

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 or 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
\$1,000,000	(b) Aggregate
Property Damage:	
Accident	(a) One \$500,000
\$1,000,000	(b) All Accidents

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 secure 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 than \$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 than \$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 and 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. SALES TAX EXEMPTION. 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. TIME OF COMPLETION. 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 2:00 p.m. 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.

2. The undersigned further proposes to enter into the contract and to furnish the specified bonds and other required documents within ten (10) days after contracts have been delivered to the contractor by the City. The undersigned further agrees to complete the entire work as awarded within the specified time limit.

3. Accompanying this bid is a bid bond in the amount of (5% of Bid Amount) (\$ _____) payable without condition to the City of Lawrence, Kansas, which it is agreed shall be retained as liquidated damages for the delay and extra expense caused the City of Lawrence, Kansas, if the undersigned fails to execute the contract and furnish the bonds required by the contract documents.

In submitting this bid, it is understood that the right to reject any and all bids has been reserved, and that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

Dated this __day of __, ____.

Name of Bidder

Authorized Officer

Title

Contract payment methods accepted by Bidder: **ACH** **Visa** **Check**

STATEMENT OF QUALIFICATIONS

SIMILAR PROJECTS COMPLETED

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's qualifications and shall obtain written permission from the City prior to the actual subletting or assignment of any portion of the contract.

Bidder _____

By _____

Title _____

EXHIBIT A

JANITORIAL WORK SCHEDULE

Location Kansas River WWTP - Administration 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	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
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	X								
4 Dust for cobwebs				X					
5 Remove all trash to areas designated by City.	X								
6 Sweep ceramic tile floor	X								
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				X					
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				X					
13 Clean all kick plates						X			
14 Spot clean any interior glass				X					
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.				X					
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.						X			
Damp wipe front of refrigerator, stove, microwave &									
21 vending machines				X					

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.

X

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

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

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

X

4 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

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.

X

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 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 40 detergent suitable for the intended purpose. Rinse with clean water until clear.

41 Wash & sanitize partitions.

42 Damp clean vent outlets in ceiling or walls.

Section C **RESILIENT & HARD FLOORS**

- 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 X
 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 X

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 Kansas River WWTP - Actiflo Treatment
 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

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

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.

X
 X
 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
- 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 X
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 X

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)

- 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.

X

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 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. X

45 Spot vacuum and or sweep as needed X

46 Sweep/dust mop & wet mop all red tiles X

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 X

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 Kansas River WWTP -Fine Screen Bldg.

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

Address 1400 E. 8th St.

Contact Tom Wilson

WEEKLY

F

LY

MONTHLY

THLY

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MON
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						X
	4 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						
	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						X
	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.						X
	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						X
		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 X
 Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. 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
- 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
 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 X
- 62 Spot mop for spillage X
- 63 Sweep all stairs and landings X
- 64 Mop all stairs and landings X
- 65 Dust all railings and related iron work and ledges X
- 66 Remove all spider/cobwebs X
- 67 Report any light outages X
- 68 Dust tops of all light fixtures X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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

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.

X

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

X

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 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 40 detergent suitable for the intended purpose. Rinse with clean water until clear.

41 Wash & sanitize partitions.

42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

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.	
45 Spot vacuum and or sweep as needed	X
46 Sweep/dust mop & wet mop all red tiles	X
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	X

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 Kansas River WWTP -Sodium Bisulfite 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.
- 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.

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

X
 X
 X

- Clean & sanitize all drinking fountains, removing all
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 X
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. X
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 X
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 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. X
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 X
- 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
- 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

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

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.

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 X

- 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. X

- 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 X

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 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. X

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 X

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
- 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

WEEKLY
 F
 LY
 MONTHLY
 THLY
 TERLY
 ANNUALLY
 IALLY

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MONT	QUAR	SEMI-	ANNU
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									X
	4 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									
	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									X
	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.									X
	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									X
		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 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. X
- 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 X
- 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 Procurement Officer or designee)
 - 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

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.	X
45	Spot vacuum and or sweep as needed	X
46	Sweep/dust mop & wet mop all red tiles	X
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	X

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	X
63	Sweep all stairs and landings	X
64	Mop all stairs and landings	X
65	Dust all railings and related iron work and ledges	X
66	Remove all spider/cobwebs	X
67	Report any light outages	X
68	Dust tops of all light fixtures	X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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

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

- 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.

