



Resolution No. 2003-036

A RESOLUTION AWARDING BID FOR CITY BUILDINGS' JANITORIAL SERVICES FOR FISCAL YEAR 2003-2004

WHEREAS, the current Janitorial Services contract expires June 30, 2003; and

WHEREAS, the City of Sherwood advertised for bids for such services; and

WHEREAS, ABM Janitorial Services submitted the low bid for the project in the amount of \$2,477.31 per month which consists of all labor, materials, and equipment necessary to complete the work.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

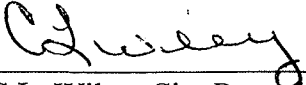
Section 1. The contract is awarded to ABM Janitorial Services of McMinnville, Oregon for the amount of \$2,477.31 per month .

Section 2. The City Manager is hereby authorized to execute a contract with ABM Janitorial Services of McMinnville in an amount of \$2,477.31 per month for custodial services to all City buildings listed in Attachments A through E of Bid documents.

Duly passed by the City Council this 13th day of May 2003.


Mark O. Cottle, Mayor

ATTEST:


C.L. Wiley, City Recorder

BID OPENING

CITY OF SHERWOOD

400 SE Willamette Street
 Sherwood, OR 97140

Ph: (503) 625-5722 Fax: 503-625-0679

PROJECT: Professional Custodial Services

DATE/TIME: 3-26-03 @ 2:30 pm

PLACE: 400 SE Willamette St.

Company Name	Total Bid \$
ABM Janitorial Services	24,477 2,477.31 *
Coverall of Oregon, Inc.	1,884.50
Suburban West Maintenance	2,382.39
Service Master of Yamhill County	2,671.00

Witnesses Present (City of Sherwood): Winona Tracy

Resolution 2003-036
 May 13, 2003
 Exhibit A

EXHIBIT "B" Resolution 2003-036

CITY OF SHERWOOD
PROFESSIONAL CUSTODIAL SERVICE

Attachment "A"

City Hall 20 NW Washington Street

TASK	FREQUENCY
1. TRASH PICK UP IN ALL AREAS	Items A-C 3 times a week
a. Pick up trash, and remove from building.	M-W-F
b. Replace liner if soiled by drink or wet debris.	
c. Wash and disinfect interior of all waste containers if liners fails. Reusable plastic liners are acceptable if they are maintained-replaced as needed.	
2. RECYCLING CONTAINERS	Items A-C 3 times a week
a. Empty small recycle bin into large recycle container.	M-W-F
b. Remove cardboard to outdoor recycling container.	
c. Empty large indoor recycle containers to outdoor recycle containers.	
3. ALL ENTRANCES	Items A-D 3 times a week
a. Clean area including doors, floors and door mats.	M-W-F
b. Vacuum and mop floors as needed.	Item E
c. Spot clean door glass and surrounding windows.	Weekly (Fri)
d. Empty trash receptacles.	
e. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Items A-I 3 times a week
a. Pick up all trash including sanitary containers.	M-W-F
b. Service all soap, towel, toilet tissue, sanitary and seat cover dispensers as needed (load properly).	Item J Weekly (Fri)
c. Sweep floor and pick up debris.	
d. Mop floors with germicidal solution.	
e. Clean mirrors (leave free from streaks).	
f. Clean and disinfect all toilet bowls including seat and urinals. Brush inside of bowl trap and under inside of rim. Bowls must be free of stains and mineral deposits inside and outside.	
g. Wipe all wall surfaces around sink basins and urinals to remove evidence of splashing.	
h. Wash or scrub sink basins with germicidal solution.	
i. Clean and disinfect all restroom fixtures and counter tops.	
j. Wash walls and partitions with germicidal solution.	

