common areas and the									
18	conference rooms.									
10	Remove dust, cobwebs & clean diffusers, registers and									
10	grills in ceiling.									
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &						^			
21	vending machines									
	! Dust flag base									
	S Vacuum/dean dry erase board									
	Clean all walls, doors, and partitions									
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets							Χ		
		D	S	М	W	SM	М	Q	S	Α
26	Vacuum sliding door tracks							•		
	Complete edge vacuum all of corridor carpeting									
	Clean the outside, exterior windows									
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.									

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc.
Remove spots stains & splashes from wall area adjacent
37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Anaerobic Sludge Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

F LY MONTHLY THLY TERLY ANNUALLY

		Clean the inside glass, frames, sills & supports of all
	29	exterior windows.
Section	В	RESTROOMS This includes both public and private
		Clean & sanitize all toilets, urinals, sinks & counter
		Clean & sanitize all diaper changing areas
		Clean and disinfect showers
	33	Clean both sides of doors to restrooms
		Clean & polish all glass, mirrors, chrome fittings & bright
	34	work.
	35	Empty all containers & disposals, insert new liners.
	55	Remove fingerprints from doors, frames, light switches,
	36	kick & push plates, handles, etc.
	50	Remove spots stains & splashes from wall area adjacent
	37	to hand basin.
	•	
		Check and refill as needed all dispensers to normal limits:
	38	soap, tissue, paper towels, feminine products & aerosol.
	39	Pour 1 gallon of water down all restroom drains
		Scrub and disinfect all floors with a wet mop using a
		detergent suitable for the intended purpose. Rinse with
	40	clean water until clear.
	41	Wash & sanitize partitions.
	42	Damp clean vent outlets in ceiling or walls.
Section		RESILIENT & HARD FLOORS
Section	C	Sweep all hard surface floors with a vacuum cleaner or
	12	clean and treated dust mop.
	43	Scrub all floors with a wet mop using a
		, -
	11	disinfectant/detergent suitable for the intended purpose.
		Rinse with clean water until clear.
		Spot vacuum and or sweep as needed
	46	Sweep/dust mop & wet mop all red tiles
		Machine scrub and remove scuff & heel marks in
		hallways & common areas.
		Machine buff floors
		Clean & polish baseboards.
	50	Strip and re-wax all hard floors

26 Vacuum sliding door tracks

28 Clean the outside, exterior windows

27 Complete edge vacuum all of corridor carpeting

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

61 Remove all obvious debris Χ 62 Spot mop for spillage Χ 63 Sweep all stairs and landings Χ 64 Mop all stairs and landings Χ 65 Dust all railings and related iron work and ledges Χ 66 Remove all spider/cobwebs Х 67 Report any light outages Χ 68 Dust tops of all light fixtures Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Gas Bldg Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

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SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles

16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows X

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

21 vending machines

- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,

25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows
 Clean the inside glass, frames, sills & supports of all

29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.Remove spots stains & splashes from wall area adjacent37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Digester #1 Bldg

Days and times: M - F 7:00am - 4:00 pm

Address 1400 E. 8th St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

QUARTERLY

MONTHLY

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers

4 Dust for cobwebs

5 Remove all trash to areas designated by City.

6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

7 empty receptacles

8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition Χ 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets D S M W SM 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Χ Clean the inside glass, frames, sills & supports of all 29 exterior windows. Χ Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M O S A

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E	Stairwells								
61	Remove all obvious debris				Χ				
62	Spot mop for spillage				Χ				
63	Sweep all stairs and landings				Χ				
64	Mop all stairs and landings						Χ		
65	Dust all railings and related iron work and ledges				Χ				
66	Remove all spider/cobwebs				Χ				
67	Report any light outages				Χ				
68	Dust tops of all light fixtures						Χ		
Section F	Elevators								
	Sweep/vacuum/mop all floors								
	Clean and disinfect all surfaces								
70	cicali and disinfect an 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								
JANITORIAL \ Location	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 will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building. WORK SCHEDULE Kansas River WWTP - Influent Bldg. es: M - F 7:00am - 4:00 pm 1400 E. 8th St.		>-			ł!Y		ורה	
Contact	Tom Wilson		Ϊ			Ė		₹	>
			₩		≥	9	Ŧ	TER AN	ALL
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY SEMI-ANNUALLY	ANNUALLY
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	٥	SE	Ż	≥	SE	ž	S SE	¥
Section A	Common Areas/Offices								
	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops								
	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops								
4	Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City.						X X X		
3							•		

	Remove cigarette butts from entryway containers and									
7	' empty receptacles									
8	3 Vacuum walk-off mats & runners.									
	Clean both sides of interior glass in office partitions &									
g	doors, including frames, sills and supports									
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.									
	Clean & sanitize all drinking fountains, removing ail									
11	stains.									
-11	Damp wipe and polish exterior of the fountains & all of									
12	the hardware									
	B Clean all kick plates									
							Χ			
	Spot clean any interior glass									
	6 Clean entry glass, glass doors & door handles						X			
10	5 Disinfect and clean phones/entry phone receiver									
4-	Dust all louvered doors, frames, ledges, grilles & partition						V			
1/	windows						Χ			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	3 conference rooms.									
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.									
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &									
	vending machines									
	2 Dust flag base									
23	3 Vacuum/dean dry erase board									
24	Clean all walls, doors, and partitions									
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets						Χ			
		D	S	M	W	SM	M	Q	S	A
26	5 Vacuum sliding door tracks									
27	7 Complete edge vacuum all of corridor carpeting									
28	3 Clean the outside, exterior windows						Χ			
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.						Χ			

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers

6 Sweep ceramic tile floor

33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

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Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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	Х	
64	Mop all stairs and landings		Χ
65	Dust all railings and related iron work and ledges	X	
66	Remove all spider/cobwebs	X	
67	Report any light outages	Х	
68	Dust tops of all light fixtures		Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Wakarusa River WWTP Main Bldg

Days and times: M - F 7:00am - 4:00 pm

Address 2300 E. 41st St.
Contact Tom Wilson

F LY MONTHLY THLY TERLY ANNUALLY

		DAILY	SEMI-	M-W-	WEEK	SEMI-	NO	QUAR	₫	
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	۵	SE	Ż	>	SE	Š	ಠ	SE	Ž
Section A	Common Areas/Offices									
4	Clean room areas with disinfectant cleaner, including	v								
1	tables, sinks, counter tops	Χ								
2	Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops	Х								
2	metading tables, sinks, counter tops	^								
	Empty wastebaskets, put in new liners furnished by the									
3	City. If present empty bio-hazard containers	Χ								
4	Dust for cobwebs				Χ					
	Remove all trash to areas designated by City.	Χ								
6	Sweep ceramic tile floor	Χ								
	Remove cigarette butts from entryway containers and									
	empty receptacles	.,								
8	Vacuum walk-off mats & runners.	Χ								
	Clean both sides of interior glass in office partitions &									
9	doors, including frames, sills and supports				Χ					
,	accis, melacing frames, sins and supports				^					
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.						Χ			
	Clean & sanitize all drinking fountains, removing ail									
11	stains.				Χ					
	Damp wipe and polish exterior of the fountains & all of									
	the hardware				Χ					
	Clean all kick plates				V		Χ			
	Spot clean any interior glass				X					
	Clean entry glass, glass doors & door handles Disinfect and clean phones/entry phone receiver				Х					
10	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows						Χ			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	conference rooms.				Χ					
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.						X			
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
21	Damp wipe front of refrigerator, stove, microwave & vending machines				Х					
	Dust flag base				^					
	Vacuum/dean dry erase board	Χ								
	Clean all walls, doors, and partitions						Χ			
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets							Χ		
		D	S	M	W	SM	M	Q	S	Α

		26	Vacuum sliding door tracks						
			Complete edge vacuum all of corridor carpeting						
			Clean the outside, exterior windows			Χ			
			Clean the inside glass, frames, sills & supports of all						
		29	exterior windows.			Χ			
:	Section	В	RESTROOMS This includes both public and private						
		30	Clean & sanitize all toilets, urinals, sinks & counter	Χ					
		31	Clean & sanitize all diaper changing areas						
		32	Clean and disinfect showers		Χ				
		33	Clean both sides of doors to restrooms		Χ				
			Clean & polish all glass, mirrors, chrome fittings & bright						
		34	work.		Χ				
		35	Empty all containers & disposals, insert new liners.	X					
			Remove fingerprints from doors, frames, light switches,						
		36	kick & push plates, handles, etc.			Χ			
			Remove spots stains & splashes from wall area adjacent						
		37	to hand basin.	Χ					
			Check and refill as needed all dispensers to normal limits:						
		38	soap, tissue, paper towels, feminine products & aerosol.	X					
		39	Pour 1 gallon of water down all restroom drains		Χ				
			Scrub and disinfect all floors with a wet mop using a						
			detergent suitable for the intended purpose. Rinse with						
		40	clean water until clear.	Х					
		41	Wash & sanitize partitions.		Χ				
		42	Damp clean vent outlets in ceiling or walls.			Χ			
	Section	С	RESILIENT & HARD FLOORS						
			Sweep all hard surface floors with a vacuum cleaner or						
		43	clean and treated dust mop.	Χ					
			Scrub all floors with a wet mop using a						
			disinfectant/detergent suitable for the intended purpose.						
		44	Rinse with clean water until clear.	Х					
		45	Spot vacuum and or sweep as needed	Χ					
		46	Sweep/dust mop & wet mop all red tiles	Χ					
			Machine scrub and remove scuff & heel marks in						
		47	hallways & common areas.				Χ		
		48	Machine buff floors				Χ		
		49	Clean & polish baseboards.				Χ		
			Strip and re-wax all hard floors					Χ	

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

- 61 Remove all obvious debris X
- 62 Spot mop for spillage
- 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
- 67 Report any light outages X
- 68 Dust tops of all light fixtures X

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep 74 outside entries approximately 10 foot from building. Χ JANITORIAL WORK SCHEDULE Wakarusa River WWTP UV Bldg. Location Days and times: M - F 7:00am - 4:00 pm SEMI-MONTHLY 2300 E. 41st St. Address EMI-WEEKLY QUARTERLY Contact Tom Wilson MONTHLY M-W-F SERVICES TO BE RENDERED FREQUENCY OF SERVICE Section A Common Areas/Offices Clean room areas with disinfectant cleaner, including 1 tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, 2 including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the 3 City. If present empty bio-hazard containers Х Χ 4 Dust for cobwebs 5 Remove all trash to areas designated by City. Χ 6 Sweep ceramic tile floor Χ Remove cigarette butts from entryway containers and 7 empty receptacles 8 Vacuum walk-off mats & runners. Χ Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports Χ Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc. Χ Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows

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Clean janitorial closets before exiting building. All slop

Dust all exposed areas of filing cabinets, bookcases,									
credenzas & shelves in the common areas and the									
18 conference rooms.									
Remove dust, cobwebs & clean diffusers, registers and									
19 grills in ceiling.				Χ					
Dust all horizontal surfaces below 70" including sills,									
20 ledges, moldings. shelves & picture frames.				Χ					
Damp wipe front of refrigerator, stove, microwave &									
21 vending machines				Χ					
22 Dust flag base									
23 Vacuum/dean dry erase board									
24 Clean all walls, doors, and partitions				Χ					
Dust above 70" all horizontal surfaces, including shelves,									
25 moldings, ledges, pipes, ducts, & outlets				Χ					
	D	S	M	W	SM	M	Q	S	Α
26 Vacuum sliding door tracks									
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows						Χ			
Clean the inside glass, frames, sills & supports of all									
29 exterior windows.						Χ			

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches, 36 kick & push plates, handles, etc.
- Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

	Sweep all hard surface floors with a vacuum cleaner or			
4	3 clean and treated dust mop.	Χ		
	Scrub all floors with a wet mop using a			
	disinfectant/detergent suitable for the intended purpose.			
4	4 Rinse with clean water until clear.	X		
4	5 Spot vacuum and or sweep as needed	Χ		
4	6 Sweep/dust mop & wet mop all red tiles	Χ		
	Machine scrub and remove scuff & heel marks in			
4	7 hallways & common areas.			
4	8 Machine buff floors		Χ	
4	9 Clean & polish baseboards.			
5	0 Strip and re-wax all hard floors			Χ

D S M W SM M Q S A

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Wakarusa River WWTP Final Sludge Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 2300 E. 41st St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