X
 X
 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
- 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
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 X

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	X	
63 Sweep all stairs and landings	X	
64 Mop all stairs and landings		X
65 Dust all railings and related iron work and ledges	X	
66 Remove all spider/cobwebs	X	
67 Report any light outages	X	
68 Dust tops of all light fixtures		X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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 - South Final 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

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

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.

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 X
- 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. X
- 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 X

- 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 X
- Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. 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
- 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. X

45 Spot vacuum and or sweep as needed X

46 Sweep/dust mop & wet mop all red tiles X

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 X

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	X		
63 Sweep all stairs and landings	X		
64 Mop all stairs and landings			X
65 Dust all railings and related iron work and ledges	X		
66 Remove all spider/cobwebs	X		
67 Report any light outages	X		
68 Dust tops of all light fixtures			X

Section F Elevators

69 Sweep/vacuum/mop all floors
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

WEEKLY
F LY
MONTHLY
THLY
QUARTERLY
ANNUALLY
BIANNUALLY

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MONT	QUAR	SEMI-	ANNU
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									X
	4 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									
	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									X
	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.									X
	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									X
		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 X
 Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. 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
- 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
 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 X

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 X
- 66 Remove all spider/cobwebs X
- 67 Report any light outages X
- 68 Dust tops of all light fixtures X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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

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.	X
45	Spot vacuum and or sweep as needed	X
46	Sweep/dust mop & wet mop all red tiles	X
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	X

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	X
63	Sweep all stairs and landings	X
64	Mop all stairs and landings	X
65	Dust all railings and related iron work and ledges	X
66	Remove all spider/cobwebs	X
67	Report any light outages	X
68	Dust tops of all light fixtures	X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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

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

- 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.

X
X
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
- 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
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 X

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 Kansas River WWTP - Garage 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

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

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.

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 X

- 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. X

- 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 X

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 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. X

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 X

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

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

WEEKLY
F
LY
MONTHLY
THLY
ITERLY
ANNUALLY
IALLY

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MONT	QUAR	SEMI-	ANNU
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									X
	4 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									
	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									X
	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.									X
	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									X
		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 X
Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. 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
- 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
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 X

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 X
- 66 Remove all spider/cobwebs X
- 67 Report any light outages X
- 68 Dust tops of all light fixtures X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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

SERVICES TO BE RENDERED_	FREQUENCY OF SERVICE	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY
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							X
	4 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							
	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							X
	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.								X
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								X
	D	S	M	W	SM	M	Q	
26 Vacuum sliding door tracks								
27 Complete edge vacuum all of corridor carpeting								
28 Clean the outside, exterior windows								X
Clean the inside glass, frames, sills & supports of all								
29 exterior windows.								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
- 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. X
 45 Spot vacuum and or sweep as needed X
 46 Sweep/dust mop & wet mop all red tiles X
 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

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

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

- 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.

X
X
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
- 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
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 X

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	X	
63 Sweep all stairs and landings	X	
64 Mop all stairs and landings		X
65 Dust all railings and related iron work and ledges	X	
66 Remove all spider/cobwebs	X	
67 Report any light outages	X	
68 Dust tops of all light fixtures		X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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 - Influent 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

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

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		X
4 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
- 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 X
- 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. X
- 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 X

- 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 X
- Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. 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
- 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. X

45 Spot vacuum and or sweep as needed X

46 Sweep/dust mop & wet mop all red tiles X

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 X

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	X		
63 Sweep all stairs and landings	X		
64 Mop all stairs and landings			X
65 Dust all railings and related iron work and ledges	X		
66 Remove all spider/cobwebs	X		
67 Report any light outages	X		
68 Dust tops of all light fixtures			X

Section F Elevators

69 Sweep/vacuum/mop all floors
 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

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SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MON	QUAR	SEMI-	ANNU
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	X								
	4 Dust for cobwebs				X					
	5 Remove all trash to areas designated by City.	X								
	6 Sweep ceramic tile floor	X								
	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				X					
	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				X					
	13 Clean all kick plates						X			
	14 Spot clean any interior glass				X					
	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,									
	18 credenzas & shelves in the common areas and the				X					
	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.						X			
	Damp wipe front of refrigerator, stove, microwave &									
	21 vending machines				X					
	22 Dust flag base									
	23 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	
		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 X
Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. X

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter X
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers 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. X
Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. X
Remove spots stains & splashes from wall area adjacent
- 37 to hand basin. X
- 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 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. X
- 41 Wash & sanitize partitions. X
- 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 X
- 46 Sweep/dust mop & wet mop all red tiles X
Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas. X
- 48 Machine buff floors X
- 49 Clean & polish baseboards. X
- 50 Strip and re-wax all hard floors 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 Wakarusa River WWTP Final Sludge Bldg.
 Days and times: M - F 7:00am - 4:00 pm
 Address 2300 E. 41st St.
 Contact Tom Wilson

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

- 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.

