

## ATTACHMENT C – CLEANING TASKS AND FREQUENCY

Unless otherwise stated in building DETAILED CLEANING, all tasks in this section to be performed according to specification and included in monthly cleaning rate.

### **DAILY TASKS:**

#### **All Facilities (as applicable)**

AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
ADA Ramps and Handrails	Clean	Daily	Pick up debris in and around entry and exit areas. Remove trash, cigarette butts, gum, tar, and debris and clean handrails.
Appliances	Clean	Daily	Clean exteriors of refrigerators, coffee makers, vending machines, dispensers, and clean microwave interiors.
Ashtrays/Cans	Clean	Daily	Clean all exterior ashtrays, sift out cigarette butts from sand containers, refill sand, and remove debris around area.
Balconies	Sweep	Weekly	Thoroughly clean to remove all debris
	Clean	Weekly	Thoroughly clean all handrails to remove debris and foreign substances
	Hose	Monthly or as requested / scheduled by Department Contact	Thoroughly clean balcony floors using wet/dry shop vacuum taking care to avoid windows and doors. Wipe clean all handrails as needed after cleaning
Brass, Chrome, Stainless Steel (interior & exterior)	Polish	Daily	Make sure of no build up anywhere on bright work. Remove fingerprints and smudges/stains.
Cabinet Doors and Drawers	Clean	Daily	Remove all dirt, grease, stains, and fingerprints.
Carpet	Vacuum	Daily	Includes carpeted walk-off mats in high traffic areas
	Spot Clean	Daily	Remove stains, deposits, gum, and spills.
Cubicle Panels	Clean	Monthly	Thoroughly clean cubicle panels and cloth covered surface to remove all dirt, grime, handprints, and debris.

Custodial Closet/ Storage	Organize/ Clean	Daily	Clean sink, dust/wet mop floor, and restock supplies and equipment.
AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
Dining Rooms and Break Rooms	Vacuum, Clean  Clean  Clean	Daily  Weekly  Monthly	All carpet. Wipe clean all tables and chairs. Wipe kitchen cabinets.  Interior windows and ledges.  All dirty/dusty ceiling tiles and air vents.
Doors/Door Frames/Glass Doors, and Side Panels	Clean	Daily	Spot clean all interior/exterior door/glass surfaces.
Drinking Fountains	Clean/ Disinfect/ Polish	Daily	Remove all water residues, calcium buildup, from mouthpiece and sides, spot clean adjacent walls and floor due to wall splash.
Elevators:			
Tracks/Metal Threshold Plates	Clean	Daily	Remove dirt and debris from tracks and plates.
Walls	Clean/Polish	Daily	Wipe down wall surfaces, using non-petroleum products polish all metal surfaces.
Floor	Sweep/Mop	Daily	Clean thoroughly, remove all debris.
Carpet	Vacuum	Daily	Clean thoroughly, remove all debris.
Graffiti	Remove	As Needed	Remove paint, ink, and other forms of graffiti using care not to damage the surface.
Hard Surface Floors	Sweep/ Dust Mop Damp Mop	Daily  Daily	Sweep/dust mop floors, stairs, and landings.  Damp mop with neutral cleaner to remove all foreign substances such as gum or tar.
Light Switches	Clean	Daily	Remove fingerprints from switches and adjacent walls.
Recycle	Dispose	Daily	Empty all recycle containers located in common areas throughout the facility (conference rooms, kitchens, hallways, and atriums). These containers are to be emptied into designated 300 gallon or larger bins.

Sinks	Clean Polish Sanitize	Daily	Using germicidal detergent to remove solids and hard water residue.
AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
Sidewalks Stairs / Landings Ramps Loading Docks Patios, and Exterior Entryways	Clean	Daily	Pick up debris in and around areas of entry and stairways. Monitor building exterior to remove trash, cigarette butts, gum, tar, and debris
	Hose	Weekly	Thoroughly hose area, removing trash and debris.
	Power Wash	As requested by Department Contact	Power wash taking care to avoid splashing debris on exterior walls and doors
Tables/Chairs Counters	Clean	Daily	Clean table and counter tops Wipe chair arms and seats.
Trash	Dispose	Daily	Empty all trash receptacles (clean interior/exterior), replaces liners. Return trash receptacles to designated areas.
Walls	Spot Clean	Daily	Clean and remove fingerprints, dust, soil, gum, etc. Utilize clean water or solutions required by manufacturers standards.

### **WEEKLY TASKS**

AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
Baseboards	Clean	Weekly	Thoroughly clean all baseboard surfaces following wet mopping and/or machine scrubbing.
Ceramic/Porcelain Tile and Unfinished Concrete	Machine Scrub	Weekly	A uniformly clean appearance will be seen in grout as well as on tile/concrete. <b>This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price.</b>
Chairs/Couches	Spot Clean	Weekly	Thoroughly vacuum to remove all debris.
Chairs/Tables/ Legs/ Arms	Clean	Weekly	Thoroughly clean all surfaces.
Corners	Vacuum/Sweep	Weekly	Dust/mop/vacuum to remove dust, dirt, and cobwebs.

Fixtures/Light Covers	Dust	Weekly	Remove all surface dirt and dust.
AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
Hard Surface Floors	Spray Buff	Weekly	As required by manufacturers standards a non-slip floor finish will be used to retain a uniform bright appearance, attention will be paid to edges, corners, and behind doors. <b>This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price.</b>
Locker Rooms	Dust Clean	Weekly	Dust tops and underneath, remove all cobwebs, dust, and dirt. Dust doors to remove dirt.
Rubber and Hard Floor Mats	Clean	Weekly	Remove gum and spots, wash with neutral cleaner, rinse, and let dry before returning mats to original location.
Walls/Ceiling Fixtures/Corners	Dust	Weekly	Remove all cobwebs and dust.
Window Frames and Sills	Clean	Weekly	Remove dust, dirt, and cobwebs from surface including corners.