MONTHLY QUARTERLY SEMI-ANNUALLY ANNUALLY

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SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops
 - Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition Χ 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets D S M W SM 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Χ Clean the inside glass, frames, sills & supports of all 29 exterior windows. Χ Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M O S A

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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	
66 Remove all spider/cobwebs	X
67 Report any light outages	X
68 Dust tops of all light fixtures	X
oo 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 p	lates
72 Damp wipe all elevator tracks and floor threshol	d plates
73 All elevator frames, doors and walls cleaned and	polished
Section G GENERAL SERVICES	
Clean janitorial closets before exiting building. A	ll slop
sinks must be clean, Wet mops will not be left in	a mop
bucket of dirty water; mops & buckets will be rir	nsed out
after each use. Dust will be removed from the ha	andle &
replaced with a clean & newly treated head. Swe	еер
74 outside entries approximately 10 foot from build	•
JANITORIAL WORK SCHEDULE	
Location Wakarusa River WWTP Centrifuge Bldg.	
Days and times: M - F 7:00am - 4:00 pm	
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Contact Tom Wilson	EE CON EE CITY
	Y H H H L A L A L A L A L A L A L A L A L
	DAILY SEMI-WEEKLY M-W-F WEEKLY SEMI-MONTHLY QUARTERLY SEMI-ANNUALLY ANNUALLY
SERVICES TO BE RENDERED_FREQUENCY OF SER	VICE DES ES ES ES
Section A Common Areas/Offices	
Clean room areas with disinfectant cleaner, inclu	uding
1 tables, sinks, counter tops	
Clean meeting room areas with disinfectant clea	ner,
2 including tables, sinks, counter tops	
Empty wastebaskets, put in new liners furnished	by the
3 City. If present empty bio-hazard containers	X
4 Dust for cobwebs	X
5 Remove all trash to areas designated by City.	X
2	^

	Remove cigarette butts from entryway containers and									
7	' empty receptacles									
8	3 Vacuum walk-off mats & runners.									
	Clean both sides of interior glass in office partitions &									
g	doors, including frames, sills and supports									
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.									
	Clean & sanitize all drinking fountains, removing ail									
11	stains.									
-11	Damp wipe and polish exterior of the fountains & all of									
12	the hardware									
	B Clean all kick plates									
							Χ			
	Spot clean any interior glass									
	6 Clean entry glass, glass doors & door handles						X			
10	5 Disinfect and clean phones/entry phone receiver									
4-	Dust all louvered doors, frames, ledges, grilles & partition						V			
1/	windows						Χ			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	3 conference rooms.									
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.									
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &									
	vending machines									
	2 Dust flag base									
23	3 Vacuum/dean dry erase board									
24	Clean all walls, doors, and partitions									
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets						Χ			
		D	S	M	W	SM	M	Q	S	A
26	5 Vacuum sliding door tracks									
27	7 Complete edge vacuum all of corridor carpeting									
28	3 Clean the outside, exterior windows						Χ			
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.						Χ			

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers

6 Sweep ceramic tile floor

33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

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Χ

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

61	Remove all obvious debris	Χ	
62	Spot mop for spillage	Χ	
63	Sweep all stairs and landings	Χ	
64	Mop all stairs and landings		Χ
65	Dust all railings and related iron work and ledges	Χ	
66	Remove all spider/cobwebs	Χ	
67	Report any light outages	Χ	
68	Dust tops of all light fixtures		Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Wakarusa River WWTP Ferric Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 2300 E. 41st St.
Contact Tom Wilson

F LY MONTHLY THLY TERLY ANNUALLY

SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition

17 windows

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions

Dust above 70" all horizontal surfaces, including shelves,

25 moldings, ledges, pipes, ducts, & outlets

- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent
 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Wakarusa River WWTP Headworks

Days and times: M - F 7:00am - 4:00 pm

Address 2300 E. 41st St.
Contact Tom Wilson

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
MONTHLY
QUARTERLY

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SEMI-ANNUALLY

SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver
 Dust all louvered doors, frames, ledges, grilles & partition
- 17 windows X

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

44 Rinse with clean water until clear.

45 Spot vacuum and or sweep as needed

46 Sweep/dust mop & wet mop all red tiles

Machine scrub and remove scuff & heel marks in

- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Address

Location Kaw Water Treatment Plant Main Bldg.

Days and times: M - F 7:00am - 4:00 pm 720 W, 3rd St.

Contact Steven Craig

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SEMI-ANNUALLY

QUARTERLY

MONTHLY

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including 1 tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops Х

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers Х 4 Dust for cobwebs

5 Remove all trash to areas designated by City. Х

6 Sweep ceramic tile floor Χ

Remove cigarette butts from entryway containers and 7 empty receptacles

8 Vacuum walk-off mats & runners. Χ

Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

	Close & capitize all dripking fountains, removing ail									
	Clean & sanitize all drinking fountains, removing ail				V					
	11 stains.				Χ					
	Damp wipe and polish exterior of the fountains & all of				.,					
	12 the hardware				Χ					
	13 Clean all kick plates						Χ			
	14 Spot clean any interior glass				Χ					
	15 Clean entry glass, glass doors & door handles				Χ					
	16 Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition	ı								
	17 windows						Χ			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
	18 conference rooms.				Χ					
	Remove dust, cobwebs & clean diffusers, registers and									
	19 grills in ceiling.						Χ			
	Dust all horizontal surfaces below 70" including sills,									
	20 ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &									
	21 vending machines				Χ					
	22 Dust flag base									
	23 Vacuum/dean dry erase board	Χ								
	24 Clean all walls, doors, and partitions						Χ			
	Dust above 70" all horizontal surfaces, including shelves,									
	25 moldings, ledges, pipes, ducts, & outlets							Х		
	25 moldings, ledges, pipes, ducts, & outlets	D	S	М	w	SM	М	X Q	S	Α
		D	S	M	w	SM	М	X Q	S	Α
	26 Vacuum sliding door tracks	D	S	M	w	SM	M		S	Α
	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting	D	S	M	w	SM			S	Α
	26 Vacuum sliding door tracks27 Complete edge vacuum all of corridor carpeting28 Clean the outside, exterior windows	D	S	M	w	SM	M X		S	Α
	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 	D	S	M	w	SM	X		S	Α
	26 Vacuum sliding door tracks27 Complete edge vacuum all of corridor carpeting28 Clean the outside, exterior windows	D	S	M	w	SM			S	Α
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. 	D	S	M	w	SM	X		S	Α
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 	D	S	M	w	SM	X		S	Α
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private		S	M	w	SM	X		S	A
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 	D X	S	M	w	SM	X		S	Α
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 		S	M		SM	X		S	Α
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 		S	M	X	SM	X		S	Α
Section	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms		S	M		SM	X		S	A
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 		S	M	x x	SM	X		S	A
Section	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms		S	M	X	SM	X		S	A
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work. 	X	S	M	x x	SM	X		S	Α
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work. 35 Empty all containers & disposals, insert new liners. 		S	M	x x	SM	X		S	A
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work. 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches, 	X	S	M	x x	SM	x x		S	A
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work. 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches, 36 kick & push plates, handles, etc. 	X	S	M	x x	SM	X		S	Α
Section	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers 33 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 34 work. 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches, 	X	S	M	x x	SM	x x		S	A

	Check and refill as needed all dispensers to normal limits:					
38	soap, tissue, paper towels, feminine products & aerosol.	Χ				
39	Pour 1 gallon of water down all restroom drains		Χ			
	Scrub and disinfect all floors with a wet mop using a					
	detergent suitable for the intended purpose. Rinse with					
40	clean water until clear.	Χ				
41	Wash & sanitize partitions.		Χ			
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					
43	clean and treated dust mop.	Χ				
	Scrub all floors with a wet mop using a					
	disinfectant/detergent suitable for the intended purpose.					
44	Rinse with clean water until clear.	Χ				
45	Spot vacuum and or sweep as needed	Χ				
46	Sweep/dust mop & wet mop all red tiles	Χ				
	Machine scrub and remove scuff & heel marks in					
47	hallways & common areas.				Χ	
48	Machine buff floors				Χ	
49	Clean & polish baseboards.				Χ	
50	Strip and re-wax all hard floors					Χ

D S M W SM M O S A

Χ

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Χ

Section E	Stairwells					
61	. Remove all obvious debris	Χ				
62	Spot mop for spillage					
63	Sweep all stairs and landings	Χ				
64	Mop all stairs and landings	Χ				
65	Dust all railings and related iron work and ledges			X		
66	Remove all spider/cobwebs			X		
67	Report any light outages	Х				
68	Dust tops of all light fixtures					Х
Section F	Elevators					
	Sweep/vacuum/mop all floors					
70	Clean and disinfect all surfaces					
71	Vasuurs all alaustautusaks and flaguthusahald plates					
/1	. 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					
	Clean ignitarial cleants before oviting building. All clan					
	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 will be removed from the handle &					
	replaced with a clean & newly treated head. Sweep					
	outside entries approximately 10 foot from building.			Χ		
JANITORIAL '	WORK SCHEDULE					
Location	Kaw Water Treatment Plant Lime Residuals Pump Station					
	nes: M - F 7:00am - 4:00 pm					
Address	720 W, 3rd St.				∠	À
		<u> </u>	Ę		Ε	≻ A .
Contact	Steven Craig	Ī	<u>.</u>		<u>N</u>	
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	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DAILY	SEIVII-WEEKLY	MEEKLY	SEMI-MONTHLY	MONTHLY QUARTERLY SEMI-ANNUALLY ANNUALLY
Coation A	_		Λ ·	2 >	S	2 0 % A
Section A	Clean room gross with disinfectant cleaner including					
	Clean room areas with disinfectant cleaner, including					
1	tables, sinks, counter tops					
	Clean meeting room areas with disinfectant cleaner,					
2	! including tables, sinks, counter tops					
	Empty wastebaskets, put in new liners furnished by the					
2	City. If present empty bio-hazard containers					Χ
	Dust for cobwebs					X
4	Dust for copinens					^

В	RESTROOMS This includes both public and private									
29	exterior windows.									
20	Clean the inside glass, frames, sills & supports of all									
	Clean the outside, exterior windows									
	Complete edge vacuum all of corridor carpeting									
26	Vacuum sliding door tracks	,	,	141	vv	3141	141	٧	J	-
23	moidings, ledges, pipes, ducts, & butlets	D	ς	М	W	SM	М	^ Q	S	Δ
25	moldings, ledges, pipes, ducts, & outlets							Х		
24	Dust above 70" all horizontal surfaces, including shelves,									
	Clean all walls, doors, and partitions									
	Dust flag base Vacuum/dean dry erase board									
	_									
21	vending machines									
20	Damp wipe front of refrigerator, stove, microwave &						^			
20	Dust all horizontal surfaces below 70" including sills, ledges, moldings. shelves & picture frames.						Х			
19	grills in ceiling. Dust all horizontal surfaces below 70" including sills									
10	Remove dust, cobwebs & clean diffusers, registers and									
TΩ	conference rooms.									
10	credenzas & shelves in the common areas and the									
	Dust all exposed areas of filing cabinets, bookcases,									
Τ/	windows Dust all exposed expose of filing cabinets, backgases						Χ			
17	Dust all louvered doors, frames, ledges, grilles & partition						V			
т6	Disinfect and clean phones/entry phone receiver									
	Clean entry glass, glass doors & door handles						Χ			
	Spot clean any interior glass						X			
	Clean all kick plates						V			
	the hardware									
	Damp wipe and polish exterior of the fountains & all of									
11	stains.									
	Clean & sanitize all drinking fountains, removing ail									
10	kick & push plates, handles, railings. etc.									
	Remove fingerprints on doors, frames, light switches,									
9	doors, including frames, sills and supports									
	Clean both sides of interior glass in office partitions &									
8	Vacuum walk-off mats & runners.									
	empty receptacles									
_	Remove cigarette butts from entryway containers and									
6	Sweep ceramic tile floor									
	Remove all trash to areas designated by City.						Х			

Section

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers

- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Χ

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

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 X
- 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Kaw Water Treatment Plant Low Service Pump Station #

Location 2

Days and times: M - F 7:00am - 4:00 pm

Address 720 W, 3rd St.
Contact Steven Craig

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops
 - Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs Х
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows Χ

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

18 conference rooms.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions

Dust above 70" all horizontal surfaces, including shelves,

25 moldings, ledges, pipes, ducts, & outlets

- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.Remove spots stains & splashes from wall area adjacent37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.