X
 X
 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
- 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
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 X

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	X	
63 Sweep all stairs and landings	X	
64 Mop all stairs and landings		X
65 Dust all railings and related iron work and ledges	X	
66 Remove all spider/cobwebs	X	
67 Report any light outages	X	
68 Dust tops of all light fixtures		X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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 Centrifuge Bldg.

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

Address 2300 E. 41st St.

Contact Tom Wilson

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

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 X
- 4 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
- 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 X
- 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. X
- 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 X

- 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 X
- Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. 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
- 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. X

45 Spot vacuum and or sweep as needed X

46 Sweep/dust mop & wet mop all red tiles X

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 X

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	X		
63 Sweep all stairs and landings	X		
64 Mop all stairs and landings			X
65 Dust all railings and related iron work and ledges	X		
66 Remove all spider/cobwebs	X		
67 Report any light outages	X		
68 Dust tops of all light fixtures			X

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 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

WEEKLY
F LY
MONTHLY
THLY
QUARTERLY
ANNUALLY
BIANNUALLY

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MONT	QUAR	SEMI-	ANNU
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									X
	4 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									
	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.									X
	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 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. X
- 45 Spot vacuum and or sweep as needed X
- 46 Sweep/dust mop & wet mop all red tiles X
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 X

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 Procurement Officer or designee)
 - 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

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.

X

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 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. X
 45 Spot vacuum and or sweep as needed X
 46 Sweep/dust mop & wet mop all red tiles X
 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 X

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

- 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 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. X
 - 41 Wash & sanitize partitions. X
 - 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 X
- 46 Sweep/dust mop & wet mop all red tiles X
- Machine scrub and remove scuff & heel marks in
- 47 hallways & common areas. X
- 48 Machine buff floors X
- 49 Clean & polish baseboards. X
- 50 Strip and re-wax all hard floors X

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

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				X		
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.					X	

JANITORIAL WORK SCHEDULE

Location Kaw Water Treatment Plant Lime Residuals Pump Station
 Days and times: M - F 7:00am - 4:00 pm
 Address 720 W, 3rd St.
 Contact Steven Craig

DAILY
SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
MONTHLY
QUARTERLY
SEMI-ANNUALLY
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						X
4 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 | | |
| 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 oil | | |
| 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 | X | |
| 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. | X | |
| 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 | | X |
| | 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 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. X
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 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

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

WEEKLY MONTHLY QUARTERLY ANNUALLY

- 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. X
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

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.

X

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

X

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 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 40 detergent suitable for the intended purpose. Rinse with

clean water until clear.

41 Wash & sanitize partitions.

42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

- 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.
 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 X
 67 Report any light outages
 68 Dust tops of all light fixtures

- 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 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. x
 - 41 Wash & sanitize partitions. x
 - 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. x
- 48 Machine buff floors x
- 49 Clean & polish baseboards. x
- 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. x
- 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 x
 - 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. x

JANITORIAL WORK SCHEDULE

Location House Hold Hazardous Waste
 Days and tim Alternating weeks 7 am -3:30
 Address 2201 Kresge
 Contact Kathy Richardson 785-832-3046

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

- 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 x
 - 4 Dust for cobwebs
 - 5 Remove all trash to areas designated by City. x

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. x

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

WEEKLY
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 ANNUALLY
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SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MON	QUAR	SEMI-	ANNU
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		x							
	4 Dust for cobwebs		x							
	5 Remove all trash to areas designated by City.		x							
	6 Sweep ceramic tile floor		x							
	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				x					
	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		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,									
	18 credenzas & shelves in the common areas and the									
	conference rooms.		x							
	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.				x					
	Damp wipe front of refrigerator, stove, microwave &									
	21 vending machines				x					
	22 Dust flag base									
	23 Vacuum/dean dry erase board									
	24 Clean all walls, doors, and partitions				x					
	Dust above 70" all horizontal surfaces, including shelves,									
	25 moldings, ledges, pipes, ducts, & outlets						x			
		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 x
Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. x