TASK**FREQUENCY**

NOTE: Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

- | | | |
|----|--|-----------------------|
| 5. | ALL DRINKING FOUNTAINS | N/A |
| | a. Clean and disinfect nozzle and basin. | |
| | b. Use brush in drain and remove signs of corrosion. | |
| 6. | ALL EATING AREAS: LUNCHROOMS/LOUNGE | Items A-D |
| | | 3 times a week |
| | a. Pick up trash. | M-W-F |
| | b. Spot clean glass in doors and surrounding windows. | Item E |
| | c. Sanitize tabletops and damp clean seats and backs of chairs. | Weekly (Fri) |
| | d. Sweep floor and pick up debris. | Item F |
| | e. Mop floors with germicidal solution. | Monthly |
| | f. Vacuum between refrigerator and counter. | |
| 7. | OFFICE AREA | Items A-C |
| | | 3 times a week |
| | a. Pick up trash. | M-W-F |
| | b. Empty small recycling containers. | Items D-E |
| | c. Wipe reception area counter tops with disinfectant solution. | Weekly (Fri) |
| | d. Spot clean interior office windows. | |
| | e. Vacuum floors. | |
| 8. | ALL PUBLIC AREAS | 3 times a week |
| | | M-W-F |
| | a. Wipe all counter tops, desks and tables with germicidal solution. | |
| 9. | DUST VERTICAL/HORIZONTAL SURFACES | Items A-D |
| | | Weekly (Fri) |
| | a. Dust all office desks, chairs and tables WHEN CLEARED | Item E |
| | Do not disturb papers. | Monthly |
| | b. Dust all low areas - hand height (70") including sills, ledges | Last Fri |
| | exposed filing cabinets, bookcases and shelves. | Item F |
| | c. Dust and sanitize all telephones. | Annually |
| | d. Dust all high areas above hand height including shelves, | May |
| | moldings, ledges and top of door frames. | |
| | e. Dust blinds. | |
| | f. Wash blinds. | |

TASK	FREQUENCY
10. FURNITURE	Items A-B
a. Vacuum fabric furniture.	Monthly
b. Damp wipe plastic chairs with germicidal solution.	Last Fri
11. SPECIAL SURFACES	Monthly
a. All door handles, electrical light plates etc., to be polish-free of fingerprints.	Last Fri
12. FLOOR MAINTENANCE - CARPET	Items A-C
a. Vacuum thoroughly all carpeted areas including wall-to-wall carpet, carpet staircases, carpet mats.	3 times a week
b. Carpet shall be spot cleaned as needed.	M-W-F
c. Move chairs to vacuum and replace in an orderly manner.	Item D
d. Machine shampoo all carpet.	Semi-Annually
	Oct & April
NOTE: Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed, and shall have a motor driven brush only if there is not pad under the carpet.	
13. FLOOR MAINTENANCE - RESILIENT AND HARD	Items A-C
a. Sweep floors and remove debris.	3 times a week
b. Mop vinyl/tile with a properly mixed quaternary ammonium germicidal cleaner.	M-W-F
c. Remove black marks, tar and oil.	Item D
d. Strip, clean, refinish and machine polish.	Semi-Annually
	Oct & April
14. WINDOWS	Item A
a. Spot clean all interior windows.	3 times a week
b. Wash complete glass in interior offices and doors.	M-W-F
c. Wash all exterior windows inside and out.	Item B
Wash all ledges.	Quarterly
	Item C
	Annually(May)
15. WINDOW COVERINGS	
a. Clean all window coverings.	Annually (May)

TASK**FREQUENCY**

16. LIGHT FIXTURES

Quarterly

- a. Remove flies and other foreign material from light fixtures.

17. HVAC REGISTERS

**Monthly
Last Fri**

- a. Vacuum HVAC outlets removing dust, cobwebs and debris.

**CITY OF SHERWOOD
PROFESSIONAL CUSTODIAL SERVICE**

Attachment "B"

Hite House 995 N. Sherwood Blvd

<u>TASK</u>	<u>FREQUENCY</u>
1. TRASH PICK UP IN ALL AREAS	Items A-C Weekly (Wed)
a. Pick up trash, and remove from building.	
b. Replace liner if soiled by drink or wet debris.	
c. Wash and disinfect interior of all waste containers if liners fails. Reusable plastic liners are acceptable if they are maintained-replaced as needed.	
2. RECYCLING CONTAINERS	Items A-C Weekly (Wed)
a. Empty small recycle bin into large recycle container.	
b. Remove cardboard to outdoor recycling container.	
c. Empty large indoor recycle containers to outdoor recycle containers.	
3. ALL ENTRANCES	Items A-E Weekly (Wed)
a. Clean area including doors, floors and doormats.	
b. Vacuum and mop floors as needed.	
c. Spot clean door glass and surrounding windows.	
d. Empty trash receptacles.	
f. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Items A-J Weekly(Wed)
a. Pick up all trash including sanitary containers.	
b. Service all soap, towel, toilet tissue, sanitary and seat cover dispensers as needed (load properly).	
c. Sweep floor and pick up debris.	
d. Mop floors with germicidal solution.	
e. Clean mirrors (leave free from streaks).	
h. Clean and disinfect all toilet bowls including seat and urinals. Brush inside of bowl trap and under inside of rim. Bowls must be free of stains and mineral deposits inside and outside.	
i. Wipe all wall surfaces around sink basins and urinals to remove evidence of splashing.	
h. Wash or scrub sink basins with germicidal solution.	
i. Clean and disinfect all restroom fixtures and counter tops.	
j. Wash walls and partitions with germicidal solution.	