 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Kaw Water Treatment Plant Carbon Feed Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 720 W, 3rd St.
Contact Steven Craig

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
QUARTERLY
SEMI-ANNUALLY

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

Dust all louvered doors, frames, ledges, grilles & partition

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles

16 Disinfect and clean phones/entry phone receiver

17 windows

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M Q S A

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

- 61 Remove all obvious debris X
- 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 X
- 66 Remove all spider/cobwebs X
- 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Fire Rescue and Training Location

1941 Haskell

Tom Fagan

Days and tim MWF

Address

Contact

		DAILY	SEMI-\	M-W-F	WEEKI
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DA	SE	Σ	¥
Section A	Common Areas/Offices				
	Clean room areas with disinfectant cleaner, including				
1	tables, sinks, counter tops				Х
	Clean meeting room areas with disinfectant cleaner,				
2	including tables, sinks, counter tops				X
	Empty wastebaskets, put in new liners furnished by the				
3	City. If present empty bio-hazard containers				Х
4	Dust for cobwebs				X
5	Remove all trash to areas designated by City.				X
6	Sweep ceramic tile floor				Х
	Remove cigarette butts from entryway containers and				
7	empty receptacles				
8	Vacuum walk-off mats & runners.				X
	Clean both sides of interior glass in office partitions &				
9	doors, including frames, sills and supports				х

SEMI-MONTHLY

QUARTERLY

MONTHLY

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

	Clean & sanitize all drinking fountains, removing ail									
1	1 stains.				Х					
_	Damp wipe and polish exterior of the fountains & all of				^					
1	2 the hardware									
	3 Clean all kick plates				Х					
	4 Spot clean any interior glass				X					
	5 Clean entry glass, glass doors & door handles				X					
	6 Disinfect and clean phones/entry phone receiver				^					
_	Dust all louvered doors, frames, ledges, grilles & partition									
1	7 windows							х		
_	Dust all exposed areas of filing cabinets, bookcases,							^		
	credenzas & shelves in the common areas and the									
1	.8 conference rooms.				х					
-	Remove dust, cobwebs & clean diffusers, registers and				^					
1	9 grills in ceiling.						Х			
-	Dust all horizontal surfaces below 70" including sills,						^			
7	20 ledges, moldings. shelves & picture frames.							х		
2	Damp wipe front of refrigerator, stove, microwave &							^		
7	11 vending machines				х					
	22 Dust flag base				^					
	23 Vacuum/dean dry erase board				х					
	4 Clean all walls, doors, and partitions				^		х			
2	Dust above 70" all horizontal surfaces, including shelves,						^			
	Dust above 70° all norizontal surfaces, including shelves,									
7	5 moldings ledges nines ducts & outlets							Y		
2	5 moldings, ledges, pipes, ducts, & outlets	D	s	м	W	SM	М	X O	s	Δ
		D	s	М	w	SM	М	x Q	S	Α
2	26 Vacuum sliding door tracks	D	S	М	w	SM	M		S	Α
2	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting	D	S	M	w	SM	M			Α
2	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows	D	S	M	w	SM	M		s x	Α
2 2 2	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all	D	S	M		SM	M			Α
2 2 2	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows	D	S	M	w x	SM	М			Α
2 2 2	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows.	D	S	M	x	SM	M			Α
2 2 2	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all	D	S	M		SM	M			Α
2 2 2 Section E	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. RESTROOMS This includes both public and private	D	S	M	x	SM	M			Α
Section B	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter	D	S	M	x	SM	M			A
Section B	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. RESTROOMS This includes both public and private	D	S	M	x x	SM	М			A
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2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. 28 RESTROOMS This includes both public and private 29 Clean & sanitize all toilets, urinals, sinks & counter 20 Clean & sanitize all diaper changing areas 21 Clean and disinfect showers 22 Clean and disinfect showers 23 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright	D	S	M	x x x	SM	M			A
2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. 28 RESTROOMS This includes both public and private 29 Clean & sanitize all toilets, urinals, sinks & counter 20 Clean & sanitize all diaper changing areas 21 Clean and disinfect showers 22 Clean and disinfect showers 23 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 24 work.	D	S	M	x x x x	SM	M			Α
Section B	26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. 28 RESTROOMS This includes both public and private 29 Clean & sanitize all toilets, urinals, sinks & counter 20 Clean & sanitize all diaper changing areas 21 Clean and disinfect showers 22 Clean and disinfect showers 23 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 24 work. 25 Empty all containers & disposals, insert new liners.	D	S	M	x x x x	SM	M			A
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	Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol. Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with	x x			
40	clean water until clear.	х			
41	Wash & sanitize partitions.		Х		
42	Damp clean vent outlets in ceiling or walls.			X	
Section C	RESILIENT & HARD FLOORS				
	Sweep all hard surface floors with a vacuum cleaner or				
43	clean and treated dust mop.	X			
	Scrub all floors with a wet mop using a				
	disinfectant/detergent suitable for the intended purpose.				
44	Rinse with clean water until clear.	X			
45	Spot vacuum and or sweep as needed				
46	Sweep/dust mop & wet mop all red tiles				
	Machine scrub and remove scuff & heel marks in				
47	hallways & common areas.			х	
48	Machine buff floors				Х
49	Clean & polish baseboards.			х	
50	Strip and re-wax all hard floors				

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

House Hold Hazardous Waste Location Days and tim Alternating weeks 7 am -3:30

Address

Address	2201 Kresge		>.			로		4	!
Contact	Kathy Richardson 785-832-3046	<u> </u>	EMI-WEEKI	W-F	WEEKLY	SEMI-MONT	ONTHLY	QUARTERLY SEMI-ANNU	· · · · · · · · · · · · · · · · · · ·
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DA	SEI	≯ -⊠	×	SEI	Σ	S E	į
Section A	Common Areas/Offices								
	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops				>	(
	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops				>	(

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Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.

6	Sweep ceramic tile floor									
	Remove cigarette butts from entryway containers and									
	empty receptacles									
8	Vacuum walk-off mats & runners.					X				
	Clean both sides of interior glass in office partitions &									
9	doors, including frames, sills and supports									
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.						X			
	Clean & sanitize all drinking fountains, removing ail									
11	stains.		X							
	Damp wipe and polish exterior of the fountains & all of									
12	the hardware									
13	Clean all kick plates									
14	Spot clean any interior glass									
15	Clean entry glass, glass doors & door handles		Χ							
16	Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows				Χ					
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	conference rooms.									
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.							X		
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &									
	vending machines									
	Dust flag base									
	Vacuum/dean dry erase board									
24	Clean all walls, doors, and partitions						Χ			
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets								Χ	
		D	S	M	W	SM	M	Q	S	Α
	Vacuum sliding door tracks									
	Complete edge vacuum all of corridor carpeting									
28	Clean the outside, exterior windows									Х
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.									Χ
Section B	RESTROOMS This includes both public and private									
30	Clean & sanitize all toilets, urinals, sinks & counter					X				
	Clean & sanitize all diaper changing areas					^				
	Clean and disinfect showers					х				
	Clean both sides of doors to restrooms					X				
33	clean both sides of doors to restrooms					^				

Clean & polish all glass, mirrors, chrome fittings & bright 34 work. Х 35 Empty all containers & disposals, insert new liners. Х Remove fingerprints from doors, frames, light switches, 36 kick & push plates, handles, etc. Х Remove spots stains & splashes from wall area adjacent 37 to hand basin. Х Check and refill as needed all dispensers to normal limits: 38 soap, tissue, paper towels, feminine products & aerosol. Х 39 Pour 1 gallon of water down all restroom drains Х Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with 40 clean water until clear. Х 41 Wash & sanitize partitions. 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 43 clean and treated dust mop. Х Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. 44 Rinse with clean water until clear. Х 45 Spot vacuum and or sweep as needed 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in 47 hallways & common areas. 48 Machine buff floors 49 Clean & polish baseboards.

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

51 cleaner, inspect & remove spots & stains.

50 Strip and re-wax all hard floors

- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

D S M W SM M O S A

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location SWAN

Days and tim Weekends and Wednesday After 5 PM

Address 320 NE Industrial Lane

Contact Kathy Richardson 785-832-3046

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F LY MONTHLY THLY TERLY ANNUALLY

		DAILY	SEMI-	M-W-	WEEK	SEMI-	MON	JAR	SEMI-
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	۵	SE	Ż	₹	SE	ž	ಠ	A SE
Section A	Common Areas/Offices								
	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops		Х						
2	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops		Х						
	Empty wastebaskets, put in new liners furnished by the								
3	City. If present empty bio-hazard containers		Х						
	Dust for cobwebs		Х						
5	Remove all trash to areas designated by City.		Х						
	Sweep ceramic tile floor		Х						
	Remove cigarette butts from entryway containers and								
7	empty receptacles								
8	Vacuum walk-off mats & runners.		X						
	Clean both sides of interior glass in office partitions &								
9	doors, including frames, sills and supports				Х				
_	and the state of t								
	Remove fingerprints on doors, frames, light switches,								
10	kick & push plates, handles, railings. etc.				Х				
	Clean & sanitize all drinking fountains, removing ail								
11	stains.		Х						
	Damp wipe and polish exterior of the fountains & all of								
12	the hardware								
13	Clean all kick plates								
14	Spot clean any interior glass								
15	Clean entry glass, glass doors & door handles		Χ						
16	Disinfect and clean phones/entry phone receiver								
	Dust all louvered doors, frames, ledges, grilles & partition								
17	windows				Χ				
	Dust all exposed areas of filing cabinets, bookcases,								
	credenzas & shelves in the common areas and the								
18	conference rooms.		Χ						
	Remove dust, cobwebs & clean diffusers, registers and								
19	grills in ceiling.		Χ						
	Dust all horizontal surfaces below 70" including sills,								
20	ledges, moldings. shelves & picture frames.				Χ				
	Damp wipe front of refrigerator, stove, microwave &								
	vending machines				Χ				
	Dust flag base								
	Vacuum/dean dry erase board								
24	Clean all walls, doors, and partitions				Χ				
	Dust above 70" all horizontal surfaces, including shelves,								
25	moldings, ledges, pipes, ducts, & outlets	_	_	• -		6	X	_	. -
		D	S	M	W	SM	M	Q	SA

	 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows. 		x x
Section	B RESTROOMS This includes both public and private		
	30 Clean & sanitize all toilets, urinals, sinks & counter 31 Clean & sanitize all diaper changing areas 32 Clean and disinfect showers	x x	
	33 Clean both sides of doors to restrooms	x	
	Clean & polish all glass, mirrors, chrome fittings & bright	^	
	34 work.	X	
	35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,	X	
	36 kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent	X	
	37 to hand basin.	X	
	Check and refill as needed all dispensers to normal limits: 38 soap, tissue, paper towels, feminine products & aerosol. 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with	x	x
	40 clean water until clear.41 Wash & sanitize partitions.42 Damp clean vent outlets in ceiling or walls.	x	X
Section	C RESILIENT & HARD FLOORS		
	Sweep all hard surface floors with a vacuum cleaner or 43 clean and treated dust mop. Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.	х	
	44 Rinse with clean water until clear.	х	
	45 Spot vacuum and or sweep as needed	X	
	46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in		
	47 hallways & common areas.		X
	48 Machine buff floors		X
	49 Clean & polish baseboards.50 Strip and re-wax all hard floors		X X
	22 2p dira ie trak ali liara liboro		^

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 baseboard cleaning (alternate cleaning in quarters)
- 57 Light use areas; clinical offices, hot water extraction
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- 60 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

	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 will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building. WORK SCHEDULE Street Division M-F 8-3:00 1120 Haskell Ave Tim Cast SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DAILY SEMI-WEEKLY ×	M-W-F WEEKLY	SEMI-MONTHLY	MONTHLY QUARTERLY SEMI-ANNUALLY ANNUALLY
Section A	Common Areas/Offices	– 0,		U)	2 0 6 4
	Clean room areas with disinfectant cleaner, including				
1	tables, sinks, counter tops	х			
	Clean meeting room areas with disinfectant cleaner,				
2	including tables, sinks, counter tops	х			
	Empty wastebaskets, put in new liners furnished by the				
3	City. If present empty bio-hazard containers	Х			
4	Dust for cobwebs	Х			
5	Remove all trash to areas designated by City.	Х			
6	Sweep ceramic tile floor	Х			
	Remove cigarette butts from entryway containers and				
7	empty receptacles				
8	Vacuum walk-off mats & runners.	х			
	Clean both sides of interior glass in office partitions &				
9	doors, including frames, sills and supports		Х		
	Pamaya fingarprints an doors frames light switches				
10	Remove fingerprints on doors, frames, light switches, kick & push plates, handles, railings. etc.		.,		
10	Clean & sanitize all drinking fountains, removing ail		Х		
11	stains.	v			
11	Damp wipe and polish exterior of the fountains & all of	Х			
12	the hardware				
	Clean all kick plates				
	Spot clean any interior glass	x			
	Clean entry glass, glass doors & door handles	X			
	Disinfect and clean phones/entry phone receiver	^			
10	Dust all louvered doors, frames, ledges, grilles & partition				
17	windows		х		
_,					

