

## **RESOLUTION 2006-044**

#### A RESOLUTION AWARDING BID FOR JANITORIAL SERVICES FOR FISCAL YEAR 2006-2007

**WHEREAS,** the current Janitorial Services contract expired June 30, 2006; and

WHEREAS, the City of Sherwood is obliged to purchase services with exemption from competitive bidding from Qualified Rehabilitation Facilities; and

WHEREAS, Wellsprings Service submitted a bid for the project in the amount of \$4,773.57 per month which consists of all labor, material and equipment necessary to complete the work;

#### NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. The contract is awarded to Wellsprings Services of Portland, Oregon for the amount of \$4,773.57 per month to be effective through June 30, 2007

Section 2. The City Manager is hereby authorized to execute a contract with Wellsprings Services of Portland in the amount of \$4,773.57 per month for custodial services to all City facilities listed in the contract.

Duly passed by the City Council this 18<sup>th</sup> day of July 2006.

Keith S. Malvs, Mayor

ATTEST

Sylvia Murphy, City Record

Resolution 2006-044 July 18, 2006 Page 1 of 1 with Exhibit A

#### CITY OF SHERWOOD PROFESSIONAL CUSTODIAL SERVICE Attachment "A" Civic Building 22560 SW Pine St. (26,000 Sq Ft)

TASI	X	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 lin Reusable plastic liners are acceptable if they are mainta needed.	
2.	RECYCLING CONTAINERS	Items A-C 3 times a week
a.	Empty small recycle bin into outside recycle container.	
b.	Remove cardboard to outdoor recycling container.	
c.	Empty large indoor recycle containers to outdoor recycl	e containers.
3.	ALL ENTRANCES	Items A-E 3 times a week
a.	Clean area including doors, floors and door mats.	M-W-F
b.	Vacuum and mop floors as needed.	
c.	Spot clean door glass and surrounding windows.	
d.	Empty trash receptacles.	
e.	Clean entire lobby entry doors.	
4. A	LL RESTROOMS/LOCKER ROOMS	Items A-I Upstairs 5 days a Week-Downstairs
a.	Pick up all trash including sanitary containers.	7 days a week
b.	Service all soap, towel, toilet tissue, sanitary and seat cover dispensers as needed (load properly).	Staff M-W-F Item J - K
c.	Sweep floor and pick up debris.	Weekly (Fri)
d.	Mop floors with germicidal solution.	
e.	Clean mirrors (leave free from streaks).	
f.	Clean and disinfect all toilet bowls including seat and u	
	Brush inside of bowl trap and under inside of rim. Bow	ls must be
	free of stains and mineral deposits inside and outside.	
g.	Wipe all wall surfaces around sink basins and urinals to re- evidence of splashing.	emove
h.	Wash or scrub sink basins with germicidal solution.	
i.	Clean and disinfect all restroom fixtures and counter top	os.
j.	Wash walls and partitions with germicidal solution.	
k.	Clean all stainless steel partitions including the entry do	oor.

TASK

5.	a.	L DRINKING FOUNTAINS Clean and disinfect nozzle and basin. Use brush in drain and remove signs of corrosion.	Items A&B 3 times a week M-W-F
6.	AI	L EATING AREAS: LUNCHROOMS/LOUNGE	Items A-D 3 times a week
	a.	Empty trash and recycling containers.	M-W-F
	b.	Spot clean glass in doors and surrounding windows.	Item E
	с.	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.	OF	FICE AREA	Items A-E 3 times a week
	a.	Pick up trash.	M-W-F
	b.	Empty small recycling containers.	
	с.	Wipe reception area counter tops with disinfectant solution.	
	d.	Spot clean interior office windows.	
	e.	Vacuum floors.	
8.	AI	L PUBLIC AREAS	Items A&B 3 times a week
	a.	Wipe all counter tops, desks and tables with germicidal solution.	M-W-F
	h	Empty all trash & recycling containers.	
	υ.	Empty an trash & recycling containers.	
9.	Dl	JST VERTICAL/HORIZONTAL SURFACES	Items A-D Weekly (Fri)
	a.	Dust all office desks, chairs and tables WHEN CLEARED Do not disturb papers.	• • •
	b.	Dust all low areas - hand height (70") including sills, ledge exposed filing cabinets, bookcases and shelves.	
	c.	Dust and sanitize all telephones.	Semi-Annually
	d.	Dust all high areas above hand height including shelves, moldings, ledges and top of door frames.	April & Oct
	0	Dust blinds	