TASK**FREQUENCY**

NOTE: Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

- | | | |
|-----|--|--|
| 5. | ALL DRINKING FOUNTAINS | N/A |
| | a. Clean and disinfect nozzle and basin. | |
| | b. Use brush in drain and remove signs of corrosion. | |
| 6. | ALL EATING AREAS: LUNCHROOMS/LOUNGE | Items A-E
Weekly (Wed)
Item F
Quarterly |
| | a. Pick up trash. | |
| | b. Spot clean glass in doors and surrounding windows. | |
| | c. Sanitize tabletops and damp clean seats and backs of chairs. | |
| | d. Sweep floor and pick up debris | |
| | e. Mop floors with germicidal solution. | |
| | f. Vacuum between refrigerator and counter. | |
| 7. | OFFICE AREA | Items A-E
Weekly (Wed) |
| | a. Pick up trash. | |
| | b. Empty small recycling containers. | |
| | c. Wipe reception area counter tops with disinfectant solution. | |
| | d. Spot clean interior office windows. | |
| | e. Vacuum floors. | |
| 8. | ALL PUBLIC AREAS | N/A |
| | a. Wipe all counter tops, desks and tables with germicidal solution. | |
| 10. | DUST VERTICAL/HORIZONTAL SURFACES | Items A-D
Weekly (Wed)
Item E
Monthly
Last Wed
Item F
Annually (May) |
| | a. Dust all office desks, chairs and tables WHEN CLEARED
Do not disturb papers. | |
| | c. Dust all low areas - hand height (70") including sills,
ledges exposed filing cabinets, bookcases and shelves. | |
| | g. Dust and sanitize all telephones. | |
| | h. Dust all high areas above hand height including shelves,
moldings, ledges and top of door frames. | |
| | i. Dust blinds. | |
| | j. Wash blinds. (To be done in May) | |

TASK**FREQUENCY**

- | | |
|--|---|
| 10. FURNITURE | Items A-B
Weekly (Wed) |
| c. Vacuum fabric furniture. | |
| d. Damp wipe plastic chairs with germicidal solution. | |
| 11. SPECIAL SURFACES | Monthly
Last Wed |
| c. All door handles, electrical light plates etc.,
to be polish-free of fingerprints. | |
| 12. FLOOR MAINTENANCE – CARPET | Items A-C

Weekly (Wed)
Item D
Semi-Annually
April & Oct |
| a. Vacuum thoroughly all carpeted areas including
wall-to-wall carpet, carpet staircases, carpet mats. | |
| b. Carpet shall be spot cleaned as needed. | |
| c. Move chairs to vacuum and replace in an orderly manner. | |
| d. Machine shampoo all carpet. (To be completed in April and October) | |
| <p>NOTE: Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed, and shall have a motor driven brush only if there is not pad under the carpet.</p> | |
| 13. FLOOR MAINTENANCE - RESILIENT AND HARD | Items A-C
Weekly (Wed) |
| a. Sweep floors and remove debris. | |
| d. Mop vinyl/tile with a properly mixed
quaternary ammonium germicidal cleaner. | |
| c. Remove black marks, tar and oil. | |
| 14. WINDOWS | Item A
Weekly (Wed)
Item B
Quarterly
Item C
Annually (May) |
| a. Spot clean all interior windows. | |
| b. Wash complete glass in interior offices and doors. | |
| c. Wash all exterior windows inside and out and
wash all ledges. | |
| 15. WINDOW COVERINGS | Annually (May) |
| a. Clean all window coverings. | |

TASK**FREQUENCY**

16. LIGHT FIXTURES

Annually (May)

- a. Remove flies and other foreign material from light fixtures.

