

Attachment C – Cleaning Specifications

| DAILY TASKS | | | |
|---------------------------------------------------------|--------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, debris, and clean handrails. |
| Appliances | Clean | Daily | Clean exteriors of refrigerators, coffee makers, vending machines, dispensers, 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. |
| Baby Changing Station | Clean | Daily | Clean and Disinfect baby changing station. |
| Fitness equipment | Clean | Daily | Disinfect all fitness equipment surface areas. |
| Wood Gym Floors | Clean | Daily | Sweep floors with a dust mop and remove all spots and stains. |
| 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/ Spot Clean | Daily-Prior to opening/ Daily | Includes carpeted walk-off mats in high traffic areas. Remove stains, deposits, gum & spills. |
| Custodial Closet/ Storage | Organize/ Clean | Daily | Clean sink, dust/wet mop floor, and restock supplies and equipment. Personal effects label/food store in name labeled container and place away from chemical area. |

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| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Dining Rooms and Break Rooms | Vacuum/Clean | Daily | Vacuum all carpet and clean floors. Wipe clean all tables and chairs. |
| Doors/Door Frames/Glass Doors, and Side Panels | Clean | Daily | Spot clean all interior/exterior door/glass surfaces, up to 8 feet |
| Drinking Fountains | Clean/ Disinfect/ Polish | Daily - Twice (2x) | 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, debris from tracks and plates. |
| Walls | Clean/Polish | Daily | Wipe down wall surfaces, using non- petroleum products polish all metal surfaces. |
| Floor | Sweep/Mop/ Vacuum | Daily | Clean thoroughly, remove all debris. |
| Carpet | Spot Clean | 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 and Rubber Floors | Sweep/ Dust Mop/ Damp Mop | Daily - Prior to Opening | Sweep/dust mop floors, stairs and landings. |
| | | Daily | Damp mop with neutral cleaner to remove all foreign substances such as gum or tar. |

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| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Light Switches | Clean | Daily | Remove fingerprints from switches and adjacent walls. |
| Recycle | Dispose | Daily | Empty all recycle containers located in common areas and unlocked offices throughout the facility (conference rooms, kitchens, hallways and atriums). These containers are to be emptied into designated 300 gallon or larger bins. |
| Security Gates | Clean | Daily | Dust with microfiber cloth only. If gates have acrylic panels, power must be off before cleaning. |
| Sinks | Clean Polish Sanitize | Daily | Using germicidal detergent to remove solids and hard water residue. |
| Sidewalks/ Stairs / Landings Ramps / Loading Docks / Patios / Courtyards / Breezeways / Exterior Entryways | Clean | Daily | Sweep and Pick up debris in and around areas of entry and stairways. Monitor building exterior to remove trash, cigarette butts, gum, tar and debris |
| Tables / Chairs / Counters | Clean | Daily | Clean tables and counter tops. Wipe chair arms and seats. |
| Trash (Interior and Exterior) | Dispose | Daily – Twice (2x) | Empty all trash receptacles (clean interior/exterior), replaces liners. Return trash receptacles to designates areas. |
| Trash – City Employees Workstation | Dispose | Daily | Empty all individual workstation trash and replace with new plastic liners. |
| Walls | Spot Clean | Daily | Clean and remove fingerprints, dust, soil, gum, etc., utilize clean water or solutions required by manufacture’s standards. |

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| WEEKLY TASKS | | | |
|---------------------------------------------------|----------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Balconies | Sweep | Weekly | Thoroughly clean to remove all debris. |
| | Clean | | Thoroughly clean all handrails to remove debris and foreign substances. |
| 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. This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price. |
| Chairs/Couches | Spot Clean/Vacuum | Weekly | Thoroughly vacuum to remove all debris and spot treat with appropriate product. |
| Chairs/Table including Legs/Arms | Clean | Weekly | Thoroughly clean all surfaces. |
| Corners | Vacuum/Sweep | Weekly | Dust/mop/vacuum to remove dust, dirt and cobwebs. |
| Dining Rooms and Break Rooms | Clean | Weekly | Interior windows and ledges. |
| Fixtures/Light Covers | Dust | Weekly | Remove all surface dirt, dust, cobwebs, and fingerprints. |
| Graffiti | Remove | As Needed | Clean and remove fingerprints, dust, soil, gum, etc., utilize clean water or solutions required by manufacture's standards. |

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| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Chairs/Tables including Legs/Arms | Clean | Weekly | Thoroughly clean all surfaces. |
| Corners | Vacuum/Sweep | Weekly | Dust /mop/vacuum to remove dust, dirt and cobwebs. |
| Dining Rooms and Break Rooms | Clean | Weekly | Interior windows and ledges. |
| Fixtures/Light Covers | Dust | Weekly | Remove all surface dirt, dust, cobwebs, and fingerprints. |
| Graffiti | Remove | As Needed | Remove paint, ink and other forms of graffiti using care not to damage the surface. |
| Wood Gym Floors | Clean | Weekly | Use floor Machine with clear water |
| Hard Surface Floors/ VCT | Spray Buff | Weekly | As required by manufacture's 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. This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price. |
| 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 |
| Shelves and Shelving Bins | Clean | Weekly | Remove all trash and use a damp cloth to remove dust and fingerprints around all materials including books, magazines, and AV. Wipe clean all empty shelves. No dusters of any kind are to be used. |

