

JANITORIAL SERVICES SPECIFICATIONS

1. SCOPE OF WORK

The cleaning of the PA CareerLink Luzerne County at Hazleton building must be performed in accordance with the specifications as provided herein. Those areas which are found deficient must receive prompt and corrective action to remedy said deficiencies.

Specifically, the awarded contractor will be held responsible and accountable for ensuring that the “quality” of the cleaning services is maintained at a high level at all times and, most importantly, satisfactory to the Commonwealth. The awarded contractor must furnish the necessary labor, equipment, and materials to complete the work specified herein.

2. CONTRACT PERIOD

The term of the initial Purchase Order/Contract is 24-months and will commence with the issuance of the Purchase Order/Contract and notice to proceed. L&I will make every effort to have the effective date be September 1, 2016 and expire on August 31, 2018

3. RATE QUOTE

Monthly rate is to remain the same for the full 24-month contract period and should be quoted for 10,864 square feet of office space and 13,600 square feet of exterior grounds maintenance. Monthly rate will be all inclusive of labor and materials necessary to perform services under this contract.

4. OPTION TO RENEW

The Purchase Order/Contract or any part of the Purchase Order/Contract may be renewed for one (1) additional 24-month period by mutual agreement between L&I and the Contractor. If the Purchase Order/Contract is renewed, the same terms and conditions set forth in the original Purchase Order/Contract shall apply. The Commonwealth allows for no more than a 3% increase in the monthly rate, for the full contract renewal period.

5. SCHEDULE

A. Hours

The normal cleaning hours will be 5:00 PM to 11:00 PM, Monday through Friday, which will constitute the primary working hours and days. The Commonwealth reserves the right to deviate from the normal work schedule should requirements dictate such a change. In such instances, at least a seven-day notice will be provided to the contractor.

B. Square Footage

The Commonwealth reserves the right to add or delete the square footage cleaned and/or project work covered in these specifications, at any time, following notification to the awarded contractor at least seven (7) days in advance of such action. The cost of additional services or savings of discontinued services will be completed by multiplying the additional or deleted square footage by cost per square foot, using the monthly price quoted by the awarded contractor.

6. HOLIDAYS

The Commonwealth’s offices are closed for eleven (11) days during each calendar year. Janitorial services will not be required on the actual days observed for the following:

- New Year’s Day
- Martin Luther King’s Birthday
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day and the day after
- Christmas Day

The work scheduled to be performed on the day observing a legal Holiday will be resumed the next regularly scheduled workday.

7. **PERSONNEL**

The awarded contractor will provide sufficient personnel to perform the services.

On or before the contract begin date, the awarded contractor is required to provide the PA CareerLink Site Administrator or authorized designee with the names, home addresses, home telephone numbers, and work assignments of each employee who will be working under the contract. Contractor will provided any changes, deletions, or additions to this list immediately as they occur to the Site Administrator or authorized designee.

The Commonwealth reserves the right to require that the successful contractor remove from the premises any employee who endangers persons or property therein or whose continued employment under the contract is inconsistent with the best interest of the Commonwealth.

A. **Responsibility**

- 1) The awarded contractor will be held entirely responsible and accountable for all actions of employees. It should be clearly understood that all personnel hired by the awarded contractor under this contract will be considered strictly employees of the same and, under no circumstances, are such personnel to be considered employees of the Commonwealth. The awarded contractor will enforce discipline and good behavior at all times among all employees, and will remove unsatisfactory employees immediately in accordance with the foregoing provisions of this contract.
- 2) Under no circumstances will the awarded contractor assign any employee to a Commonwealth employee for supervision. The PA CareerLink Site Administrator or authorized designee will issue instructions or give directions to the awarded contractor's project manager and never directly to the employees of the contractor.
- 3) Any subcontractors must be approved by the PA CareerLink Site Administrator or authorized designee.

B. **Confidential Information**

If the awarded contractor's employees come in contact with any confidential Commonwealth information, during the performance of their assigned work, this information is not to be discussed with or enclosed to anyone, by the awarded contractor or employee.

C. **Restrictions**

1) **Equipment:**

The awarded contractor's employees will not be permitted to utilize the Commonwealth's telephones or other equipment, unless prior approval is granted by the PA CareerLink Site Administrator or authorized designee. Under no circumstances will any employee of the awarded contractor use the personal property of any Commonwealth employee.

2) **Meals and Break Periods:**

The awarded contractor's employees may take break periods only in areas designated by the PA CareerLink Site Administrator.

8. **SAFETY**

The awarded contractor will take prompt action to ensure that all employees working under this contract obey and comply with ALL applicable Federal, State, and Local Fire and Safety laws and/or regulations, as well as, with all building security procedures. All work related accidents and injuries occurring in the building, all safety related accidents and injuries occurring in the building, and all safety related violations are to be reported immediately to the PA CareerLink Site Administrator.