17. HVAC REGISTERS

**Monthly
Last Wed**

- a. Vacuum HVAC outlets removing dust, cobwebs and debris.

**CITY OF SHERWOOD
PROFESSIONAL CUSTODIAL SERVICE
Attachment "C"
Library - 955 N. Sherwood Blvd.**

TASK	FREQUENCY
1. TRASH PICK UP IN ALL AREAS	Item A-C
	3 times a week
a. Pick up trash, and remove from building.	M-W-F
b. Replace liner if soiled by drink or wet debris.	
c. Wash and disinfect interior of all waste containers if liners fails. Reusable plastic liners are acceptable if they are maintained-replaced as needed.	
2. RECYCLING CONTAINERS	Item A-C
	3 times a week
a. Empty small recycle bin into large recycle container.	M-W-F
b. Remove cardboard to outdoor recycling container.	
c. Empty large indoor recycle containers to outdoor recycle containers.	
3. ALL ENTRANCES	Items A-D
	3 times a week
a. Clean area including doors, floors and door mats.	M-W-F
b. Vacuum and mop floors as needed.	Item E
c. Spot clean door glass and surrounding windows.	Weekly (Fri)
d. Empty trash receptacles.	
g. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Items A-I
	5 times a week
a. Pick up all trash including sanitary containers.	Item J
b. Service all soap, towel, toilet tissue, sanitary and seat cover dispensers as needed (load properly).	Weekly (Fri)
c. Sweep floor and pick up debris.	
d. Mop floors with germicidal solution.	
e. Clean mirrors (leave free from streaks).	
j. Clean and disinfect all toilet bowls including seat and urinals. Brush inside of bowl trap and under inside of rim. Bowls must be free of stains and mineral deposits inside and outside.	
k. Wipe all wall surfaces around sink basins and urinals to remove evidence of splashing.	
h. Wash or scrub sink basins with germicidal solution.	
i. Clean and disinfect all restroom fixtures and counter tops.	
j. Wash walls and partitions with germicidal solution.	

TASK**FREQUENCY**

NOTE: Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

- | | |
|--|---|
| 5. ALL DRINKING FOUNTAINS | Does not Apply
Out of Order |
| a. Clean and disinfect nozzle and basin. | |
| b. Use brush in drain and remove signs of corrosion. | |
| 6. ALL EATING AREAS: LUNCHROOMS/LOUNGE | Items A-D
3 times a week
M-W-F
Item E
Weekly (Fri)
Item F
Monthly
Last Fri |
| a. Pick up trash. | |
| b. Spot clean glass in doors and surrounding windows. | |
| c. Sanitize tabletops and damp clean seats and backs of chairs. | |
| d. Sweep floor and pick up debris. | |
| e. Mop floors with germicidal solution. | |
| f. Vacuum between refrigerator and counter. | |
| 7. OFFICE AREA | Items A-C
3 times a week
M-W-F
Item D-E
Weekly (Fri) |
| a. Pick up trash. | |
| b. Empty small recycling containers. | |
| c. Wipe reception area counter tops with disinfectant solution. | |
| d. Spot clean interior office windows. | |
| e. Vacuum floors. | |
| 8. ALL PUBLIC AREAS - LIBRARY AND LOBBY | 3 times a week
M-W-F |
| a. Wipe all counter tops, desks and tables with germicidal solution. | |
| 11. DUST VERTICAL/HORIZONTAL SURFACES | Items A-D
Weekly (Fri)
Item E
Monthly
Item F
Annually
May |
| a. Dust all office desks, chairs and tables WHEN CLEARED
Do not disturb papers. | |
| d. Dust all low areas - hand height (70") including sills, ledges
exposed filing cabinets, bookcases and shelves. | |
| k. Dust and sanitize all telephones. | |
| l. Dust all high areas above hand height including shelves,
moldings, ledges and top of door frames. | |
| m. Dust blinds. | |
| n. Wash blinds. (To be done in May) | |