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| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Sidewalks / Stairs / Landings / Ramps / Loading Docks / Patios/ courtyards / breezeways / Exterior Entryways | Hose | Weekly | Thoroughly hose area, removing trash and debris. |
| Tables in Meeting Rooms | Clean | Weekly | Clean top and bottom of surface with disinfectant cleaner. |
| Trash Receptacle Area, Exterior/Gated | Remove | Weekly | Remove loose debris and trash. |
| Walls/Ceiling Fixtures/Corners | Clean | Weekly | Remove all cobwebs, dust and fingerprints. |
| Windows Frames and Sills | Clean | Weekly | Remove dust, dirt and cobwebs from surface including corners. |

| MONTHLY TASKS | | | |
|--------------------------------------------|-----------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Balconies | Hose | Monthly | Thoroughly clean using wet/dry shop vacuum balcony floors taking care to avoid windows and doors. Wipe clean all handrails as needed after cleaning. |
| Carpets, Rugs, and Mats-High Traffic Areas | Cleaning / Extraction | Monthly | Provide carpet cleaning including extraction, shampooing, bonneting or other acceptable cleaning methods to a uniformly clean appearance. Vacuum prior to cleaning. This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price. |
| Ceiling light lens covers | Dust/clean | Monthly | Lens covers to be dusted and cleaned using a neutral cleaner. |
| Cubicle Panels | Clean | Monthly | Thoroughly clean cubicle panels and cloth covered surface to remove all dirt, grime, handprints and debris. |
| Dining Rooms and Break Rooms | Clean | Monthly | All dirty/dusty ceiling tiles and air vents. |
| Graffiti | Remove | As Needed | Remove paint, ink and other forms of graffiti using care not to damage the |

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| | | | surface. |
| 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 and grime and fingerprints. |
| Power Wash | Sidewalks around entire building, Stairs/Landings, Ramps, Loading Docs, Patios, Exterior Entryways | Monthly | Power wash taking care to avoid splashing debris on exterior walls and doors. |

| QUARTERLY TASKS | | | |
|----------------------------------------------|------|-----------|---------------------------------------------------------------------------------------------|
| AREA / SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Plastic Furniture (Interior and Exterior) | Hose | Quarterly | Remove spots and wash using soap and water. Must dry before returning to original location. |

| RESTROOMS | | | |
|--------------------------------------------------|---------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Overview | Clean | Daily – Twice (2X) 1 time prior to opening | 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 | Daily – Twice (2x) | 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 mop for restroom floors, mops are to be marked or color coded to indicate "Restroom Use |

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| | | | Only', change water, and dispose in janitorial areas after cleaning each set of restrooms. |
| | Machine Scrub | Weekly | As designated per facility |
| Light Switches / Doors / Painted Walls Ceramic Walls | Clean | Daily | Remove all fingerprints, 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 side, remove all debris |
| Restroom Fixtures | Clean | Daily | Using germicidal cleaner clean all surface 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 and replace urinal cartridges with the exception of waterless urinal, as needed. Contractor to provide urinal cartridges. |
| 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 – Twice (2X) | Empty, spot clean, replace liners, and return to designated area. |

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| ANNUAL TASKS | | | |
|------------------------------|---------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| Hard Floors / VCT | Strip and Wax | Annually | Hard floors will be stripped and wax on an annual basis. The City reserves the right to decrease or increase this estimate. |
| Carpet & Upholstery Cleaning | Clean | As Requested and Scheduled by Department Contact | Includes all upholstery, carpet maintenance and cleaning. All carpet is required to be cleaned a minimum of one (1) time per year. The City reserves the right to decrease or increase this estimate. |

| ANCILLARY SERVICES: PER OCCURRENCE | | | |
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| AREA/SERVICE | TASK | FREQUENCY | DETAIL/DESCRIPTION |
| <p>Upon request, the Department Contact may ask that any of these Per Occurrence tasks be performed multiple times throughout the contract year. Per Occurrence requests shall be at a cost to the city per square foot or per the additional services labor hour rate submitted in Section V, Submittal, Ancillary Services.</p> | | | |
| Hard Surface Floors/ VCT Floors | Strip and Wax | As Requested and Scheduled by Department Contact, and in addition to the annual cleaning per location. | The City reserves the right to increase or decrease this estimate (at additional or reduced cost). |
| Power Wash | Clean | Monthly and as Scheduled by Department Contact, and in addition to the required monthly power wash at each location. | Remove all dirt, grime and embedded foreign objects from walkways, entrances, sidewalks (around entire building), the loading dock, glass and stainless walls at the entrances and passageways. |

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| Sealed Concrete Floors | Strip and Seal | As Requested and Scheduled by Department Contact | Concrete floors shall be stripped and sealed with five (5) coats of concrete sealer. Contractor is responsible for any waste generated and for the removal of chemicals. |
| Stained Concrete Floors | Clean per Manufacturer Instruction | As Requested and Scheduled by Department Contact | Steam and Seal per manufacturer's instruction. |
| Upholstered Furniture / Partitions | Vacuum and Clean | As Requested and Scheduled by Department Contact | Clean upholstered furniture and partitions with extractor upholstery attachments or portable upholstery cleaner. Furniture and upholstery must be thoroughly vacuumed prior to cleaning and spot treat if necessary. Care will be taken not to harm fibers. This is in addition to the daily custodial duties and hours and shall be included in the monthly cleaning price. |