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter x
- 31 Clean & sanitize all diaper changing areas
- 32 Clean and disinfect showers 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. x
Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. x
Remove spots stains & splashes from wall area adjacent
- 37 to hand basin. x

- 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 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. x
- 41 Wash & sanitize partitions.
- 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 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. x
- 50 Strip and re-wax all hard floors x

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 Procurement Officer or designee)
 - 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

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

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. x

JANITORIAL WORK SCHEDULE

Location Solid Waste
 Days and tim M-F After 5:00
 Address 1120 Haskell Ave
 Contact Kathy Richardson

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE

	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
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		x							
4 Dust for cobwebs		x							
5 Remove all trash to areas designated by City.		x							
6 Sweep ceramic tile floor		x							
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				x					
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							

- 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. x

JANITORIAL WORK SCHEDULE

Location Law Lawrence Airport

Days and tim Sundays and Thursday

Address 1930 1930 N Airport Rd.

Contact Lore Loren Stone 785-840-8189

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE

Section A Common Areas/Offices

	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
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		x							
4 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									
7 empty receptacles									
8 Vacuum walk-off mats & runners.		x							

- Remove fingerprints from doors, frames, light switches,
36 kick & push plates, handles, etc. x
- Remove spots stains & splashes from wall area adjacent
37 to hand basin. x
- 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. x
- 41 Wash & sanitize partitions. x
- 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 x
- 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 x
- 49 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
- 51 cleaner, inspect & remove spots & stains. x
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways x
- 54 Vacuum baseboards
- 55 Vacuum oriental rug
- 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) x
- 57 Light use areas; clinical offices, hot water extraction
- 58 Light use areas; offices, hot water extraction
- 59 Spot clean for liquids or food spillage x

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

x

Section E Stairwells

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

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 70 Clean and disinfect all surfaces

- 71 Vacuum all elevator tracks and floor threshold plates

- 72 Damp wipe all elevator tracks and floor threshold plates

- 73 All elevator frames, doors and walls cleaned and polished

Section G GENERAL SERVICES

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.

x

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

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

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	X									
4 Dust for cobwebs						X				
5 Remove all trash to areas designated by City.	X									
6 Sweep ceramic tile floor	X									
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						X				
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						X				
13 Clean all kick plates								X		
14 Spot clean any interior glass						X				
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,										
18 credenzas & shelves in the common areas and the										
conference rooms.						X				
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.								X		
Damp wipe front of refrigerator, stove, microwave &										
21 vending machines						X				
22 Dust flag base										
23 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	
		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								X		
Clean the inside glass, frames, sills & supports of all										
29 exterior windows.								X		

Section B RESTROOMS This includes both public and private

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

X

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

60 Procurement Officer or designee)

X

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

X

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.

X

JANITORIAL WORK SCHEDULE

Location Traffic

Days and times

Address 445 Mississippi

Contact Craig Lutz

WEEKLY

MONTHLY

QUARTERLY

SEMI-ANNUALLY

ANNUALLY

BIENNIAL

- 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

Section B RESTROOMS This includes both public and private

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

- 35 Empty all containers & disposals, insert new liners. x
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. x
- 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. x
- 48 Machine buff floors x
- 49 Clean & polish baseboards. x
- 50 Strip and re-wax all hard floors

Section D CARPET FLOORS

- Vacuum carpeted areas with an industrial type vacuum cleaner, inspect & remove spots & stains. x
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways
- 54 Vacuum baseboards
- 55 Vacuum oriental rug

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

Section E Stairwells

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

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 70 Clean and disinfect all surfaces

- 71 Vacuum all elevator tracks and floor threshold plates

- 72 Damp wipe all elevator tracks and floor threshold plates

- 73 All elevator frames, doors and walls cleaned and polished

Section G GENERAL SERVICES

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. x

JANITORIAL WORK SCHEDULE

Location Fire Med Admin

Days and tim MWF

Address 1911 Stewart Ave.