TASK	FREQUENCY
10. FURNITURE	Items A-B
e. Vacuum fabric furniture in Library only.	Monthly
f. Damp wipe plastic chairs with germicidal solution.	Last Fri
11. SPECIAL SURFACES	Monthly
e. All door handles, electrical light plates etc., to be polish-free of fingerprints.	Last Fri
12. FLOOR MAINTENANCE - CARPET	Items A-C
a. Vacuum thoroughly all carpeted areas including wall-to-wall carpet, carpet staircases, carpet mats.	Weekly
b. Carpet shall be spot cleaned as needed.	M-W-F
c. Move chairs to vacuum and replace in an orderly manner.	
d. Machine shampoo all carpet. (To be completed in April and October)	
NOTE: Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed, and shall have a motor driven brush only if there is not pad under the carpet.	
13. FLOOR MAINTENANCE - RESILIENT AND HARD	Items A-C
a. Sweep floors and remove debris.	Weekly
f. Mop vinyl/tile with a properly mixed quaternary Ammonium germicidal cleaner.	M-W-F
c. Remove black marks, tar and oil.	Item D
d. Strip, clean, refinish and machine polish.	Semi-Annually
	Oct & April
14. WINDOWS	Item A
a. Spot clean all interior windows.	3 times a week
b. Wash complete glass in interior offices and doors.	M-W-F
c. Wash all exterior windows inside and out.	Item B
Wash all ledges.	Quarterly
	Item C
	Annually
	May
15. WINDOW COVERINGS	
a. Clean all window coverings.	Annually
	May

TASK**FREQUENCY**

16. LIGHT FIXTURES

Quarterly

- a. Remove flies and other foreign material from light fixtures.

17. HVAC REGISTERS

Monthly (last Fri)

- a. Vacuum HVAC outlets removing dust, cobwebs and debris.

CITY OF SHERWOOD

**CITY OF SHERWOOD
PROFESSIONAL CUSTODIAL SERVICE**

Attachment "D"

Public Works - 400 SE Willamette Street

TASK	FREQUENCY
1. TRASH PICK UP IN ALL AREAS	Items A-C Weekly (Wed)
a. Pick up trash, and remove from building.	
b. Replace liner if soiled by drink or wet debris.	
c. Wash and disinfect interior of all waste containers if liners fails. Reusable plastic liners are acceptable if they are maintained-replaced as needed.	
2. RECYCLING CONTAINERS	Items A-C Weekly (Wed)
a. Empty small recycle bin into large recycle container.	
b. Remove cardboard to outdoor recycling container.	
c. Empty large indoor recycle containers to outdoor recycle containers.	
3. ALL ENTRANCES	Items A-F Weekly (Wed)
a. Clean area including doors, floors and doormats.	
b. Vacuum and mop floors as needed.	
c. Spot clean door glass and surrounding windows.	
d. Empty trash receptacles.	
h. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Items A-J Weekly (Wed)
a. Pick up all trash including sanitary containers.	
b. Service all soap, towel, toilet tissue, sanitary and seat cover dispensers as needed (load properly).	
c. Sweep floor and pick up debris.	
d. Mop floors with germicidal solution.	
e. Clean mirrors (leave free from streaks).	
l. Clean and disinfect all toilet bowls including seat and urinals. Brush inside of bowl trap and under inside of rim. Bowls must be free of stains and mineral deposits inside and outside.	
m. Wipe all wall surfaces around sink basins and urinals to remove evidence of splashing.	
h. Wash or scrub sink basins with germicidal solution.	
i. Clean and disinfect all restroom fixtures and counter tops.	
j. Wash walls and partitions with germicidal solution.	