Dust all exposed areas of filing cabinets, bookcases,									
credenzas & shelves in the common areas and the									
18 conference rooms.		Χ							
Remove dust, cobwebs & clean diffusers, registers and									
19 grills in ceiling.		Χ							
Dust all horizontal surfaces below 70" including sills,									
20 ledges, moldings. shelves & picture frames.				X					
Damp wipe front of refrigerator, stove, microwave &									
21 vending machines				х					
22 Dust flag base									
23 Vacuum/dean dry erase board									
24 Clean all walls, doors, and partitions				х					
Dust above 70" all horizontal surfaces, including shelves,									
25 moldings, ledges, pipes, ducts, & outlets						х			
25 moralings, reages, pipes, audits, a cutiets	D	S	М	w	SM	M	Q	ς .	Δ
26 Vacuum sliding door tracks				•••	3.0.	•••	~	•	•
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows							v		
							Х		
Clean the inside glass, frames, sills & supports of all									
29 exterior windows.							Х		
Section B RESTROOMS This includes both public and private									
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30 Clean & sanitize all toilets, urinals, sinks & counter		х							
31 Clean & sanitize all diaper changing areas									
32 Clean and disinfect showers				X					
33 Clean both sides of doors to restrooms		Х							
Clean & polish all glass, mirrors, chrome fittings & bright									
34 work.		х							
35 Empty all containers & disposals, insert new liners.		х							
Remove fingerprints from doors, frames, light switches,									
36 kick & push plates, handles, etc.		Х							
Remove spots stains & splashes from wall area adjacent		^							
37 to hand basin.		х							
37 to hand bushi.		^							
Check and refill as needed all dispensers to normal limits:									
38 soap, tissue, paper towels, feminine products & aerosol.		Х							
39 Pour 1 gallon of water down all restroom drains						х			
Scrub and disinfect all floors with a wet mop using a									
detergent suitable for the intended purpose. Rinse with									
40 clean water until clear.		х							
41 Wash & sanitize partitions.		^							
·						.,			
42 Damp clean vent outlets in ceiling or walls.						Х			

Sweep all hard surface floors with a vacuum cleaner or		
43 clean and treated dust mop.	Х	
Scrub all floors with a wet mop using a		
disinfectant/detergent suitable for the intended purpose.		
44 Rinse with clean water until clear.	Х	
45 Spot vacuum and or sweep as needed	Х	
46 Sweep/dust mop & wet mop all red tiles		
Machine scrub and remove scuff & heel marks in		
47 hallways & common areas.		X
48 Machine buff floors		X
49 Clean & polish baseboards.		х
50 Strip and re-wax all hard floors		х

D S M W SM M Q S A

Section D CARPET FLOORS

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Section E Stairwells

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- 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 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 will be removed from the handle & replaced with a clean & newly treated head. Sweep 74 outside entries approximately 10 foot from building. Х JANITORIAL WORK SCHEDULE Location Solid Waste Days and tim M-F After 5:00 SEMI-MONTHLY Address 1120 Haskell Ave SEMI-WEEKLY QUARTERLY Contact Kathy Richardson MONTHLY WEEKLY M-W-F SERVICES TO BE RENDERED FREQUENCY OF SERVICE Clean room areas with disinfectant cleaner, including 1 tables, sinks, counter tops Х Clean meeting room areas with disinfectant cleaner, 2 including tables, sinks, counter tops Х Empty wastebaskets, put in new liners furnished by the 3 City. If present empty bio-hazard containers Х 4 Dust for cobwebs Х 5 Remove all trash to areas designated by City. Х 6 Sweep ceramic tile floor Х Remove cigarette butts from entryway containers and

Х

Х

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Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail 11 stains.

7 empty receptacles

8 Vacuum walk-off mats & runners.

·	d polish exterior of the fountains	& all of				
12 the hardware						
13 Clean all kick p						
14 Spot clean any	_	X				
· -	ss, glass doors & door handles	X				
	lean phones/entry phone receive					
	ed doors, frames, ledges, grilles &	& partition				
17 windows			Х			
· · · · · · · · · · · · · · · · · · ·	ed areas of filing cabinets, bookca					
credenzas & sh	nelves in the common areas and t	the				
18 conference roo		X				
Remove dust, o	cobwebs & clean diffusers, regist	ers and				
19 grills in ceiling.		Х				
	ontal surfaces below 70" including	g sills,				
_	gs. shelves & picture frames.		Х			
	ont of refrigerator, stove, microw	ave &				
21 vending machi	nes		Х			
22 Dust flag base						
23 Vacuum/dean	dry erase board					
24 Clean all walls,	doors, and partitions		Х			
Dust above 70'	" all horizontal surfaces, including	g shelves,				
25 moldings, ledge	es, pipes, ducts, & outlets			Х		
		D S	M W	SM M	Q S	A
26 Vacuum sliding	door tracks					
_						
27 Complete edge	e vacuum all of corridor carpeting	5				
27 Complete edge 28 Clean the outsi	e vacuum all of corridor carpeting ide, exterior windows				x	
27 Complete edge 28 Clean the outsi Clean the insid	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports c				x	
27 Complete edge 28 Clean the outsi	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports c				x x	
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports c	of all				
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports cows. This includes both public and priv	of all vate				
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports cows. This includes both public and private all toilets, urinals, sinks & coun	of all vate				
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27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports cows. This includes both public and private all toilets, urinals, sinks & counte all diaper changing areas infect showers	of all vate ter x	X			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports cows. This includes both public and private all toilets, urinals, sinks & countre all diaper changing areas affect showers les of doors to restrooms	of all vate ter x	X			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports cows. This includes both public and private all toilets, urinals, sinks & counte all diaper changing areas infect showers	of all vate ter x x s & bright	x			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports cows. This includes both public and private all toilets, urinals, sinks & countre all diaper changing areas affect showers les of doors to restrooms	of all vate ter x	x			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish 34 work.	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports cows. This includes both public and private all toilets, urinals, sinks & countre all diaper changing areas affect showers les of doors to restrooms	of all vate ter x x s & bright x	x			
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27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish 34 work. 35 Empty all conta	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports of ws. This includes both public and private all toilets, urinals, sinks & counte all diaper changing areas affect showers less of doors to restrooms all glass, mirrors, chrome fittings ainers & disposals, insert new line prints from doors, frames, light services.	of all vate ter x x s & bright x ers. x	X			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish 34 work. 35 Empty all conta Remove finger 36 kick & push pla	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports of ws. This includes both public and private all toilets, urinals, sinks & counte all diaper changing areas affect showers less of doors to restrooms all glass, mirrors, chrome fittings ainers & disposals, insert new line prints from doors, frames, light services.	of all vate ter x s & bright x ers. x switches,	X			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish 34 work. 35 Empty all conta Remove finger 36 kick & push pla	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports of ws. This includes both public and private all toilets, urinals, sinks & counte all diaper changing areas affect showers less of doors to restrooms all glass, mirrors, chrome fittings ainers & disposals, insert new line prints from doors, frames, light sates, handles, etc.	of all vate ter x s & bright x ers. x switches,	X			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish 34 work. 35 Empty all conta Remove finger 36 kick & push pla Remove spots 37 to hand basin.	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports of ws. This includes both public and private all toilets, urinals, sinks & countre all diaper changing areas affect showers les of doors to restrooms all glass, mirrors, chrome fittings ainers & disposals, insert new line prints from doors, frames, light sates, handles, etc. stains & splashes from wall area	of all vate ter x x & bright x ers. x witches, x adjacent x	X			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish 34 work. 35 Empty all conta Remove finger 36 kick & push pla Remove spots 37 to hand basin. Check and refile	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports of ws. This includes both public and private all toilets, urinals, sinks & counte all diaper changing areas affect showers less of doors to restrooms all glass, mirrors, chrome fittings ainers & disposals, insert new line prints from doors, frames, light sates, handles, etc. stains & splashes from wall area	of all vate ter x s & bright x ers. x witches, adjacent x mal limits:	X			
27 Complete edge 28 Clean the outsi Clean the insid 29 exterior windo Section B RESTROOMS T 30 Clean & sanitiz 31 Clean & sanitiz 32 Clean and disin 33 Clean both side Clean & polish 34 work. 35 Empty all conta Remove finger 36 kick & push pla Remove spots 37 to hand basin. Check and refil 38 soap, tissue, pa	e vacuum all of corridor carpeting ide, exterior windows le glass, frames, sills & supports of ws. This includes both public and private all toilets, urinals, sinks & countre all diaper changing areas affect showers les of doors to restrooms all glass, mirrors, chrome fittings ainers & disposals, insert new line prints from doors, frames, light sates, handles, etc. stains & splashes from wall area	of all vate ter x s & bright x ers. x witches, x adjacent x mal limits: a aerosol. x	X	X		

Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with 40 clean water until clear. 41 Wash & sanitize partitions. 42 Damp clean vent outlets in ceiling or walls.	x	x
Section C RESILIENT & HARD FLOORS		
Sweep all hard surface floors with a vacuum cleaner or		
43 clean and treated dust mop.	x	
Scrub all floors with a wet mop using a		
disinfectant/detergent suitable for the intended purpose.		
44 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		
Machine scrub and remove scuff & heel marks in		
47 hallways & common areas.		Х
48 Machine buff floors		Х
49 Clean & polish baseboards.		Х

D S M W SM M O S A

Х

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

51 cleaner, inspect & remove spots & stains.

50 Strip and re-wax all hard floors

- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE Location Law Lawrence Airport Days and tim Sundays and Thursday Address 193(1930 N Airport Rd.

Contact Lore Loren Stone 785-840-8189

	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DAILY	SEMI-WE	M-W-F	WEEKLY	SEMI-MC	MONTHL	QUARTER SEMI-AN	ANNUAL
Section A	Common Areas/Offices								
	Clean room areas with disinfectant cleaner, including								
	1 tables, sinks, counter tops		х						
	Clean meeting room areas with disinfectant cleaner,								
	2 including tables, sinks, counter tops		Х						

Х

Empty wastebaskets, put in new liners furnished by the		
3 City. If present empty bio-hazard containers	Х	
4 Dust for cobwebs		Х
5 Remove all trash to areas designated by City.	х	
6 Sweep ceramic tile floor		
Remove cigarette butts from entryway containers and		
7 empty receptacles		
8 Vacuum walk-off mats & runners	x	

9 doors, including frames, sills and supports Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc. Х Clean & sanitize all drinking fountains, removing ail 11 stains. Х Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Х 15 Clean entry glass, glass doors & door handles Х 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition 17 windows Х Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Х Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Х Damp wipe front of refrigerator, stove, microwave & 21 vending machines Х 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets SM 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Х Clean the inside glass, frames, sills & supports of all 29 exterior windows. Х Section B RESTROOMS This includes both public and private 30 Clean & sanitize all toilets, urinals, sinks & counter Х 31 Clean & sanitize all diaper changing areas Х 32 Clean and disinfect showers Х 33 Clean both sides of doors to restrooms Х Clean & polish all glass, mirrors, chrome fittings & bright 34 work. Х