Contact Tom Fagan

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

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 x

4 Dust for cobwebs x

5 Remove all trash to areas designated by City. x

6 Sweep ceramic tile floor x

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 x

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 x

15 Clean entry glass, glass doors & door handles x

16 Disinfect and clean phones/entry phone receiver x

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

Section F Elevators

69 Sweep/vacuum/mop all floors	x
70 Clean and disinfect all surfaces	x
71 Vacuum all elevator tracks and floor threshold plates	x
72 Damp wipe all elevator tracks and floor threshold plates	x
73 All elevator frames, doors and walls cleaned and polished	x

Section G GENERAL SERVICES

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.	x
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JANITORIAL WORK SCHEDULE

Location Planning Development Area 1
 Days and tim Monday-Friday After 5:00 pm Court & RR 8-5
 Address 1 River Front Plaza Suite 301 &302
 Contact Amy Miller

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE

Section A Common Areas/Offices

	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
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	x								
4 Dust for cobwebs						x			
5 Remove all trash to areas designated by City.	x								
6 Sweep ceramic tile floor	x								
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							x		
Remove fingerprints on doors, frames, light switches,									
10 kick & push plates, handles, railings. etc.							x		

- 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. x
 - 41 Wash & sanitize partitions. x
 - 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.
- 48 Machine buff floors x
- 49 Clean & polish baseboards. x
- 50 Strip and re-wax all hard floors x

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. x
- 52 Vacuum carpet traffic lanes up to security doors
- 53 Vacuum hallways x
- 54 Vacuum baseboards x
- 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) x

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

Section E Stairwells

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

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 70 Clean and disinfect all surfaces

- 71 Vacuum all elevator tracks and floor threshold plates

- 72 Damp wipe all elevator tracks and floor threshold plates

- 73 All elevator frames, doors and walls cleaned and polished

Section G GENERAL SERVICES

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. x

JANITORIAL WORK SCHEDULE

Location Planning Development Service Area 2
 Days and tim PDS after 5 Court and Public RR 8-5
 Address 1 River Front Plaza Suite 301 & 302
 Contact Amy Miller

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE

Section A Common Areas/Offices

	DAILY	SEMI-WEEKLY	M-W-F	WEEKLY	SEMI-MONTHLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
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		x							
4 Dust for cobwebs						x			
5 Remove all trash to areas designated by City.		x							
6 Sweep ceramic tile floor		x							

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.

x

52 Vacuum carpet traffic lanes up to security doors

53 Vacuum hallways

x

54 Vacuum baseboards

x

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

Section E Stairwells

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

Section F Elevators

- 69 Sweep/vacuum/mop all floors
- 70 Clean and disinfect all surfaces
- 71 Vacuum all elevator tracks and floor threshold plates
- 72 Damp wipe all elevator tracks and floor threshold plates
- 73 All elevator frames, doors and walls cleaned and polished

Section G GENERAL SERVICES

- 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 time 8-5
 Address 1 River Front Plaza Suite 301 &302
 Contact Amy Miller

WEEKLY
 F
 LY
 MONTHLY
 THLY
 TERLY
 ANNUALLY
 IALLY

4	Dust for cobwebs		
5	Remove all trash to areas designated by City.	x	
6	Sweep ceramic tile floor	x	
	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		x
	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		x
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		
	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
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	x
31	Clean & sanitize all diaper changing areas	

- 32 Clean and disinfect showers
- 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. x
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. x

- 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. x
- 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 Procurement Officer or designee)
- 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. x

JANITORIAL WORK SCHEDULE

Location Community Health

Days and times

Address 200 Maine

Contact Dale Seele 785-840-8501

WEEKLY
 F LY
 MONTHLY
 THLY
 QUATERLY
 ANNUALLY
 QUARTERLY

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MON	QUAR	SEMI-	ANNU
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	x								
	4 Dust for cobwebs									
	5 Remove all trash to areas designated by City.				x					
	6 Sweep ceramic tile floor	x								
	Remove cigarette butts from entryway containers and									
	7 empty receptacles	x								
	8 Vacuum walk-off mats & runners.	x								
	Clean both sides of interior glass in office partitions &									
	9 doors, including frames, sills and supports						x			
	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	x								
	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,									
	18 credenzas & shelves in the common areas and the									
	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.						x			
	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 x
- 28 Clean the outside, exterior windows x
 - Clean the inside glass, frames, sills & supports of all
- 29 exterior windows. x

Section B RESTROOMS This includes both public and private

- 30 Clean & sanitize all toilets, urinals, sinks & counter x
- 31 Clean & sanitize all diaper changing areas x
- 32 Clean and disinfect showers 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. x
 - Remove fingerprints from doors, frames, light switches,
- 36 kick & push plates, handles, etc. x
 - Remove spots stains & splashes from wall area adjacent
- 37 to hand basin. x
- 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 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. x
- 41 Wash & sanitize partitions. x
- 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 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 x