TASK**FREQUENCY**

NOTE: Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

- | | | |
|-----|--|---|
| 5. | ALL DRINKING FOUNTAINS | Items A-B
Weekly (Wed) |
| | a. Clean and disinfect nozzle and basin. | |
| | b. Use brush in drain and remove signs of corrosion. | |
| 6. | ALL EATING AREAS: LUNCHROOMS/LOUNGE | Items A-E
Weekly (Wed) |
| | a. Pick up trash. | Item F |
| | b. Spot clean glass in doors and surrounding windows. | Monthly |
| | c. Sanitize tabletops and damp clean seats and backs of chairs. | Last Wed |
| | d. Sweep floor and pick up debris | |
| | e. Mop floors with germicidal solution. | |
| | f. Vacuum between refrigerator and counter. | |
| 7. | OFFICE AREA | Items A-E
Weekly (Wed) |
| | a. Pick up trash. | |
| | b. Empty small recycling containers. | |
| | c. Wipe reception area counter tops with disinfectant solution. | |
| | d. Spot clean interior office windows. | |
| | e. Vacuum floors. | |
| 8. | ALL PUBLIC AREAS | Weekly (Wed) |
| | a. Wipe all counter tops, desks and tables with germicidal solution. | |
| 12. | DUST VERTICAL/HORIZONTAL SURFACES | Items A-D
Weekly (Wed) |
| | a. Dust all office desks, chairs and tables WHEN CLEARED
Do not disturb papers. | Item E
Monthly |
| | e. Dust all low areas - hand height (70") including sills, ledges
exposed filing cabinets, bookcases and shelves. | Last Wed
Item F |
| | o. Dust and sanitize all telephones. | Annually |
| | p. Dust all high areas above hand height including shelves,
moldings, ledges and top of door frames. | May |
| | q. Dust blinds. | |
| | r. Wash blinds. | |

TASK**FREQUENCY**

10. FURNITURE

**Items A-B
Monthly
Last Wed**

- g. Vacuum fabric furniture.
- h. Damp wipe plastic chairs with germicidal solution.

11. SPECIAL SURFACES

**Monthly
Last Wed**

- g. All door handles, electrical light plates etc., to be polish-free of fingerprints.

12. FLOOR MAINTENANCE - CARPET

ItemsA-C

- a. Vacuum thoroughly all carpeted areas including wall-to-wall carpet, carpet staircases, carpet mats.
- b. Carpet shall be spot cleaned as needed.
- c. Move chairs to vacuum and replace in an orderly manner.
- d. Machine shampoo all carpet.

**Weekly (Wed)
Item D
Semi-Annually
Oct & April**

NOTE: Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed, and shall have a motor driven brush only if there is not pad under the carpet.

13. FLOOR MAINTENANCE - RESILIENT AND HARD

**Items A-C
Weekly (Wed)
Item D
Annually (May)**

- a. Sweep floors and remove debris.
- h. Mop vinyl/tile with a properly mixed quaternary ammonium germicidal cleaner.
- c. Remove black marks, tar and oil.
- d. Strip, clean, refinish and machine polish.

14. WINDOWS

**Item A
Weekly (Wed)
Item B
Quarterly
Item C
Annually (May)**

- a. Spot clean all interior windows.
- b. Wash complete glass in interior offices and doors.
- c. Wash all exterior windows inside and out.
Wash all ledges.

15. WINDOW COVERINGS

- a. Clean all window coverings.

Annually(May)

TASK**FREQUENCY**

16. LIGHT FIXTURES

Quarterly

- a. Remove flies and other foreign material from light fixtures.

17. HVAC REGISTERS

**Monthly
Last Wed**

- a. Vacuum HVAC outlets removing dust, cobwebs and debris.

CITY OF SHERWOOD
PROFESSIONAL CUSTODIAL SERVICE
Attachment "E"
Police Department - 20495 Borchers Drive

TASK	FREQUENCY
1. TRASH PICK UP IN ALL AREAS	Items A-C 3 times a week M-W-F
a. Pick up trash, and remove from building.	
b. Replace liner if soiled by drink or wet debris.	
c. Wash and disinfect interior of all waste containers if liners fails. Reusable plastic liners are acceptable if they are maintained-replaced as needed.	
2. RECYCLING CONTAINERS	Items A-C 3 times a week M-W-F
a. Empty small recycle bin into large recycle container.	
b. Remove cardboard to outdoor recycling container.	
c. Empty large indoor recycle containers to outdoor recycle containers.	
3. ALL ENTRANCES & LOBBY	Items A-E 5 times a week M-F
a. Clean area including doors, floors and doormats.	
b. Vacuum and mop floors as needed.	
c. Spot clean door glass and surrounding windows.	
d. Empty trash receptacles.	
i. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Restrooms: Items A-I 5 times a week M-F
a. Pick up all trash including sanitary containers.	
b. Service all soap, towel, toilet tissue, sanitary and seat cover dispensers as needed (load properly)	
c. Sweep floor and pick up debris.	Locker Rooms: Items A-I
d. Mop floors with germicidal solution.	3 times a week
e. Clean mirrors (leave free from streaks)	M-W-F
n. Clean and disinfect all toilet bowls including seat and urinals. Brush inside of bowl trap and under inside of rim. Bowls must be free of stains and mineral deposits inside and outside.	
o. Wipe all wall surfaces around sink basins and urinals to remove evidence of splashing.	
h. Wash or scrub sink basins with germicidal solution.	Item J
i. Clean and disinfect all restroom fixtures and counter tops.	Weekly (Fri)
j. Wash walls and partitions with germicidal solution.	