### **MONTHLY TASKS**

AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
Ceiling light lens covers	Dust/clean	Monthly	Lens covers to be dusted and cleaned using a neutral cleaner.
Walls/ Air Vents/ Ceiling Fans	Clean	Monthly	Thoroughly clean to remove all dust, debris, marks, and surface dirt.
Window Blinds	Dust & Spot Clean	Monthly	Remove all dust and cobwebs. Remove moderate to heavy soil, grime, and fingerprints.

### **QUARTERLY TASK**

Carpets-High Traffic Areas	Cleaning/ Extraction	Quarterly	Provide carpet cleaning including extraction, shampooing, bonneting or other acceptable cleaning
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			<p>methods to a uniformly clean appearance.</p> <p><b>This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price.</b></p>
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### **RESTROOM TASKS (for all sites)**

AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
Overview	Clean	Twice (2x) Daily	Check restrooms for overall cleanliness.
Bright Work Stainless Steel, Chrome, Brass	Polish	Daily	Mirror frames, basin shelves/counters, bright work, soap dispensers, water fountains, piping and push plates on doors, handrails. Make sure of no build up anywhere on bright work.
Dispensers	Clean/Polish	Twice (2x) Daily	Refill with supplies, remove soap residue at spout, remove toilet paper wrapper, Contractor will not leave extra toilet paper or paper towels in restrooms.
Floor Drains	Pour in water	Daily	Pour in a solution of water and liquid enzyme bacterial digesting product.
Floors	Sweep/Mop	Daily	Using germicidal cleaner and clean water, include baseboards, using separate for restroom floors, mops are to be marked or color coded to indicate "Restroom Use Only", change water after cleaning each set of restrooms.
	Machine Scrub	Weekly	
Light Switches/Doors/ Painted Walls	Clean	Daily	Remove all fingerprints and stains from surfaces.
Ceramic Walls	Clean	Daily	Thoroughly clean ceramic wall tiles to remove streaks, smudges, and graffiti. Maximum care will be taken to prevent staining to wall tile and grout.

Partitions	Clean	Daily	Wash walls, doors, hinges, and seams on both sides, remove all debris.
Restroom Fixtures	Clean	Daily	Using germicidal cleaner, clean all surfaces of basins and fixtures, bowls, toilet seats and urinals, wipe excess liquid from adjacent walls, fixtures and partitions, spray liquid enzymes around toilet and urinal bases.
Showers	Clean	Daily	Clean and disinfect all surfaces with germicidal cleaner to be free of soap and water residue build up.
Trash Cans	Empty/Clean	Daily	Empty, spot clean, replace liners, and return to designated area.

#### **ADDITIONAL SERVICES: PER OCCURRENCE TASKS**

AREA/SERVICE	TASK	FREQUENCY	DETAIL/DESCRIPTION
Carpet & Upholstery Cleaning	Clean	When Requested and Scheduled by the Department Contact	Includes all upholstery, carpet maintenance and cleaning. All carpet is required to be cleaned an estimated one (1) time per year. The City reserves the right to decrease or increase this estimate.
Hard Surface Floors	Strip and Wax	When Requested and Scheduled by the Department Contact	It is estimated that this task will be required on all hard surface floors one (1) time per year. The City reserves the right to increase or decrease this estimate.
Marble & Terrazzo Walls and Floors	Strip and Seal	When Requested and Scheduled by the Department Contact	Maintain consistent with industry standards and as approved by the Department Contact. Stripped and sealed with minimum two (2) coats of sealer.
Pressure Wash	Clean	When Requested and Scheduled by the Department Contact	Remove all dirt, grime, and embedded foreign objects from walkways, entrances, sidewalks, and passageways.
Sealed Concrete Floors	Strip and Seal	When Requested and Scheduled by the Department Contact	Concrete floors shall be stripped and sealed with five (5) coats of concrete sealer.
Upholstered Furniture	Vacuum Clean	When Requested and Scheduled by	Clean upholstered furniture and partitions with extractor upholstery attachments or portable upholstery

		the Department Contact	cleaner. Furniture and upholstery must be thoroughly vacuumed prior to cleaning and spot treat if necessary. Care will be taken not to harm fibers. <b>This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price.</b>
VCT Floors	Strip and Wax	When Requested and Scheduled by the Department Contact	Strip floors and refinish with two (2) coats sealer and three (3) coats of floor wax/polish, in accordance with manufacturers specifications. All old wax build-up especially in corners and along baseboards must be removed.
Window Cleaning	Clean	When Requested and Scheduled by the Department Contact	Thoroughly clean all single level (first floor) interior/exterior windows, removing nests, cobwebs, and debris. Windows shall have an overall clean appearance. Ledges and surrounding areas to be wiped clean.
Floors	Clean	Weekly	All weekly machine scrubbing of ceramic tile will be done in addition to daily required custodial services and the price will be included in the regular monthly contracted cleaning price.
Floors	Clean	Weekly	All weekly spray buffing of sealed hard surface floors will be done in addition to daily required custodial services and the price will be included in the regular monthly cleaning bid price.
Floors	Clean	Weekly	All weekly machine scrubbing of ceramic tile floors will be done in addition to daily required custodial services and the price will be included in the regular monthly cleaning bid price.
Floors	Clean	Weekly	All monthly machine scrubbing of concrete floors in the Fleet Services shop will be done in addition to daily required custodial services and will be included in the regular monthly cleaning bid price.