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 Procurement Officer or designee)
- 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 | | | | | | 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. x

JANITORIAL WORK SCHEDULE

Location Community Health Building

Days and times

Address 200 Maine

Contact Dale Seele 785-840-8501

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

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 x

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. x

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

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 work.
- 34
- 35 Empty all containers & disposals, insert new liners.
- Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.
- 36 Remove spots stains & splashes from wall area adjacent to hand basin.
- 37
- 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.
- 40
- 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.								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.								
48	Machine buff floors								x
49	Clean & polish baseboards.								x
50	Strip and re-wax all hard floors								x

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 Community Health

Days and times

Address 200 Maine

Contact Dale Seele 785-840-8501

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

- 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 x
- 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. x
- 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
- 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.

D S M W SM M Q S A

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. 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.
- 48 Machine buff floors x
- 49 Clean & polish baseboards. x
- 50 Strip and re-wax all hard floors x

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. x
- 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) x

- 57 Light use areas; clinical offices, hot water extraction
- 58 Light use areas; offices, hot water extraction
- 59 Spot clean for liquids or food spillage
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 office

Days and times

Address 200 Maine

Contact Dale Seele 785-842-8501

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

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 x
- 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 x

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

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

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 X

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. X

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 X

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 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. X

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

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

EKLY

MONTHLY

WEEKLY

QUARTERLY

ANNUALLY

OTHER

- 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. X
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

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

D S M W SM M Q S

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
- 34 Clean & polish all glass, mirrors, chrome fittings & bright work.
- 35 Empty all containers & disposals, insert new liners.
- 36 Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.
- 37 Remove spots stains & splashes from wall area adjacent to hand basin.
- 38 Check and refill as needed all dispensers to normal limits: soap, tissue, paper towels, feminine products & aerosol.
- 39 Pour 1 gallon of water down all restroom drains
- 40 Scrub and disinfect all floors with a wet mop using a detergent suitable for the intended purpose. Rinse with clean water until clear.
- 41 Wash & sanitize partitions.
- 42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

- 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.
 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 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

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

- 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.

X
X
X

- 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 X
- 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. X
- 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 X

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 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. X
- 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 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

Location Clinton Water Treatment Plant Sludge Handling Bldg #1
 Days and times: M - F 7:00am - 4:00 pm
 Address 2101 Wakarusa Dr.
 Contact Steven Craig

DAILY
SEMI-WEEKLY
M-W-F
WEEKLY
SEMI-MONTHLY
MONTHLY
QUARTERLY
SEMI-ANNUALLY
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 X
- 4 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 | | |
| 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 oil | | |
| 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 | X | |
| 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. | X | |
| 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 | | X |
| | 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 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. X
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	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

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

WEEKLY
F
LY
MONTHLY
THLY
QUARTERLY
ANNUALLY

SERVICES TO BE RENDERED_ FREQUENCY OF SERVICE		DAILY	SEMI-	M-W-	WEEK	SEMI-	MONT	QUAR	SEMI-
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								X
	4 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								
	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								X
	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.								X
	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								X
		D	S	M	W	SM	M	Q	S

- 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

X

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

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.

X

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

X

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 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 40 detergent suitable for the intended purpose. Rinse with clean water until clear.

41 Wash & sanitize partitions.

42 Damp clean vent outlets in ceiling or walls.

Section C RESILIENT & HARD FLOORS

- 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.
 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 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

1, 2, 3, 4, 5A & 5B, 6, 8, 9, 10, 16, 19, 25, 32, 42, 43, 44,

Location 45, 46, 48, 49

Days and times

Address

Contact

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

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.

X
 X
 X
 X

 X

 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
- 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. 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 X
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 X

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)

6 Sweep ceramic tile floor	X
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	X
Remove fingerprints on doors, frames, light switches,	
10 kick & push plates, handles, railings. etc.	X
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	X
14 Spot clean any interior glass	X
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.	X
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.	X
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	X
Dust above 70" all horizontal surfaces, including shelves,	
25 moldings, ledges, pipes, ducts, & outlets	X
	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	X
Clean the inside glass, frames, sills & supports of all	
29 exterior windows.	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
- 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. 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 X

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 X

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

X

63 Sweep all stairs and landings

X

64 Mop all stairs and landings

X

65 Dust all railings and related iron work and ledges

X

66 Remove all spider/cobwebs

X

67 Report any light outages

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.

X