Х

Clean both sides of interior glass in office partitions &

35 Empty all containers & disposals, insert new liners.

	Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent to hand basin.	x x				
	Check and refill as needed all dispensers to normal limits: 3 soap, tissue, paper towels, feminine products & aerosol. 4 Pour 1 gallon of water down all restroom drains 5 Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with	x				
_	clean water until clear.	X				
	Wash & sanitize partitions. Damp clean vent outlets in ceiling or walls.		Х	x		
Section C	RESILIENT & HARD FLOORS					
43	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop. Scrub all floors with a wet mop using a	X				
4.4	disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear.	v				
	Spot vacuum and or sweep as needed	x x				
46	Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in					
	hallways & common areas. Machine buff floors				х	
	Clean & polish baseboards.				X	
50	Strip and re-wax all hard floors					X
Section D	CARPET FLOORS					
	Vacuum carpeted areas with an industrial type vacuum					
	cleaner, inspect & remove spots & stains. Vacuum carpet traffic lanes up to security doors	Х				
	Vacuum hallways	х				
	Vacuum baseboards					
55	Vacuum oriental rug					
	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)				Х	
	Light use areas; clinical offices, hot water extraction Light use areas; offices, hot water extraction					
	Spot clean for liquids or food spillage	x				
33	-1	^				

Χ

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Clinton Water Treatment Plant Main Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 2101 Wakarusa Dr.
Contact Steven Craig

SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops X

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

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SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

MONTHLY OLIARTERIY

QUARTERLY
SEMI-ANNUALLY

	Empty wastebaskets, put in new liners furnished by the									
	City. If present empty bio-hazard containers	Χ								
	Dust for cobwebs				Χ					
	Remove all trash to areas designated by City.	Χ								
6	Sweep ceramic tile floor	Χ								
	Remove cigarette butts from entryway containers and									
	empty receptacles									
8	Vacuum walk-off mats & runners.	Х								
	Clean both sides of interior glass in office partitions &									
9	doors, including frames, sills and supports				Χ					
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.						Χ			
	Clean & sanitize all drinking fountains, removing ail									
11	stains.				Χ					
	Damp wipe and polish exterior of the fountains & all of									
12	the hardware				Χ					
13	Clean all kick plates						Χ			
14	Spot clean any interior glass				Χ					
	Clean entry glass, glass doors & door handles				Χ					
16	Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows						Χ			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	conference rooms.				Χ					
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.						Χ			
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &									
	vending machines				Χ					
	Dust flag base									
	Vacuum/dean dry erase board	X					.,			
24	Clean all walls, doors, and partitions						X			
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets	_	_					X	_	_
26	Manager aliaba a da	D	S	IVI	W	SM	M	Q	5	Α
	Vacuum sliding door tracks									
	Complete edge vacuum all of corridor carpeting						V			
28	Clean the outside, exterior windows						Χ			
20	Clean the inside glass, frames, sills & supports of all						V			
29	exterior windows.						Χ			

31 32 33	Clean & sanitize all toilets, urinals, sinks & counter Clean & sanitize all diaper changing areas Clean and disinfect showers Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright work.	X	x x			
36	Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc. Remove spots stains & splashes from wall area adjacent to hand basin.	x x		x		
39 40	Check and refill as needed all dispensers to normal limits: 3 soap, tissue, paper towels, feminine products & aerosol. 9 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with 0 clean water until clear. Wash & sanitize partitions.	x x	x x			
	Pamp clean vent outlets in ceiling or walls. RESILIENT & HARD FLOORS		^	X		
44	Sweep all hard surface floors with a vacuum cleaner or clean and treated dust mop. Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. Rinse with clean water until clear. Spot vacuum and or sweep as needed	X X X				
46 47 48 49	Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in Hallways & common areas. Machine buff floors Clean & polish baseboards. Strip and re-wax all hard floors	X			X X X	X
	•					

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards

55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

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 X
- 65 Dust all railings and related iron work and ledges X
- 66 Remove all spider/cobwebs
- 67 Report any light outages X
- 68 Dust tops of all light fixtures X

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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Traffic Days and times

Address 445 Mississippi Contact Craig Lutz Χ

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops
 - Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

Clean both sides of interior glass in office partitions &

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver
 Dust all louvered doors, frames, ledges, grilles & partition
- 17 windows

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions

Dust above 70" all horizontal surfaces, including shelves,

25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

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Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms
 Clean & polish all glass, mirrors, chrome fittings & bright
- 34 work.
- 35 Empty all containers & disposals, insert new liners.
 Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.

 Remove spots stains & splashes from wall area adjacent
- 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol. x
- 39 Pour 1 gallon of water down all restroom drains
 Scrub and disinfect all floors with a wet mop using a
 detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.

 Scrub all floors with a wet mop using a
 disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Х

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

	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 will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building. WORK SCHEDULE Fire Med Admin MWF 1911 Stewart Ave. Tom Fagan SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	X X DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Section A	Common Areas/Offices								
	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops			Χ					
2	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops								
2	Empty wastebaskets, put in new liners furnished by the								
	City. If present empty bio-hazard containers			Х					
	Dust for cobwebs				Х				
	Remove all trash to areas designated by City.			X					
б	Sweep ceramic tile floor			Х					
7	Remove cigarette butts from entryway containers and empty receptacles								
	Vacuum walk-off mats & runners.			x					
O	vacaum waik on mats & runners.			^					
	Clean both sides of interior glass in office partitions &								
9	doors, including frames, sills and supports			х					
	Remove fingerprints on doors, frames, light switches,								
10	kick & push plates, handles, railings. etc.				Х				
	Clean & sanitize all drinking fountains, removing ail								
11	stains.			Х					
	Damp wipe and polish exterior of the fountains & all of								
12	the hardware								
	Clean all kick plates								
	Spot clean any interior glass			Х					
	Clean entry glass, glass doors & door handles				X				
16	Disinfect and clean phones/entry phone receiver				X				
	a								

Dust all louvered doors, frames, ledges, grilles & partition

17 windows

18 19 20 21 22 23	Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the conference rooms. Remove dust, cobwebs & clean diffusers, registers and grills in ceiling. Dust all horizontal surfaces below 70" including sills, ledges, moldings. shelves & picture frames. Damp wipe front of refrigerator, stove, microwave & vending machines Dust flag base Vacuum/dean dry erase board				x x x		x x			
	Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves,									
	moldings, ledges, pipes, ducts, & outlets				х					
		D	S	М	W	SM	М	Q	S	Α
26	Vacuum sliding door tracks									
27	Complete edge vacuum all of corridor carpeting					X				
	Clean the outside, exterior windows									
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.								Х	
Section B	RESTROOMS This includes both public and private									
30	Clean & sanitize all toilets, urinals, sinks & counter			х						
	Clean & sanitize all diaper changing areas			Х						
	Clean and disinfect showers			Х						
33	Clean both sides of doors to restrooms				Х					
	Clean & polish all glass, mirrors, chrome fittings & bright									
34	work.			X						
25	Front will contain a O discount to a discount									
	Empty all containers & disposals, insert new liners.			Х						
	Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.				х					
	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.			Χ						
	Pour 1 gallon of water down all restroom drains				Х					
	Scrub and disinfect all floors with a wet mop using a									
	detergent suitable for the intended purpose. Rinse with			v						
	clean water until clear. Wash & sanitize partitions.			Х	v					
	Damp clean vent outlets in ceiling or walls.				Х		х			
72	Samp steam vent oddiets in centing or wans.						^			

Sweep all hard surface floors with a vacuum cleaner or			
43 clean and treated dust mop.	X		
Scrub all floors with a wet mop using a			
disinfectant/detergent suitable for the intended purpose.			
44 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			
Machine scrub and remove scuff & heel marks in			
47 hallways & common areas.		X	
48 Machine buff floors			
49 Clean & polish baseboards.		X	
50 Strip and re-wax all hard floors			Х

		D	S	М	w	SM	M	Q	S	Α
Section D	CARPET FLOORS									
	Vacuum carpeted areas with an industrial type vacuum									
51	cleaner, inspect & remove spots & stains.			Х						
	Vacuum carpet traffic lanes up to security doors									
	Vacuum hallways			Х						
	Vacuum baseboards				х					
55	Vacuum oriental rug									
	Bonnet and hot water extraction for high use areas;									
	hallways, reception areas, waiting areas. Medium use									
	areas, conference/meeting rooms, group rooms. Includes									
56	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									
	Shampoo carpet & retreat with stain & anti-static									
	protectants. (Two days prior notice must be given to									
60	Procurement Officer or designee)									Х
Section E	Stairwells									
_	Remove all obvious debris			Χ						
	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				X					
66	Remove all spider/cobwebs				Χ					
67	Report any light outages			Χ						
68	Dust tops of all light fixtures									

Section F	Elevators								
69	Sweep/vacuum/mop all floors			Х					
70	Clean and disinfect all surfaces			Х					
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			Х					
Section G	GENERAL SERVICES								
JANITORIAL V Location	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 will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building. WORK SCHEDULE Planning Development Area 1 Monday-Friday After 5:00 pm Court & RR 8-5 1 River Front Plaza Suite 301 &302 Amy Miller			×		NTHLY		RLY NUALLY LY	
		>,	I-WE	-F	ΚLΥ	OM-I	VTHE	RTEFINAL INAL	
		AILY	EMI-WE	A-W-F	VEEKLY	EMI-MO	JONTHL	QUARTER EMI-AN NNUALI	
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY SEMI-ANNUALLY ANNUALLY	
Section A	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices	DAILY	SEMI-WE	M-W-F	WEEKLY	SEMI-MO	MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including	× DAILY	SEMI-WE	M-W-F	WEEKLY	SEMI-MO	MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices		SEMI-WE	M-W-F	WEEKLY	SEMI-MO	MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops		SEMI-WE	M-W-F	WEEKLY	SEMI-MO	MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the	х	SEMI-WE	M-W-F	WEEKLY	SEMI-MO	MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers	х	SEMI-WE	M-W-F	WEEKLY	SEMI-MO	MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs	x x	SEMI-WE	M-W-F		x SEMI-MO	MONTHL	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City.	x x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor	x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5 6	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and	x x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5 6	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and empty receptacles	x x x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5 6	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and	x x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5 6	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and empty receptacles	x x x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5 6	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and empty receptacles Vacuum walk-off mats & runners.	x x x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	
Section A 1 2 3 4 5 6	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and empty receptacles Vacuum walk-off mats & runners. Clean both sides of interior glass in office partitions &	x x x x	SEMI-WE	M-W-F			MONTHLY	QUARTEF SEMI-AN ANNUALI	

	Cloop & conitize all dripking fountains removing ail									
4	Clean & sanitize all drinking fountains, removing ail									
1	1 stains.	Х								
	Damp wipe and polish exterior of the fountains & all of									
	2 the hardware		X							
	3 Clean all kick plates				Х					
1	4 Spot clean any interior glass	Χ								
1	5 Clean entry glass, glass doors & door handles				Χ					
1	6 Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition									
1	7 windows				Х					
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
1	8 conference rooms.				х					
	Remove dust, cobwebs & clean diffusers, registers and									
1	9 grills in ceiling.				х					
	Dust all horizontal surfaces below 70" including sills,									
2	0 ledges, moldings. shelves & picture frames.						X			
_	Damp wipe front of refrigerator, stove, microwave &									
2	1 vending machines				х					
	2 Dust flag base				^					
	3 Vacuum/dean dry erase board									
	4 Clean all walls, doors, and partitions									
2	Dust above 70" all horizontal surfaces, including shelves,									
	Dust above 70 all horizontal surfaces, including shelves.									
2							v			
2	5 moldings, ledges, pipes, ducts, & outlets	D	c	M	۱۸/	SM2	X M	0	c	۸
	5 moldings, ledges, pipes, ducts, & outlets	D	S	М	w	SM	x M	Q	S	Α
2	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks	D	S	M	w	SM		Q	S	A
2	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting	D	S	M	w	SM		Q	S	Α
2	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows	D	S	M	w	SM		Q	S	Α
2 2 2	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all	D	S	M	w	SM		·	S	Α
2 2 2	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows	D	S	M	w	SM		Q x	S	Α
2 2 2 2	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows.	D	S	M	w	SM		·	S	Α
2 2 2 2	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all	D	S	M	w	SM		·	S	Α
2 2 2 2 Section B	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private		S	M	w	SM		·	S	A
2 2 2 2 Section B	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter	x	S	M	w	SM		·	S	A
2 2 2 2 2 Section B 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas		S	M	w	SM		·	S	А
2 2 2 2 2 2 2 Section B 3 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers	x x	S	M	w	SM		·	S	Α
2 2 2 2 2 2 2 Section B 3 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms	x	S	M	w	SM		·	S	A
2 2 2 Section B	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright	x x x	S	M	w	SM		·	S	A
2 2 2 Section B	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms	x x	S	M	w	SM		·	S	A
2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 4 work.	x x x	S	M	w	SM		·	S	Α
2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 4 work. 5 Empty all containers & disposals, insert new liners.	x x x	S	M	w	SM		·	S	A
2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 4 work. 5 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,	x x x	S	M	w	SM		·	S	A
2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 4 work. 5 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches, 6 kick & push plates, handles, etc.	x x x	S	M	w	SM		·	S	A
2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3	5 moldings, ledges, pipes, ducts, & outlets 6 Vacuum sliding door tracks 7 Complete edge vacuum all of corridor carpeting 8 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 9 exterior windows. RESTROOMS This includes both public and private 0 Clean & sanitize all toilets, urinals, sinks & counter 1 Clean & sanitize all diaper changing areas 2 Clean and disinfect showers 3 Clean both sides of doors to restrooms Clean & polish all glass, mirrors, chrome fittings & bright 4 work. 5 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,	x x x	S	M	w	SM		·	S	A