#### FREQUENCY

10.	FURNITURE	Items A-B Monthly
	<ul><li>a. Vacuum fabric furniture.</li><li>b. Damp wipe plastic chairs with germicidal solution.</li></ul>	Last Fri
11.	SPECIAL SURFACES	Item A
	a. Clean all stainless steel toe kicks on all doors	Weekly (Fri)
		Item B
	b. All door handles, electrical light plates etc.,	Monthly
	to be polish-free of fingerprints.	Last Fri.
12.	FLOOR MAINTENANCE - CARPET	ItemsA-C
		3 times a week
	a. Vacuum thoroughly all carpeted areas including	M-W-F
	wall-to-wall carpet, carpet staircases, carpet mats.	Item D
	b. Carpet shall be spot cleaned as needed.	Semi-Annually
	c. Move chairs to vacuum and replace in an orderly manner.	April & Oct
	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
	a. Sweep floors and remove debris.	M-W-F
	b Mop vinyl/tile with a properly mixed quaternary ammoniu	ım <b>Item D</b>
	germicidal cleaner.	Semi-Annually
	c. Remove black marks, tar and oil.	April & Oct
	d. Strip, clean, refinish and machine polish.	
14.	WINDOWS	Item A
		3 times a week
	a. Spot clean all interior windows.	M-W-F
	b. Wash complete glass in interior offices and doors.	Item B & C
	c. Wash all exterior windows inside and out.	Quarterly
	Wash all ledges.	
15.	WINDOW COVERINGS	
	a. Clean all window coverings.	Semi-Annually April & Oct

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" Field House 15543 SW Willamette St. (3,320 Sq. Ft)

TAS	SK	]	FREQUENCY
1.	ΤF	RASH PICK UP IN ALL AREAS	Items A-C 2 times a week
	a. b.	Pick up trash, and remove from building. Replace liner if soiled by drink or wet debris.	Tue-Thurs
	c.	1 2	
2.	RE	ECYCLING CONTAINERS	Items A-C 2 times a week
	a.	Empty small recycle bin into large recycle container.	<b>Tue-Thurs</b>
	b.	Remove cardboard to outdoor recycling container.	
	c.	Empty large indoor recycle containers to outdoor recycle	containers.
3.	AI	LL ENTRANCES	ItemsA-E
			2 times a week
	a.	Clean area including doors, floors and doormats.	<b>Tue-Thurs</b>
	b.	Vacuum and mop floors as needed.	
	c.	Spot clean door glass and surrounding windows.	
		Empty trash receptacles.	
	e.	Clean entire lobby entry doors.	
4.	AI	LL RESTROOMS/LOCKER ROOMS	Items A-J 2 times a week
	a.	Pick up all trash including sanitary containers.	<b>Tue-Thurs</b>
	b.	Service all soap, towel, toilet tissue, sanitary and seat cov	er
		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).	
	f.	Clean and disinfect all toilet bowls including seat and uri	nals.

- 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.

5.	AI	LL DRINKING FOUNTAINS	Item A&B 2 times a week
	a.	Clean and disinfect nozzle and basin.	Tue-Thurs
	b.	Use brush in drain and remove signs of corrosion.	
6.	PA	ARTY ROOM	Items A-E 2 times a week
	a.	Pick up trash.	Tue-Thurs
	b.	Spot clean glass in doors and surrounding windows.	
	c.		
	d.	Sweep floor and pick up debris	
	e.		
7.	OF	FFICE AREA	Items A-D 2 times a week
	a.	Empty all trash	2 times a week
		Empty small recycling containers.	
		Wipe reception area counter tops with disinfectant solution.	
	d.		
8.	AI	LL PUBLIC AREAS	Items A&B 2 times a week
	a.	Wipe all counter tops, desks and tables with	
		germicidal solution.	Item C
	b.	Empty all trash and recycling containers.	Weekly (Thurs)
	c.	Clean both sides of the glass on the dasher boards.	
10.	DI	JST VERTICAL/HORIZONTAL SURFACES	Items A-D 2 times a week
	a.	Dust all office desks, chairs and tables WHEN CLEARED	<b>Tue-Thurs</b>
		Do not disturb papers.	
	b.	Dust all low areas - hand height (70") including sills,	
		ledges exposed filing cabinets, bookcases and shelves.	
	c.	Dust and sanitize all telephones.	
	d.	Dust all high areas above hand height including shelves,	
		moldings, ledges and top of door frames.	

