



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

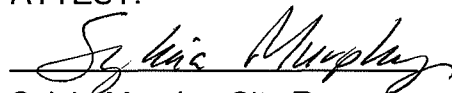
Section 2. The City Manager is hereby authorized to execute a contract with Wellsprings Services of Portland in the amount of \$4,773.57 per month for custodial services to all City facilities listed in the contract.

Duly passed by the City Council this 18th day of July 2006.



Keith S. Mays, Mayor

ATTEST:



Sylvia Murphy, City Recorder

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

<u>TASK</u>	<u>FREQUENCY</u>
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 outside 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 3 times a week M-W-F
a. Clean area including doors, floors and door mats.	
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. ALL RESTROOMS/LOCKER ROOMS	Items A-I Upstairs 5 days a Week-Downstairs 7 days a week Staff M-W-F Item J - K Weekly (Fri)
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).	
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.	
k. Clean all stainless steel partitions including the entry door.	

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

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| 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-D
3 times a week
M-W-F |
| a. Empty trash and recycling containers. | Item E |
| b. Spot clean glass in doors and surrounding windows. | Weekly (Fri) |
| c. Sanitize tabletops and damp clean seats and backs of chairs. | Item F |
| d. Sweep floor and pick up debris. | Monthly |
| e. Mop floors with germicidal solution. | |
| f. Vacuum between refrigerator and counter. | |
| 7. OFFICE AREA | 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 | Items A&B
3 times a week
M-W-F |
| a. Wipe all counter tops, desks and tables with germicidal solution. | |
| b. Empty all trash & recycling containers. | |
| 9. DUST VERTICAL/HORIZONTAL SURFACES | Items A-D
Weekly (Fri)
Item E
Monthly |
| a. Dust all office desks, chairs and tables WHEN CLEARED Do not disturb papers. | Last Fri |
| b. Dust all low areas - hand height (70") including sills, ledges 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, moldings, ledges and top of door frames. | April & Oct |
| e. Dust blinds. | |

<u>TASK</u>	<u>FREQUENCY</u>
10. FURNITURE	Items A-B
a. Vacuum fabric furniture.	Monthly
b. Damp wipe plastic chairs with germicidal solution.	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., to be polish-free of fingerprints.	Monthly
	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
	April & Oct
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
	April & Oct
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. Wash all ledges.	Item B & C
	Quarterly
15. WINDOW COVERINGS	
a. Clean all window coverings.	Semi-Annually
	April & Oct

<u>TASK</u>	<u>FREQUENCY</u>
16. LIGHT FIXTURES	Quarterly
a. Remove flies and other foreign material from light fixtures.	
17. HVAC REGISTERS	Monthly
a. Vacuum HVAC outlets removing dust, cobwebs and debris.	Last Fri

CITY OF SHERWOOD
PROFESSIONAL CUSTODIAL SERVICE
Attachment "B"
Field House 15543 SW Willamette St. (3,320 Sq. Ft)

<u>TASK</u>	<u>FREQUENCY</u>
1. TRASH PICK UP IN ALL AREAS	Items A-C 2 times a week Tue-Thurs
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 2 times a week Tue-Thurs
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 2 times a week Tue-Thurs
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.	
e. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Items A-J 2 times a week Tue-Thurs
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).	
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.

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| 5. ALL DRINKING FOUNTAINS | Item A&B
2 times a week
Tue-Thurs |
| a. Clean and disinfect nozzle and basin. | |
| b. Use brush in drain and remove signs of corrosion. | |
| 6. PARTY ROOM | Items A-E
2 times a week
Tue-Thurs |
| 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. | |
| 7. OFFICE AREA | Items A-D
2 times a week |
| a. Empty all trash.. | |
| 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 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. DUST VERTICAL/HORIZONTAL SURFACES | Items A-D
2 times a week
Tue-Thurs |
| a. Dust all office desks, chairs and tables WHEN CLEARED
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. | |

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

<u>TASK</u>	<u>FREQUENCY</u>
1. TRASH PICK UP IN ALL AREAS	Item A-C 2 times a week Tue-Thurs
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	Item A-C 2 times a week Tue-Thurs
a. Empty small recycle bin into outdoor 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 2 times a week Tue-Thurs
a. Clean area including doors, floors and door mats.	
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-I 2 times a week Tue-Thurs
a. Empty all trash including sanitary containers.	Item J
b. Service all soap, towel, toilet tissue, sanitary and seat cover dispensers as needed (load properly).	Weekly (Thurs)
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.