Check and refill as needed all dispensers to normal limits: 38 soap, tissue, paper towels, feminine products & aerosol. x 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with 40 clean water until clear. Х 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 43 clean and treated dust mop. Χ Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose. 44 Rinse with clean water until clear. Х 45 Spot vacuum and or sweep as needed 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in 47 hallways & common areas. 48 Machine buff floors Х 49 Clean & polish baseboards. Х 50 Strip and re-wax all hard floors Х

Section D CARPET FLOORS Vacuum carpeted areas with an industrial type vacuum 51 cleaner, inspect & remove spots & stains. Х 52 Vacuum carpet traffic lanes up to security doors 53 Vacuum hallways Х 54 Vacuum baseboards Х 55 Vacuum oriental rug Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes 56 baseboard cleaning (alternate cleaning in quarters) Х 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 Х Shampoo carpet & retreat with stain & anti-static

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protectants. (Two days prior notice must be given to

60 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 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 will be removed from the handle & 74 replaced with a clean & newly treated head. Х JANITORIAL WORK SCHEDULE Location Planning Development Service Area 2 Days and tim PDS after 5 Court and Public RR 8-5 SEMI-ANNUALLY SEMI-MONTHLY Address 1 River Front Plaza Suite 301 & 302 SEMI-WEEKLY **QUARTERLY** Contact **Amy Miller** MONTHLY SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Section A Common Areas/Offices Clean room areas with disinfectant cleaner, including 1 tables, sinks, counter tops Х Clean meeting room areas with disinfectant cleaner, 2 including tables, sinks, counter tops Х Empty wastebaskets, put in new liners furnished by the

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3 City. If present empty bio-hazard containers

5 Remove all trash to areas designated by City.

4 Dust for cobwebs

6 Sweep ceramic tile floor

	Remove cigarette butts from entryway containers and									
7	empty receptacles									
8	Vacuum walk-off mats & runners.		X							
	Clean both sides of interior glass in office partitions &									
۵	doors, including frames, sills and supports				v					
9	doors, including frames, sins and supports				Х					
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.				Х					
	Clean & sanitize all drinking fountains, removing ail									
11	stains.									
	Damp wipe and polish exterior of the fountains & all of									
12	the hardware									
13	Clean all kick plates									
14	Spot clean any interior glass		Χ							
15	Clean entry glass, glass doors & door handles				X					
16	Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows						X			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	conference rooms.						Χ			
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.				Χ					
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Х			
	Damp wipe front of refrigerator, stove, microwave &									
	vending machines									
	Dust flag base									
	Vacuum/dean dry erase board									
24	Clean all walls, doors, and partitions									
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets	_	_				Х	_	_	_
	W. B. B. J.	D	S	М	W	SM	M	Q	S	A
	Vacuum sliding door tracks									
	Complete edge vacuum all of corridor carpeting									
28	Clean the outside, exterior windows									
20	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.									

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc.
Remove spots stains & splashes from wall area adjacent
37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.

 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

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Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Planning Development Services Area 3

Days and tim 8-5

1 River Front Plaza Suite 301 & 302 Address

Contact **Amy Miller** F LY MONTHLY THLY

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	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DΑ	SEMI-	Ξ	×	SEI	Σ	QUAR SEMI-	Ϋ́
Section A	Common Areas/Offices								
	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops								
	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops								
	Empty wastebaskets, put in new liners furnished by the								
	City. If present empty bio-hazard containers								
	Dust for cobwebs								
	Remove all trash to areas designated by City.					Х			
6	Sweep concrete, tile or hard flors					X			
	Remove cigarette butts from entryway containers and								
	empty receptacles								
8	Vacuum walk-off mats & runners.								
	Clean both sides of interior glass in office partitions &								
۵	doors, including frames, sills and supports								
,	doors, including frames, sins and supports								
	Remove fingerprints on doors, frames, light switches,								
10	kick & push plates, handles, railings. etc.								
	Clean & sanitize all drinking fountains, removing ail								
11	stains.								
	Damp wipe and polish exterior of the fountains & all of								
12	the hardware								
13	Clean all kick plates								
14	Spot clean any interior glass								
15	Clean entry glass, glass doors & door handles								
16	Disinfect and clean phones/entry phone receiver								
17	Dust Door frame, ledges, and file cabinets					Х			
JANITORIAL '	WORK SCHEDULE								
Location	Vehicle Maintenane Garage								
Days and tim	n Weekdays 6am					>		>-	
Address	1141 Haskell Ave.		≥			Ę		, ALI	
Contact	Robert Aaron 785-832-3020		Ë			Ξ	>.	Z S	
			₹	Ļ	(L≺	Ĕ	王	Ž. AN	
		DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY SEMI-ANNUALLY	
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	۵	SE	Σ	3	SE	Σ	S	
Section A	Common Areas/Offices								
٠	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops								
_	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops	Х							
	Empty wastebaskets, put in new liners furnished by the								
3	City. If present empty bio-hazard containers	х							
J	orey. It present empty bio nazara containers	^							

Section	B RESTROOMS This includes both public and private								
	25 Exterior Willuows.								
	Clean the inside glass, frames, sills & supports of all 29 exterior windows.								
	28 Clean the outside, exterior windows								
	27 Complete edge vacuum all of corridor carpeting								
	26 Vacuum sliding door tracks								
		D	S	M	W	SM	M	Q	S
	25 moldings, ledges, pipes, ducts, & outlets								
	Dust above 70" all horizontal surfaces, including shelves,								
	24 Clean all walls, doors, and partitions								
	23 Vacuum/dean dry erase board								
	22 Dust flag base								
	21 vending machines								
	Damp wipe front of refrigerator, stove, microwave &								
	20 ledges, moldings. shelves & picture frames.								
	Dust all horizontal surfaces below 70" including sills,								
	Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling.								
	18 conference rooms.								
	credenzas & shelves in the common areas and the								
	Dust all exposed areas of filing cabinets, bookcases,								
	17 windows								
	Dust all louvered doors, frames, ledges, grilles & partition								
	16 Disinfect and clean phones/entry phone receiver								
	15 Clean entry glass, glass doors & door handles		X						
	14 Spot clean any interior glass		Х						
	13 Clean all kick plates								
	12 the hardware								
	Damp wipe and polish exterior of the fountains & all of								
	11 stains.	Х							
	Clean & sanitize all drinking fountains, removing ail								
	10 kick & push plates, handles, railings. etc.		х						
	Remove fingerprints on doors, frames, light switches,								
	9 doors, including frames, sills and supports		X						
	Clean both sides of interior glass in office partitions &								
	8 Vacuum walk-off mats & runners.								
	7 empty receptacles								
	Remove cigarette butts from entryway containers and								
	6 Sweep ceramic tile floor	Χ							
	5 Remove all trash to areas designated by City.	Χ							
	4 Dust for copwebs								

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30 Clean & sanitize all toilets, urinals, sinks & counter

31 Clean & sanitize all diaper changing areas

- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms
 Clean & polish all glass, mirrors, chrome fittings & bright
- 34 work.

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- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent
- 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol. x
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M Q S

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Community Health

Days and times

Address 200 Maine

Contact Dale Seele 785-840-8501

WEEKLY
F
LY
MONTHLY
THLY
TERLY
ANNUALLY

	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DAILY	SEMI-	M-W-	WEEK	SEMI-	MON	QUAR	SEMI-	ANNC
Section A	Common Areas/Offices									
	Clean room areas with disinfectant cleaner, including									
1	tables, sinks, counter tops	Х								
	Clean meeting room areas with disinfectant cleaner,									
2	including tables, sinks, counter tops									
	Empty wastebaskets, put in new liners furnished by the									
3	City. If present empty bio-hazard containers	Х								
	Dust for cobwebs									
5	Remove all trash to areas designated by City.				X					
6	Sweep ceramic tile floor	Χ								
	Remove cigarette butts from entryway containers and									
	empty receptacles	Χ								
8	Vacuum walk-off mats & runners.	Х								
	Clean both sides of interior glass in office partitions &									
9	doors, including frames, sills and supports						Х			
	Remove fingerprints on doors, frames, light switches,									
10	kick & push plates, handles, railings. etc.									Χ
	Clean & sanitize all drinking fountains, removing ail									
11	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								
16	Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows									
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	conference rooms.									
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.									Х
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Х			
24	Damp wipe front of refrigerator, stove, microwave &									
	vending machines									
	Dust flag base									
	Vacuum/dean dry erase board									
24	Clean all walls, doors, and partitions									
25	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets	_	•		\A.	CD 4		_	_	

	26	Vacuum sliding door tracks	
	27	Complete edge vacuum all of corridor carpeting	
	28	Clean the outside, exterior windows	
		Clean the inside glass, frames, sills & supports of all	
	29	exterior windows.	
Section	В	RESTROOMS This includes both public and private	
		Clean & sanitize all toilets, urinals, sinks & counter	Х
		Clean & sanitize all diaper changing areas	Х
		Clean and disinfect showers	X
	33	Clean both sides of doors to restrooms	
		Clean & polish all glass, mirrors, chrome fittings & bright	
	34	work.	X
	35	Empty all containers & disposals, insert new liners.	Χ
		Remove fingerprints from doors, frames, light switches,	
	36	kick & push plates, handles, etc.	
		Remove spots stains & splashes from wall area adjacent	
	37	to hand basin.	Χ
		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	
		Scrub and disinfect all floors with a wet mop using a	
		detergent suitable for the intended purpose. Rinse with	
	40	clean water until clear.	Χ
	41	Wash & sanitize partitions.	Χ
	42	Damp clean vent outlets in ceiling or walls.	
ection	C	RESILIENT & HARD FLOORS	
		Sweep all hard surface floors with a vacuum cleaner or	
	43	clean and treated dust mop.	Χ
		Scrub all floors with a wet mop using a	
		disinfectant/detergent suitable for the intended purpose.	
	44	Rinse with clean water until clear.	Χ
	45	Spot vacuum and or sweep as needed	Χ
	46	Sweep/dust mop & wet mop all red tiles	
		Machine scrub and remove scuff & heel marks in	
	47	hallways & common areas.	
	48	Machine buff floors	
	49	Clean & polish baseboards.	
	50	Strip and re-wax all hard floors	
		•	

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Community Health Building

Days and times

Address 200 Maine

Contact Dale Seele 785-840-8501

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
QUARTERLY
SEMI-ANNUALLY

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops x

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor Remove cigarette butts from entryway containers and
- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver
 Dust all louvered doors, frames, ledges, grilles & partition
- 17 windows

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

D S M W SM M Q S A

- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.

Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

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Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

44 Rinse with clean water until clear.

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- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors

Х

49 Clean & polish baseboards.

Х

50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Community Health

Days and times

Address 200 Maine

Contact Dale Seele 785-840-8501

SEMI-WEEKLY M-W-F

Х

MONTHLY QUARTERLY SEMI-ANNUALLY

SEMI-MONTHLY

WEEKLY

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops x
 Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops x

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor
- Remove cigarette butts from entryway containers and
- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver
 Dust all louvered doors, frames, ledges, grilles & partition
- 17 windows

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

D S M W SM M Q S A

- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows
 Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.Remove spots stains & splashes from wall area adjacent37 to hand basin.

Χ

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol. x
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop. Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- Х 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Х

Х

Х

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

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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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Community Health office

Days and times

Address 200 Maine

Contact Dale Seele 785-842-8501

2

M-W-F

EMI-WEEKLY

SERVICES TO BE RENDERED_FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops
 - Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.