10.	FURNITURE	Items A-B Monthly
	<ul><li>a. Vacuum fabric furniture.</li><li>b, Damp wipe plastic chairs with germicidal solution.</li></ul>	Last Thurs
11.	SPECIAL SURFACES	Monthly Last Thurs
	a. All door handles, electrical light plates etc., to be polish-free of fingerprints.	Last murs
12.	FLOOR MAINTENANCE – RESILIENT AND HARD	ItemsA-C Weekly (Wed)
	a. Sweep floors and remove debris	······································
	b. Mop concrete floors with a properly mixed	
	quaternary ammonium germicidal cleaner.	
	c. Remove black marks, tar and oil.	
13.	WINDOWS	Item A
		2 times a week
	a. Spot clean all interior windows.	<b>Tue-Thurs</b>
	b. Wash complete glass in interior offices and doors.	Item B
	c. Wash all exterior windows inside and out and	Quarterly Item C
	wash all ledges.	Semi-annually
14.	LIGHT FIXTURES	Quarterly

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

## CITY OF SHERWOOD PROFESSIONAL CUSTODIAL SERVICE Attachment "C" Sherwood Office Complex 15527 SW Willamette Street (5,114 Sq. Ft.)

FREQUENCY

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

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

10.	FURNITURE	Items A-B Monthly
	<ul><li>a. Vacuum fabric furniture.</li><li>b. Damp wipe plastic chairs with germicidal solution.</li></ul>	Last Thurs
11.	SPECIAL SURFACES	Monthly Last Thurs
	a. All door handles, electrical light plates etc., to be polish-free of fingerprints.	Last Inuis
12.	FLOOR MAINTENANCE - CARPET	Items A-C 2 Times a week
	a. Vacuum thoroughly all carpeted areas including wall-to-wall carpet, carpet staircases, carpet mats.	Tue-Thurs Item D
	b. Carpet shall be spot cleaned as needed.	Semi-Annually
	<ul><li>c. Move chairs to vacuum and replace in an orderly manner.</li><li>d. Machine shampoo all carpet.</li></ul>	April&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.	<ul> <li>FLOOR MAINTENANCE - RESILIENT AND HARD</li> <li>a. Sweep floors and remove debris.</li> <li>b. Mop vinyl/tile with a properly mixed quaternary Ammonium germicidal cleaner.</li> <li>c. Remove black marks, tar and oil.</li> <li>d. Strip, clean, refinish and machine polish.</li> </ul>	Items A-C 2 Times a week Tue-Thur Item D Semi-Annually April & October
14.	<ul><li>WINDOWS</li><li>a. Spot clean all interior windows.</li><li>b. Wash complete glass in interior offices and doors.</li><li>c. Wash all exterior windows inside and out. Wash all ledges.</li></ul>	Item A Tue-Thur Item B Quarterly Item C Annually (May)
15.	<ul><li>WINDOW COVERINGS</li><li>a. Clean all window coverings.</li></ul>	Annually

May

16.	LI	GHT FIXTURES	Quarterly
	a.	Remove flies and other foreign material from light fixture	es.
17.	H	VAC REGISTERS	Monthly

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

## CITY OF SHERWOOD PROFESSIONAL CUSTODIAL SERVICE Attachment "D" Public Works15527 SW Willamette Street (2,383 Sq Ft

TASK			FREQUENCY	
1.	TRAS	SH PICK UP IN ALL AREAS	Items A-C 2 Times a week	
	a. Pi	ick up trash, and remove from building.	<b>Tue-Thurs</b>	
		eplace liner if soiled by drink or wet debris.		
	c. W	Ash and disinfect interior of all waste containers if line	ers fails.	
	R	eusable plastic liners are acceptable if they are maintain	ned-replaced as neede	
2.	REC	YCLING CONTAINERS	Items A-C 2 Times a week	
	a. Ei	mpty small recycle bins into outdoor recycle container.	<b>Tue-Thurs</b>	
	b. R	emove cardboard to outdoor recycling container.		
	c. E	mpty large indoor recycle containers to outdoor recycle	e containers.	
3.	ALL	ENTRANCES	Items A-F	
			2 Times a weel	
	a. C	lean area including doors, floors and doormats.	<b>Tue-Thurs</b>	
		lop floors as needed.		
	c. S	pot clean door glass and surrounding windows.		
	-	mpty trash receptacles.		
	g. C	lean entire lobby entry doors.		
4.	ALL	RESTROOMS/LOCKER ROOMS	Items A-I 2 Times a wee	
	a. Pi	ick up all trash including sanitary containers.	<b>Tue-Thurs</b>	
		ervice all soap, towel, toilet tissue, sanitary and seat co- lispensers as needed (load properly).	ver Item J Weekly (Thurs	
	c. Sy	weep floor and pick up debris.	-	
	d. M	lop floors with germicidal solution.		
		lean mirrors (leave free from streaks).		
	h. C	lean and disinfect all toilet bowls including seat and ur	inals.	
	В	rush inside of bowl trap and under inside of rim. Bowl	s must be	
	fr	ee of stains and mineral deposits inside and outside.		
		/ipe all wall surfaces around sink basins and urinals to re vidence of splashing.	move	
		Vash or scrub sink basins with germicidal solution.		
		lean and disinfect all restroom fixtures and counter top	s.	
	• • • •			

