

## Custodial Specifications Sheet

Item	PERFORMANCE REQUIREMENTS	STANDARD/FREQUENCY
	<b>Contractor service teams are required to abide by the badging requirements in the RFP. Provide a list of contract staff and when service is scheduled by date and approximate time to perform the work for the required element. Provide a schedule and staff list at start of contract and updated quarterly (Oct, Dec, April, July) or as contractor staff changes.</b>	
<b>1.</b>	<b>Offices Common Areas/Reception Spaces/Kitchens/Break-Rooms:</b>	
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners and spot clean	Daily or as needed to clear locations of debris and sanitize
	Spot clean walls, doors and door frames, blinds and interior windows	Daily or as needed to clear locations of debris and marks
	Vacuum carpeted areas	Daily or as needed to clear locations of debris
	Spot clean minor carpet stains	Daily or as needed to clear locations of stains
	Dust floor and mop floor with disinfectant	Daily or as needed to clear locations of stains and debris
	Police and spot clean outdoor furniture and trash cans	Daily or as needed to clear locations of stains and debris
	Sanitize and polish drinking fountains and sinks	Daily or as needed to keep required locations clear of debris and sanitized
	Clean lunchroom countertops, tabletops, sinks, inside cabinets, cabinet fronts and hardware.	Daily or as needed to clear locations of debris and sanitize
<b>2.</b>	<b>Elevator/Stairway/Stockroom Maintenance:</b>	
	Dust floor, and damp mop floor with approved cleaner	Service weekly or as needed to clear locations of debris and marks
	Spot clean walls, doors and door frames	Service weekly or as needed to clear locations of debris and marks
	Clean railings	Service weekly or as needed to clear locations of debris and marks
<b>3.</b>	<b>Maintenance Shop Areas, Wash and Fuel Buildings:</b>	
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners and spot clean	Daily or as needed to clear locations of stains and debris
	Spot clean marks and debris from walls, light switches, doors, door frames and interior windows	Daily or as needed to clear locations of debris and marks
	Clean and debris counters, equipment, fixtures, wash basins and soap dispensers	Daily or as needed to clear locations of debris and marks
	Remove oils, gum, tar and other foreign substances from all floors	Daily or as needed to clear locations of debris and marks
	Auto scrub shop floors	Daily or as needed to clear locations clear of debris and polish and seal to protect the surface
<b>4.</b>	<b>Restroom Cleaning:</b>	
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners and spot clean	Daily or as needed to keep required locations clear of debris and sanitized
	Clean and disinfect all toilet bowls, toilet seats and urinals. Install/Maintain urinal screens for larger debris	Daily or as needed to keep required locations clear of debris and sanitized
	Clean and disinfect counters, wash basins and walls	Daily or as needed to keep required locations clear of debris and sanitized
	Clean and polish mirrors and dispensers and polish chrome fixtures and soap and towel dispensers	Daily or as needed to keep required locations clear of debris and sanitized
	Remove gum, hair and other foreign substances from floor surfaces mop and disinfect floors	Daily or as needed to keep required locations clear of debris and sanitized
	Fill all toilet paper, paper towel, seat covers and soap dispensers	Maintain products level for proper sanitation
	Clean shower stalls with a disinfectant cleaner, remove calcium build up with City approved products that does not allow damage to fixtures	Daily or as needed to keep required locations clear of debris and sanitized
<b>5.</b>	<b>Warehouse:</b>	
	Sweep warehouse floor, pick up trash, empty all waste and recycling receptacles, clean restroom and office.	Quarterly

Item	AREA WIDE/DEEP CLEANING PERFORMANCE REQUIREMENTS 1.	WEEKLY STANDARD SQ. FEET OR # OF ITEMS
	<b>Parking lots -Bus and Employee Parking</b> Police and treat with absorbent the parking spaces for oils and fluids. Remove all debris.	<b>Twice daily and as needed</b> Once in the morning and Once in the evening. Treat as observed. Remove and properly dispose of debris and hazards
2.	<b>Parking lots and Driveways</b> Clean fluid stains with pressure washer, recover and dispose through environmentally approved method. Remove all debris.	<b>Every 2 weeks and as needed to remove stains</b>
1.	<b>Floor Care-Carpets</b> Steam clean with commercial cleaning equipment.	<b>Semi Annually- 6 Months Apart and as needed</b> Training-Admin Bldg. Operations/Maint.-Bldg.
2.	<b>Floor Care-Vinyl</b> Strip, seal and wax all vinyl tiled floors using City environmentally approved method.	<b>Semi Annually- 6 Months Apart and as needed</b> Training-Admin Bldg. Operations/Maint.-Bldg.
3.	<b>Buildings, Walls and Structures-</b> Removal of dust, debris and foreign matter inside and outside. Care to be taken not to damage wall coverings or impact electrical or mechanical devices.	<b>Semi annually- 6 months apart and as needed</b> Training-Admin Bldg. Operations/Maint.-Bldg. & All Bays Fuel, W ash, Tire, W arehouse Bldgs. and Shade Canopies
4.	<b>Windows-</b> Clean windows, blinds and seals inside and out. Care must be taken as not to damage blinds	<b>Semi annually- 6 months apart and as needed</b> Training-Admin Bldg. Operations/Maint.-Bldg.