TASK**FREQUENCY**

NOTE: Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

- | | | |
|-----|---|--------------------|
| 5. | ALL DRINKING FOUNTAINS | Items A-B |
| | | 3 times a week |
| | | M-W-F |
| | a. Clean and disinfect nozzle and basin. | |
| | b. Use brush in drain and remove signs of corrosion. | |
| 6. | ALL EATING AREAS: LUNCHROOMS/LOUNGE | Items A-E |
| | | 3 times a week |
| | | M-W-F |
| | a. Pick up trash. | |
| | b. Spot clean glass in doors and surrounding windows. | Item F |
| | c. Sanitize tabletops and damp clean seats and backs of chairs. | Monthly (Fri) |
| | d. Sweep floor and pick up debris | |
| | e. Mop floors with germicidal solution. | |
| | f. Vacuum between refrigerator and counter. | |
| 7. | OFFICE AREA & CORRIDORS | Items A-E |
| | | 3 times a week |
| | | M-W-F |
| | a. Pick up trash. | |
| | b. Empty small recycling containers. | |
| | c. Wipe reception area counter tops with disinfectant solution. | |
| | d. Spot clean interior office windows. | |
| | e. Vacuum floors. | |
| 8. | ALL PUBLIC AREAS/INCLUDING COMMUNITY ROOM | 2 times a week |
| | | Wed & Fri |
| | a. Wipe all counter tops, desks and tables with germicidal solution. | |
| 13. | DUST VERTICAL/HORIZONTAL SURFACES | Items A-D |
| | | Weekly |
| | a. Dust all office desks, chairs and tables WHEN CLEARED | Item E |
| | Do not disturb papers. | Monthly (Last Fri) |
| | f. Dust all low areas - hand height (70") including sills, ledges exposed filing cabinets, bookcases and shelves. | Item F |
| | s. Dust and sanitize all telephones. | Annually |
| | t. Dust all high areas above hand height including shelves, moldings, ledges and top of door frames. | May |
| | u. Dust blinds. | |
| | v. Wash blinds. | |

TASK**FREQUENCY**

10. FURNITURE	Item A-B Monthly (Last Fri)
i. Vacuum fabric furniture in Library only.	
j. Damp wipe plastic chairs with germicidal solution.	
11. SPECIAL SURFACES	Monthly (Last Fri)
i. All door handles, electrical light plates etc., to be polish-free of fingerprints.	
12. FLOOR MAINTENANCE - CARPET	Items A-C 3 times a week M-W-F Item D Semi-Annually April & Oct
a. Vacuum thoroughly all carpeted areas including wall-to-wall carpet, carpet staircases, carpet mats.	
b. Carpet shall be spot cleaned as needed.	
c. Move chairs to vacuum and replace in an orderly manner.	
d. Machine shampoo all carpet.	
NOTE: Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed, and shall have a motor driven brush only if there is not pad under the carpet.	
13. FLOOR MAINTENANCE - RESILIENT AND HARD	Items A-C 3 times a week M-W-F Item D Semi-Annually April & Oct
a. Sweep floors and remove debris.	
j. Mop vinyl/tile with a properly mixed quaternary ammonium germicidal cleaner.	
c. Remove black marks, tar and oil.	
d. Strip, clean, refinish and machine polish.	
14. WINDOWS	Item A 3 times a week M-W-F Item B Quarterly Item C Annually (May)
a. Spot clean all interior windows.	
b. Wash complete glass in interior offices and doors.	
c. Wash all exterior windows inside and out. Wash all ledges.	
15. WINDOW COVERINGS	Annually (May)
a. Clean all window coverings.	

TASK**FREQUENCY**

16. LIGHT FIXTURES

Quarterly

- a. Remove flies and other foreign material from light fixtures.

17. HVAC REGISTERS

Monthly (Last Fri)

- a. Vacuum HVAC outlets removing dust, cobwebs and debris.