j. Wash walls and partitions with germicidal solution.

5.	AI	L DRINKING FOUNTAINS	ItemsA-B 2 Times a week
	a. b.	Clean and disinfect nozzle and basin. Use brush in drain and remove signs of corrosion.	Tue-Thurs
6.	AI	L EATING AREAS: LUNCHROOMS/LOUNGE	Items A-E 2 Times a week
	a.	Empty all trash and recycling containers	<b>Tue-Thurs</b>
	b.	Spot clean glass in doors and surrounding windows.	Item F
	c.	Sanitize tabletops and damp clean seats and backs of chairs	
	d.	Sweep floor and pick up debris	Last Thurs
	e.	Mop floors with germicidal solution.	
	f.	Vacuum between refrigerator and counter.	
7.	OF	FICE AREA	Items A-E
			2 Times a week
	a.	Pick up trash.	<b>Tue-Thurs</b>
	b.	Empty small recycling containers.	
	c.	Wipe reception area counter tops with disinfectant solution.	
	d.	Spot clean interior office windows.	
8.	ALL PUBLIC AREAS		Items A &B
			2 Times a week
	a.	Wipe all counter tops, desks and tables with	<b>Tue-Thurs</b>
		germicidal solution.	
	b.	Empty all trash and recycling containers.	
9.	DI	JST VERTICAL/HORIZONTAL SURFACES	Items A-D Weekly (Thurs)
	a.	Dust all office desks, chairs and tables WHEN CLEARED	
		Do not disturb papers.	Monthly
	d.	Dust all low areas - hand height (70") including sills, ledge	
		exposed filing cabinets, bookcases and shelves.	Item F
	с	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

10.	FURNITURE		Items A-B Monthly Last Thurs
	a. b.	Vacuum fabric furniture. Damp wipe plastic chairs with germicidal solution.	
11.	SP	ECIAL SURFACES	Monthly Last Thurs
	a.	All door handles, electrical light plates etc., to be polish-free of fingerprints.	
12.	FI	LOOR MAINTENANCE – RESILIENT AND HARD	ItemsA-C 2 Times a week
	a. b.	Sweep floors and remove debris. Mop vinyl/tile with a properly mixed quaternary ammonium germicidal cleaner	Tue-Thurs Item D Semi-Annually
	c. d.	Remove black marks, tar and oil Strip, clean, refinish and machine polish	April & Oct
13.	W	INDOWS	Item A Tue-Thurs
	a. b. c.	Spot clean all interior windows. Wash complete glass in interior offices and doors. Wash all exterior windows inside and out. Wash all ledges.	Item B Quarterly Item C Annually (May)
15.	W	INDOW COVERINGS	
	a.	Clean all window coverings.	Annually(May)
16.	LI	GHT FIXTURES	Quarterly

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

## CITY OF SHERWOOD PROFESSIONAL CUSTODIAL SERVICE Attachment "E" Police Department – 20495 Borchers Drive (17,000 Sq. Ft.)