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| 5. ALL DRINKING FOUNTAINS | Items A-B
2 Times a week
Tue-Thurs |
| 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
2 times a week
Tue-Thurs
Item F
Monthly
Last Thurs |
| a. Empty all trash and recycling containers.
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
2 times a week
Tue-Thurs |
| 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 | Item A&B
2 times a week
Tue-Thurs |
| a. Wipe all counter tops, desks and tables with germicidal solution.
b. Empty all trash and recycling containers. | |
| 9 DUST VERTICAL/HORIZONTAL SURFACES | Items A-D
Weekly (Thurs)
Item E
Monthly
Last Thurs
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.
f. Dust and sanitize all telephones.
g. Dust all high areas above hand height including shelves,
moldings, ledges and top of door frames.
h. Dust blinds.
i. Wash blinds. | |

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

<u>TASK</u>	<u>FREQUENCY</u>
16. LIGHT FIXTURES	Quarterly
a. Remove flies and other foreign material from light fixtures.	
17. HVAC REGISTERS	Monthly
a. Vacuum HVAC outlets removing dust, cobwebs and debris.	Last Thurs

CITY OF SHERWOOD
PROFESSIONAL CUSTODIAL SERVICE
Attachment "D"
Public Works 15527 SW Willamette Street (2,383 Sq Ft)

<u>TASK</u>	<u>FREQUENCY</u>
1. TRASH PICK UP IN ALL AREAS	Items A-C 2 Times a week Tue-Thurs
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 2 Times a week Tue-Thurs
a. Empty small recycle bins into outdoor 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 2 Times a week Tue-Thurs
a. Clean area including doors, floors and doormats.	
b. Mop floors as needed.	
c. Spot clean door glass and surrounding windows.	
d. Empty trash receptacles.	
g. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Items A-I 2 Times a week Tue-Thurs Item J Weekly (Thurs)
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.

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| 5. ALL DRINKING FOUNTAINS | Items A-B
2 Times a week
Tue-Thurs |
| 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
2 Times a week
Tue-Thurs
Item F
Monthly
Last Thurs |
| a. Empty all trash and recycling containers
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
2 Times a week
Tue-Thurs |
| a. Pick up trash.
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
Tue-Thurs |
| a. Wipe all counter tops, desks and tables with germicidal solution.
b. Empty all trash and recycling containers. | |
| 9. DUST VERTICAL/HORIZONTAL SURFACES | Items A-D
Weekly (Thurs)
Item E
Monthly
Last Thurs
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.
c. Dust and sanitize all telephones.
d. Dust all high areas above hand height including shelves,
moldings, ledges and top of door frames.
e. Dust blinds.
f. Wash blinds. | |

<u>TASK</u>	<u>FREQUENCY</u>
10. FURNITURE	Items A-B Monthly Last Thurs
a. Vacuum fabric furniture.	
b. Damp wipe plastic chairs with germicidal solution.	
11. SPECIAL SURFACES	Monthly Last Thurs
a. All door handles, electrical light plates etc., to be polish-free of fingerprints.	
12. FLOOR MAINTENANCE – RESILIENT AND HARD	ItemsA-C 2 Times a week Tue-Thurs Item D Semi-Annually April & Oct
a. Sweep floors and remove debris.	
b. 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	
13. WINDOWS	Item A Tue-Thurs 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)
16. LIGHT 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.)

<u>TASK</u>	<u>FREQUENCY</u>
1. TRASH PICK UP IN ALL AREAS	Items A-C 2 times a week Tue-Thurs
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 2 times a week Tue-Thurs
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 2 times a week Tue-Thurs
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.	
e. Clean entire lobby entry doors.	
4. ALL RESTROOMS/LOCKER ROOMS	Restrooms: Items A-I 2 times a week Tue-Thurs
a. Empty 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.	2 times a week
e. Clean mirrors (leave free from streaks)	Tue-Thurs
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.	Item J
i. Clean and disinfect all restroom fixtures and counter tops.	Weekly (Thurs)
j. Wash walls and partitions with germicidal solution.	

TASK**FREQUENCY**

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

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| 5. ALL DRINKING FOUNTAINS | Items A-B
2 times a week
Tue-Thurs |
| 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
2 times a week
Tue-Thurs |
| 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 |
| d. Sweep floor and pick up debris | Last Thurs |
| e. Mop floors with germicidal solution. | |
| f. Vacuum between refrigerator and counter. | |
| 7. OFFICE AREA & CORRIDORS | Items A-E
2 times a week
Tue-Thurs |
| a. Empty all trash containers. | |
| 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 | Item A&B
2 times a week
Tue-Thurs |
| a. Wipe all counter tops, desks and tables with germicidal solution. | |
| b. Empty all trash and recycling containers. | |
| 11. 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 Thurs) |
| b. Dust all low areas - hand height (70") including sills, ledges 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, moldings, ledges and top of door frames. | April & Oct |
| e. Dust blinds. | |
| f. Wash blinds. | |

<u>TASK</u>	<u>FREQUENCY</u>
10. FURNITURE	Item A-B Monthly (Last Thurs)
a. Vacuum fabric furniture in Library only.	
b. Damp wipe plastic chairs with germicidal solution.	
11. SPECIAL SURFACES	Monthly (Last Thurs)
a. All door handles, electrical light plates etc., to be polish-free of fingerprints.	
12. FLOOR MAINTENANCE - CARPET	Items A-C 2 times a week Tue-Thur 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 2 times a week Tue-Thurs Item D Semi-Annually April & Oct
a. Sweep floors and remove debris.	
b. 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 & B 2 times a week Tue-Thurs Item C Semi-Annually April & Oct
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	Semi-Annually April & Oct
a. Clean all window coverings.	

<u>TASK</u>	<u>FREQUENCY</u>
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.	