SEMI-MONTHLY
MONTHLY
QUARTERLY
SEMI-ANNUALLY

6 Sweep ceramic tile floor Remove cigarette butts from entryway containers and 7 empty receptacles 8 Vacuum walk-off mats & runners. Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports Х Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc. Х Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass 15 Clean entry glass, glass doors & door handles 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Х Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets S M W SM M Q S A 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows

Section B RESTROOMS This includes both public and private

30 Clean & sanitize all toilets, urinals, sinks & counter

Clean the inside glass, frames, sills & supports of all

- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers

29 exterior windows.

33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc.
Remove spots stains & splashes from wall area adjacent
37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.

 Scrub all floors with a wet mop using a
 disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M Q S A

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Х

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Police ITC
Days and tim M-F 8am-5Pm

Address 4820 Bob Billings Parkway

Contact Anthony Brixius

WEEKLY
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MONTHLY
THLY
TERLY
ANNUALLY

		IILY	SEMI-	×-	WEEK	₽	NO	JAR	SEMI-
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DA	SE	Ż	₹	SE	Σ	ا ا	SE A
	Common Areas/Unsecured								
1	Empty trash cans and replace liners as needed	Χ							
2	Spot clean any interior glass	Χ							
3	clean and disinfect drinking fountains	Χ							
	Damp Wipe , clean and sidnfect all tables and counter								
4	tops	Χ							
5	Dust conference room tables and reset chairs	Χ							
6	Dust tops of all artwork frames				Χ				
7	Dust window sils/light fixtures	X							
8	Cleand disinfect entry phone and breakroom phone	x							
9	Vacuum dry erase board trys in conference room	X							
	Vacuum conference room lobby area chari cushions				Х				
11	Damp wipe all appliances in break room	X							
12	Sweep exterior entrances	X							
13	Clean/empty cigarette receptacles at each entrance	x							
14	Spot clean glass at all entrances	X							
15	Dust accessible surfaces up to 6' to include chair bases				x				
16	spot clean walls, doors and switch plates				Χ				
17	Damp wipe all handrails and baseboards				Χ				
18	Dust for cobwebs				Х				
	Remove dust, cobwebs & clean diffusers, registers and								
19	grills in ceiling.				Χ				
20	clean interior and exterior windows								Х
Section B	Secure Areas, Detectives, Training unit, Chiefs suite								
21	Empty trash cans and replace liners as needed	Χ							
22	Vacuum carpet- Cublicles, Hallways, runners		2	X					
23	Dust tops of all artwork frames		2	X					
24	Dust top of Cubicles		2	X					
25	Dmap wipe, clean and disinfect, sink and counters		2	X					
Section C	Restrooms public and private								
26	Sweep/ dust mop and wet mop all floor tiles Empty trash cans and replace liners as needed, wipe	X							
27	down stainless steel fronts	x							
28	Clean and disinfect sinks, counter, faucets, toilets, urnials	x							
29	Clean and disinfect dispensers soap, tissue and towel	х							
30	clean mirrors	х							
31	clean stall walls and hanidcap rails	х							
32	Vacuum carpet runners	x							

	Clean and disinfect showers		X						
34	Check dispensors, refill as needed	Χ							
25	Pour 1 gallon of water and disinfectant down all								
	restrooms		Х						
36	Strip and seal ceramic floor tile								Х
	Floors Resilietn, Hard and Carpet Sweep/dust mop and wet mop all red floor tiles	v							
	Vacuum carpet, rugs, rug runners and base boards	X X							
	Vacuum sliding door tracks	X							
33	vacuum shanig door tracks	^							
40	Sweep/dust mop and wet mop tile floor in breakroom	Х							
	Spot clean carpets for liquids or food spillage							х	
42	Strip rewax all red tiles and breakroom tiles								Х
	Machne scrub and remove scuff and hell marks in								
43	hallways and comon areas								Х
	Bonnet and hot water extraction fro high use areas:								
	hallways, confrence rooms secure areas								Х
Section E									
	Sweep/dust mop and wet mop tile stariwell	X							
	Vacuum secure area stairwell			X					
Section F	General Services								
	Return/cart supplies in closet when finsihed, Make sure								
	containers are removed from dsipenser and water is								
47	turned off in janitors closets.	х							
	•								
48	Gather recycleing in preparations for weekly pickup				х				
JANITORIAL \	WORK SCHEDULE								
Location	Clinton Water Treatment Plant Hypochlorite Feed Bldg.								
-	ies: M - F 7:00am - 4:00 pm					>		>	_
Address	2101 Wakarusa Dr.		∠			본			Ĭ
Contact	Steven Craig		Ä			S	չ	F.	
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	CERVICES TO BE DEADERED. EDEOLIENCY OF SERVICE	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	ANNUALLY
Coation A	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	Δ	S	2	>	S	2	0	ñ ∢
Section A	Common Areas/Offices Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops								
1	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops								
2	morating tables, siling, counter tops								
	Empty wastebaskets, put in new liners furnished by the								
3	City. If present empty bio-hazard containers					2	Χ		
	Dust for cobwebs						Χ		
5	Remove all trash to areas designated by City.						Χ		
	Sweep ceramic tile floor								

7 empty receptacles 8 Vacuum walk-off mats & runners. Clean both sides of interior glass in office partitions & 9 doors, including frames, sills and supports Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc. Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition 17 windows Χ Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets M W SM 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows.

Section B RESTROOMS This includes both public and private

30 Clean & sanitize all toilets, urinals, sinks & counter

Remove cigarette butts from entryway containers and

- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restrooms

Clean & polish all glass, mirrors, chrome fittings & bright 34 work.

35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,

36 kick & push plates, handles, etc.
Remove spots stains & splashes from wall area adjacent
37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M O S A

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Χ

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Clinton Water Treatment Plant Ferric Chloride Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 2101 Wakarusa Dr.

Contact Steven Craig

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

- 1 tables, sinks, counter tops
 - Clean meeting room areas with disinfectant cleaner,
- 2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs Х
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles
- 16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows Χ

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

18 conference rooms.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions

Dust above 70" all horizontal surfaces, including shelves,

25 moldings, ledges, pipes, ducts, & outlets

- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.Remove spots stains & splashes from wall area adjacent37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.

 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

JANITORIAL V	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 will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building. WORK SCHEDULE Clinton Water Treatment Plant High Service pump						
Location	station # 2						
•	nes: M - F 7:00am - 4:00 pm					≥	<u> </u>
Address	2101 Wakarusa Dr.		ſΓ			王	, ∠ PE
Contact	Steven Craig		SEMI-WEEKLY		_	SEMI-MONTHLY	MONTHLY QUARTERLY SEMI-ANNUALLY
		≥	<u>-</u>	V-F	ΪĘ	≥ =	MONTHLY QUARTERI SEMI-ANN
	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	DAILY	SEN	M-W-F	WEEKLY	SEN	MO QU/ SEN
Section A	Common Areas/Offices						
	Clean room areas with disinfectant cleaner, including						
1	tables, sinks, counter tops						
	Clean meeting room areas with disinfectant cleaner,						
2	including tables, sinks, counter tops						
4	Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs						X X
	Remove all trash to areas designated by City. Sweep ceramic tile floor						X
U	Remove cigarette butts from entryway containers and						
7	empty receptacles						
	Vacuum walk-off mats & runners.						
9	Clean both sides of interior glass in office partitions & doors, including frames, sills and supports						
	Remove fingerprints on doors, frames, light switches,						
10	kick & push plates, handles, railings. etc.						
	Clean & sanitize all drinking fountains, removing ail						
11	stains.						
	Damp wipe and polish exterior of the fountains & all of						
	the hardware						
	Clean all kick plates						v
	Spot clean any interior glass						X
15	Clean entry glass, glass doors & door handles						X

16 Disinfect and clean phones/entry phone receiver

17 windows

Dust all louvered doors, frames, ledges, grilles & partition

Χ

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.

 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Clinton Water Treatment Plant Sludge Handling Bldg. #2

Days and times: M - F 7:00am - 4:00 pm

Address 2101 Wakarusa Dr.

Contact Steven Craig

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
QUARTERLY
SEMI-ANNUALLY

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

3 City. If present empty bio-hazard containers

4 Dust for cobwebs

5 Remove all trash to areas designated by City.

6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

7 empty receptacles

8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches, 10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail 11 stains. Damp wipe and polish exterior of the fountains & all of 12 the hardware 13 Clean all kick plates 14 Spot clean any interior glass Χ 15 Clean entry glass, glass doors & door handles Χ 16 Disinfect and clean phones/entry phone receiver Dust all louvered doors, frames, ledges, grilles & partition Χ 17 windows Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the 18 conference rooms. Remove dust, cobwebs & clean diffusers, registers and 19 grills in ceiling. Dust all horizontal surfaces below 70" including sills, 20 ledges, moldings. shelves & picture frames. Χ Damp wipe front of refrigerator, stove, microwave & 21 vending machines 22 Dust flag base 23 Vacuum/dean dry erase board 24 Clean all walls, doors, and partitions Dust above 70" all horizontal surfaces, including shelves, 25 moldings, ledges, pipes, ducts, & outlets D S M W SM M 26 Vacuum sliding door tracks 27 Complete edge vacuum all of corridor carpeting 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners.
 Remove fingerprints from doors, frames, light switches,
 36 kick & push plates, handles, etc.
- Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.

 Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M Q S A

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section	_	Stairwells								
Section		Remove all obvious debris						Χ		
		Spot mop for spillage						^		
		Sweep all stairs and landings						Х		
								^		
		Mop all stairs and landings						V		
		Dust all railings and related iron work and ledges						X		
		Remove all spider/cobwebs						Χ		
		Report any light outages								
	68	Dust tops of all light fixtures								
Section	F	Elevators								
	69	Sweep/vacuum/mop all floors								
		Clean and disinfect all surfaces								
	71	Vacuum all elevator tracks and floor threshold plates								
	72	Damp wipe all elevator tracks and floor threshold plates								
	70									
	/3	All elevator frames, doors and walls cleaned and polished								
Section	G	GENERAL SERVICES								
		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 will be removed from the handle &								
		replaced with a clean & newly treated head. Sweep								
	74	outside entries approximately 10 foot from building.								
JANITORI	AL V	VORK SCHEDULE								
		Clinton Water Tools and Blood Line Handling Bld. Ha								
Location		Clinton Water Treatment PlantSludge Handling Bldg #1								
•	tım	es: M - F 7:00am - 4:00 pm					≿			ַב
Address		2101 Wakarusa Dr.		ζŢ			王		_	₹
Contact		Steven Craig		H			O	≥	R	₹ }
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			DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY ANNUALLY
Coation	^	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	Δ	S	2	>	S	2	ď	⊠ ∢
Section	А	Common Areas/Offices								
		Clean room areas with disinfectant cleaner, including								
	1	tables, sinks, counter tops								
	_	Clean meeting room areas with disinfectant cleaner,								
	2	including tables, sinks, counter tops								
		Empty wastebaskets, put in new liners furnished by the								
	3	City. If present empty bio-hazard containers						Χ		
		Dust for cobwebs						X		
		Dast for convictor						^		

В	RESTROOMS This includes both public and private									
29	exterior windows.									
20	Clean the inside glass, frames, sills & supports of all									
	Clean the outside, exterior windows									
	Complete edge vacuum all of corridor carpeting									
26	Vacuum sliding door tracks	0	,	141	vv	3141	141	٧	J	-
23	moidings, ledges, pipes, ducts, & butlets	D	ς	M	W	SM	М	^ Q	S	Δ
25	moldings, ledges, pipes, ducts, & outlets							Х		
24	Dust above 70" all horizontal surfaces, including shelves,									
	Clean all walls, doors, and partitions									
	Dust flag base Vacuum/dean dry erase board									
	_									
21	vending machines									
20	Damp wipe front of refrigerator, stove, microwave &						^			
20	Dust all horizontal surfaces below 70" including sills, ledges, moldings. shelves & picture frames.						Х			
19	grills in ceiling. Dust all horizontal surfaces below 70" including sills									
10	Remove dust, cobwebs & clean diffusers, registers and									
TΩ	conference rooms.									
10	credenzas & shelves in the common areas and the									
	Dust all exposed areas of filing cabinets, bookcases,									
Τ/	windows Dust all expand areas of filing cabinets backgases						Χ			
17	Dust all louvered doors, frames, ledges, grilles & partition						V			
т6	Disinfect and clean phones/entry phone receiver									
	Clean entry glass, glass doors & door handles						Χ			
	Spot clean any interior glass						X			
	Clean all kick plates						V			
	the hardware									
	Damp wipe and polish exterior of the fountains & all of									
11	stains.									
	Clean & sanitize all drinking fountains, removing ail									
10	kick & push plates, handles, railings. etc.									
	Remove fingerprints on doors, frames, light switches,									
9	doors, including frames, sills and supports									
	Clean both sides of interior glass in office partitions &									
8	Vacuum walk-off mats & runners.									
	empty receptacles									
	Remove cigarette butts from entryway containers and									
6	Sweep ceramic tile floor									
	Remove all trash to areas designated by City.						Х			

Section

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers

- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles
 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

D S M W SM M Q S A

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

- 61 Remove all obvious debris X
- 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 X
- 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Clinton Water Treatment Plant Carbon Feed Bldg.