TASK			<b>REQUENCY</b>	
1.	TF	ASH PICK UP IN ALL AREAS	Items A-C 2 times a week	
	a. b.	Pick up trash, and remove from building. Replace liner if soiled by drink or wet debris.	Tue-Thurs	
	c.	Wash and disinfect interior of all waste containers if line Reusable plastic liners are acceptable if they are maintain		
2.	RE	ECYCLING CONTAINERS	Items A-C 2 times a week	
	b.	Empty small recycle bin into large recycle container. Remove cardboard to outdoor recycling container.	<b>Tue-Thurs</b>	
	c.	Empty large indoor recycle containers to outdoor recycle	containers.	
3.	AI	LL ENTRANCES & LOBBY	Items A-E 2 times a week	
	a. b. c.	Clean area including doors, floors and doormats. Vacuum and mop floors as needed. Spot clean door glass and surrounding windows.	Tue-Thurs	
	d.	Empty trash receptacles. Clean entire lobby entry doors.		
4.		LL RESTROOMS/LOCKER ROOMS	Restrooms: Items A-I	
	a. b.	Empty all trash including sanitary containers. Service all soap, towel, toilet tissue, sanitary and seat cov	2 times a week Tue-Thurs	
		dispensers as needed (load properly) Sweep floor and pick up debris.	Locker Rooms: Items A-I	
	d.	Mop floors with germicidal solution.	2 times a week	
	e. f.	Clean mirrors (leave free from streaks) Clean and disinfect all toilet bowls including seat and uri Brush inside of bowl trap and under inside of rim. Bowl		
	g.	free of stains and mineral deposits inside and outside. Wipe all wall surfaces around sink basins and urinals to read		
	h.	evidence of splashing. Wash or scrub sink basins with germicidal solution.	Item J	
	i. j.	Clean and disinfect all restroom fixtures and counter tops Wash walls and partitions with germicidal solution.	8. Weekly (Thurs)	

5.	AI	L DRINKING FOUNTAINS	Items A-B 2 times a week	
	a.	Clean and disinfect nozzle and basin.	Tue-Thurs	
	b.	Use brush in drain and remove signs of corrosion.		
6.	ALL EATING AREAS: LUNCHROOMS/LOUNGE		Items A-E 2 times a week	
	a.	Pick up trash.	<b>Tue-Thurs</b>	
	b.	Spot clean glass in doors and surrounding windows.	Item F	
	c.	1 1	•	
	d.	1 1 1	Last Thurs	
		Mop floors with germicidal solution.		
	f.	Vacuum between refrigerator and counter.		
7.	OF	FICE AREA & CORRIDORS	Items A-E 2 times a week	
	a.	Empty all trash containers.	<b>Tue-Thurs</b>	
	b.	Empty small recycling containers.		
	c.	Wipe reception area counter tops with disinfectant solution		
	d.	Spot clean interior office windows.		
	e.	Vacuum floors.		
8.	AI	L PUBLIC AREAS/INCLUDING COMMUNITY ROOM	Item A&B 2 times a week	
	a.	Wipe all counter tops, desks and tables with germicidal solution.	<b>Tue-Thurs</b>	
	b.	Empty all trash and recycling containers.		
11.	DI	JST VERTICAL/HORIZONTAL SURFACES	Items A-D Weekly	
	a.	Dust all office desks, chairs and tables WHEN CLEARED Do not disturb papers.	•	
	b			
		exposed filing cabinets, bookcases and shelves.	Item F	
	c.	Dust and sanitize all telephones.	Semi-Annually	
	d	Dust all high areas above hand height including shelves,	April & Oct	
		moldings, ledges and top of door frames.	-	
	e.	Dust blinds.		
	f.	Wash blinds.		

Item C

Semi-Annually April & Oct

Semi-Annually April & Oct

10.	FU	RNITURE	Item A-B Monthly (Lost Thurs)
		Vacuum fabric furniture in Library only. Damp wipe plastic chairs with germicidal solution.	Monthly (Last Thurs)
11.	SP	ECIAL SURFACES	Monthly (Last Thurs)
	a.	All door handles, electrical light plates etc., to be polish-free of fingerprints.	
12.	FI	OOR MAINTENANCE - CARPET	Items A-C
	b. c.	Vacuum thoroughly all carpeted areas including wall-to-wall carpet, carpet staircases, carpet mats. Carpet shall be spot cleaned as needed. Move chairs to vacuum and replace in an orderly manner. Machine shampoo all carpet.	2 times a week Tue-Thur Item D Semi-Annually April & Oct
		Vacuums used shall have a motor driven brush and a beater illed, and shall have a motor driven brush only if there is not	-
13.	FL	OOR MAINTENANCE - RESILIENT AND HARD	Items A-C 2 times a week
	a.	Sweep floors and remove debris.	Tue-Thurs
	b.	Mop vinyl/tile with a properly mixed quaternary ammonium germicidal cleaner.	n <b>Item D</b> Semi-Annually
		Remove black marks, tar and oil.	April & Oct
	d.	Strip, clean, refinish and machine polish.	
14.	WINDOWS		Item A & B 2 times a week
	a.	Spot clean all interior windows.	<b>Tue-Thurs</b>
	b.	Wash complete glass in interior offices and doors.	

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.

о. с.

# 16. LIGHT FIXTURES

## Quarterly

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

## Monthly (Last Thurs)

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