Days and times: M - F 7:00am - 4:00 pm

Address 2101 Wakarusa Dr.

Contact Steven Craig

F LY MONTHLY THLY TERLY

W SM

- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent
 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop.
 - Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

- 61 Remove all obvious debris X
- 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
- 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

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 will be removed from the handle & replaced with a clean & newly treated head. Sweep

74 outside entries approximately 10 foot from building.

JANITORIAL WORK SCHEDULE

Location Clinton Water Treatment Plant Intake

Days and times: M - F 7:00am - 4:00 pm

Address Clinton Lake Dam
Contact Steven Craig

SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY

SEMI-ANNUALLY

QUARTERLY

X X

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SERVICES TO BE RENDERED FREQUENCY OF SERVICE

Section A Common Areas/Offices

Clean room areas with disinfectant cleaner, including

1 tables, sinks, counter tops

Clean meeting room areas with disinfectant cleaner,

2 including tables, sinks, counter tops

Empty wastebaskets, put in new liners furnished by the

- 3 City. If present empty bio-hazard containers
- 4 Dust for cobwebs
- 5 Remove all trash to areas designated by City.
- 6 Sweep ceramic tile floor

Remove cigarette butts from entryway containers and

- 7 empty receptacles
- 8 Vacuum walk-off mats & runners.

Clean both sides of interior glass in office partitions &

9 doors, including frames, sills and supports

Remove fingerprints on doors, frames, light switches,

10 kick & push plates, handles, railings. etc.

Clean & sanitize all drinking fountains, removing ail

11 stains.

Damp wipe and polish exterior of the fountains & all of

- 12 the hardware
- 13 Clean all kick plates
- 14 Spot clean any interior glass
- 15 Clean entry glass, glass doors & door handles X
- 16 Disinfect and clean phones/entry phone receiver

Dust all louvered doors, frames, ledges, grilles & partition

17 windows X

Dust all exposed areas of filing cabinets, bookcases, credenzas & shelves in the common areas and the

18 conference rooms.

Remove dust, cobwebs & clean diffusers, registers and

19 grills in ceiling.

Dust all horizontal surfaces below 70" including sills,

20 ledges, moldings. shelves & picture frames.

Damp wipe front of refrigerator, stove, microwave &

- 21 vending machines
- 22 Dust flag base
- 23 Vacuum/dean dry erase board
- 24 Clean all walls, doors, and partitions
 Dust above 70" all horizontal surfaces, including shelves,
- 25 moldings, ledges, pipes, ducts, & outlets

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- 26 Vacuum sliding door tracks
- 27 Complete edge vacuum all of corridor carpeting
- 28 Clean the outside, exterior windows Clean the inside glass, frames, sills & supports of all
- 29 exterior windows.

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc.
 Remove spots stains & splashes from wall area adjacent

37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

43 clean and treated dust mop.

Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.

- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles

 Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

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Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

- 61 Remove all obvious debris X
- 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 X
- 66 Remove all spider/cobwebs X
- 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							
Location Days and	AL \	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 will be removed from the handle & replaced with a clean & newly treated head. Sweep outside entries approximately 10 foot from building. WORK SCHEDULE 1, 2, 3, 4, 5A & 5B, 6, 8, 9, 10, 16, 19, 25, 32, 42, 43, 44, 45, 46, 48, 49					∆ i		11
Address Contact			۲	11-WEEKLY	N-F	EKLY	II-MONTH	NTHLY	ARTERLY 11-ANNUA NUALLY
		SERVICES TO BE RENDERED FREQUENCY OF SERVICE	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTH	MONTHLY	QUARTERLY SEMI-ANNUA ANNUALLY
Contact	Α	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE Common Areas/Offices	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY SEMI-ANNUALLY ANNUALLY
	Α	Common Areas/Offices	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTH	MONTHLY	QUARTERLY SEMI-ANNUA ANNUALLY
Contact		Common Areas/Offices Clean room areas with disinfectant cleaner, including	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTH	MONTHLY	QUARTERLY SEMI-ANNUA ANNUALLY
Contact		Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTH	MONTHLY	QUARTERLY SEMI-ANNUA ANNUALLY
Contact	1	Common Areas/Offices Clean room areas with disinfectant cleaner, including	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTH	MONTHLY	QUARTERLY SEMI-ANNUA ANNUALLY
Contact	1 2 3 4 5 6	Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner,	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY		X X X X	QUARTERLY SEMI-ANNUA ANNUALLY
Contact	1 2 3 4 5 6	Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY		× × ×	QUARTERLY SEMI-ANNUA ANNUALLY
Contact	1 2 3 4 5 6	Common Areas/Offices Clean room areas with disinfectant cleaner, including tables, sinks, counter tops Clean meeting room areas with disinfectant cleaner, including tables, sinks, counter tops Empty wastebaskets, put in new liners furnished by the City. If present empty bio-hazard containers Dust for cobwebs Remove all trash to areas designated by City. Sweep ceramic tile floor Remove cigarette butts from entryway containers and empty receptacles	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY		× × ×	QUARTERLY SEMI-ANNUA ANNUALLY

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10 kick & push plates, handles, railings. etc.

	Clean & sanitize all drinking fountains, removing ail									
11	stains.									
	Damp wipe and polish exterior of the fountains & all of									
12	the hardware									
13	Clean all kick plates						Χ			
14	Spot clean any interior glass						Χ			
15	Clean entry glass, glass doors & door handles						Χ			
16	Disinfect and clean phones/entry phone receiver									
	Dust all louvered doors, frames, ledges, grilles & partition									
17	windows						Χ			
	Dust all exposed areas of filing cabinets, bookcases,									
	credenzas & shelves in the common areas and the									
18	conference rooms.						Χ			
	Remove dust, cobwebs & clean diffusers, registers and									
19	grills in ceiling.						Χ			
	Dust all horizontal surfaces below 70" including sills,									
20	ledges, moldings. shelves & picture frames.						Χ			
	Damp wipe front of refrigerator, stove, microwave &									
21	vending machines									
22	Dust flag base									
23	Vacuum/dean dry erase board									
24	Clean all walls, doors, and partitions						Χ			
	Dust above 70" all horizontal surfaces, including shelves,									
25	moldings, ledges, pipes, ducts, & outlets						Χ			
		D	S	M	W	SM	M	Q	S	Α
26	Vacuum sliding door tracks									
	Complete edge vacuum all of corridor carpeting									
28	Clean the outside, exterior windows						Χ			
	Clean the inside glass, frames, sills & supports of all									
29	exterior windows.						Χ			

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers
- 33 Clean both sides of doors to restroomsClean & polish all glass, mirrors, chrome fittings & bright34 work.
- 35 Empty all containers & disposals, insert new liners. Remove fingerprints from doors, frames, light switches, 36 kick & push plates, handles, etc.
- Remove spots stains & splashes from wall area adjacent 37 to hand basin.

Check and refill as needed all dispensers to normal limits:

- 38 soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with
- 40 clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

Sweep all hard surface floors with a vacuum cleaner or

- 43 clean and treated dust mop. Scrub all floors with a wet mop using a disinfectant/detergent suitable for the intended purpose.
- 44 Rinse with clean water until clear.
- 45 Spot vacuum and or sweep as needed
- 46 Sweep/dust mop & wet mop all red tiles Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas.
- 48 Machine buff floors
- 49 Clean & polish baseboards.
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

Vacuum carpeted areas with an industrial type vacuum

- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

Bonnet and hot water extraction for high use areas; hallways, reception areas, waiting areas. Medium use areas, conference/meeting rooms, group rooms. Includes

- 56 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 Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

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Section E	Stairwells								
61	Remove all obvious debris					;	X		
62	Spot mop for spillage					2	X		
63	Sweep all stairs and landings					;	X		
64	Mop all stairs and landings					2	Χ		
65	Dust all railings and related iron work and ledges					2	Χ		
66	Remove all spider/cobwebs					2	Χ		
67	Report any light outages								
68	Dust tops of all light fixtures								Χ
	Elevators								
	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								
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	Clean janitorial closets before exiting building. All slop								
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	after each use. Dust will be removed from the handle &								
	replaced with a clean & newly treated head. Sweep								
7/	outside entries approximately 10 foot from building.					,	Χ		
	WORK SCHEDULE					•	^		
Location	# 1, 2, 3								
Days and tim Address						∠		2	-
	734 N. 2nd St; 520 N. 2nd St.; 547 Maple St.		ξ			Ε		≻ Ξ	ξ 5.
Contact	Tom Wilson		EII			0	בׂ	FR	
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	CEDITION OF DEPLOYED FROM THE CONTRACT OF CEDITION	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY SEMILANNIIALIY	ANNUALLY
Cootion A	SERVICES TO BE RENDERED_FREQUENCY OF SERVICE	Δ	S	2	>	S	2	0 0	5 ⋖
Section A	Common Areas/Offices								
4	Clean room areas with disinfectant cleaner, including								
1	tables, sinks, counter tops								
2	Clean meeting room areas with disinfectant cleaner,								
2	including tables, sinks, counter tops								
	Empty wastabackets, but in now liners furnished by the								
2	Empty wastebaskets, put in new liners furnished by the					,	v		
	City. If present empty bio-hazard containers						X		
	Dust for cobwebs						X		
5	Remove all trash to areas designated by City.						X		

6 Sweep ceramic tile floor Remove cigarette butts from entryway containers and						Х			
7 empty receptacles									
8 Vacuum walk-off mats & runners.						Χ			
Clean both sides of interior glass in office partitions &									
9 doors, including frames, sills and supports						Χ			
Remove fingerprints on doors, frames, light switches,									
10 kick & push plates, handles, railings. etc.						Χ			
Clean & sanitize all drinking fountains, removing ail									
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Damp wipe and polish exterior of the fountains & all of									
12 the hardware									
13 Clean all kick plates						Χ			
14 Spot clean any interior glass						Χ			
15 Clean entry glass, glass doors & door handles						Χ			
16 Disinfect and clean phones/entry phone receiver									
Dust all louvered doors, frames, ledges, grilles & partition									
17 windows						Χ			
Dust all exposed areas of filing cabinets, bookcases,									
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Dust all horizontal surfaces below 70" including sills,									
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24 Clean all walls, doors, and partitions						Χ			
Dust above 70" all horizontal surfaces, including shelves,									
25 moldings, ledges, pipes, ducts, & outlets						Χ			
	D	S	М	W	SM	М	Q	S	Α
26 Vacuum sliding door tracks							-		
27 Complete edge vacuum all of corridor carpeting									
28 Clean the outside, exterior windows						Χ			
Clean the inside glass, frames, sills & supports of all									
29 exterior windows.						Χ			

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- 30 Clean & sanitize all toilets, urinals, sinks & counter
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Section D CARPET FLOORS

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- 51 cleaner, inspect & remove spots & stains.
- 52 Vacuum carpet traffic lanes up to security doors
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Bonnet and hot water extraction for high use areas;
hallways, reception areas, waiting areas. Medium use
areas, conference/meeting rooms, group rooms. Includes

56 baseboard cleaning (alternate cleaning in quarters)

57	Light use	areas:	clinical	offices.	. hot	water	extractio
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- 58 Light use areas; offices, hot water extraction
- 59 Spot clean for liquids or food spillage Shampoo carpet & retreat with stain & anti-static protectants. (Two days prior notice must be given to
- 60 Procurement Officer or designee)

Section E Stairwells

61 Remove all obvious debris	Х
62 Spot mop for spillage	Χ
63 Sweep all stairs and landings	Χ
64 Mop all stairs and landings	Χ
65 Dust all railings and related iron work and ledges	Χ
66 Remove all spider/cobwebs	Χ
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

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74 outside entries approximately 10 foot from building.

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