A. **Rules**

Employees of the awarded contractor must familiarize themselves with and abide by the following general in-house, safety rules:

- 1) Respect the Commonwealth's posted "No Smoking" areas and dispose of cigarette butts in an acceptable manner by placing said items in designated containers.
- 2) Keep aisles, entrances, stairways, ramps, and passageways clear of obstructions and equipment, except when actually using equipment to maintain these areas.
- 3) Be aware of and practice "common sense" safety rules.
- 4) Utilize fireproof containers for the storage of dust mops (clean and/or used).
- 5) All floor machines, vacuum cleaners, and other electrical equipment must be three (3) wire grounded.

6) Contractor employees should wear protective safety gear such as gloves, respirators, and goggles/glasses.

B. Fire Prevention

- 1) The employees of the awarded contractor must adhere to all Commonwealth fire prevention laws and regulations.
- 2) Throughout the duration of the contract, the awarded contractor will not utilize any equipment that is not Underwriters Laboratories (UL) approved.

C. Security

- 1) All employees of the awarded contractor are to enter and leave the building via the main entrance. Said employees must properly sign-in at the beginning of their work shift and sign-out at the end of their work shift.
- 2) The awarded contractor will not conduct any interviewing or hiring on the Commonwealth's premises.

9. EQUIPMENT, MATERIALS, AND SUPPLIES

A. Commonwealth's Responsibility

- 1) The Commonwealth will provide the awarded contractor with adequate storage space for equipment, materials, and supplies to be utilized in the building, needed to implement this contract successfully.
- 2) The Commonwealth will provide paper towels, toilet tissue, and hand soap under the contract. The project manager will be responsible for receiving the specified supplies from the PA CareerLink Site Administrator. If the awarded contractor and/or the contractor's employees are observed leaving the premises with any items belonging to the Commonwealth, said actions will constitute grounds for immediate dismissal of the contractor's employees and/or the cancellation of the janitorial services contract itself, as well as possible prosecution in accordance with all applicable Federal and State Laws.

B. Contractor's Responsibility

- 1) The awarded contractor will supply, at minimum, the following:
 - Brooms
 - Mops (Johnny, Wet, Treated)
 - Treated Dust Cloths
 - Pads (Polishing and Scrubbing)
 - Cream Cleanser (Scouring Cream)
 - Furniture Polish
 - Window Cleaner
 - Floor Finish
 - Bowl Cleaner
 - All Purpose Neutral Detergent Soap
 - Metal Polish
 - New disposable Plastic Liners and Trash Bags
- 2) The awarded contractor is required to utilize brand name supplies and equipment or approved equivalents under this contract. The product names and specifications of the supplies and equipment to be utilized by the awarded contractor must be provided to the PA CareerLink Site Administrator for approval prior to the execution of the contract.
- 3) Contractor will notify the PA CareerLink Site Administrator of proposed changes in supplies and/or equipment and will provide the Site Administrator with a sufficient sample for testing purposes and product MSDS sheets upon request. Site Administrator approval is required, prior to the change of materials and/or equipment by the awarded contractor. For products not utilized in the original manufacturer's container, (such as spray bottles) the contractor must identify products appropriately utilizing an OEM label.
- 4) The awarded contractor will provide all other necessary supplies and equipment that will be of the highest quality and consistent with these specifications.
- 5) The awarded contractor is not limited to the purchasing of the equipment and supplies listed herein.
- 6) The awarded contractor is permitted to utilize the Commonwealth's water and electricity within reasonable limits without charge. The Commonwealth is striving to conserve energy, therefore when janitorial services are completed in unoccupied restrooms, offices and/or conference rooms contractor is required to turn off all lights in the completed area.

10. INSPECTION AND QUALITY RATINGS

- A. In addition to the project manager's inspections, the PA CareerLink Site Administrator will also conduct thorough, on-site, quality control inspections of the janitorial services to ensure that the said work is being performed in accordance with the specifications, terms and conditions specified herein. Follow-up inspections will be conducted as necessary. All inspections by the Site Administrator will be made in such a manner as to provide as little interference as possible with the work.
- B. The Commonwealth reserves the right to require the awarded contractor to perform cleaning services again, at no additional cost to the Commonwealth, when said services do not meet the requirements of the contract. If cleaning deficiencies cannot be corrected by performing the services again, the Commonwealth will have the right to (1) require the awarded contractor to immediately take all steps necessary to ensure future performance of the janitorial services is in compliance with the requirements of the contract; (2) reduce the contract price to reflect the reduced value of the janitorial cleaning services performed. In the event the awarded contractor fails to perform promptly in the services again, or take the necessary action to ensure future custodial cleaning services are in compliance with the requirements of the contract, the Commonwealth will have the services performed by another outside contractor and deduct any and all costs incurred by the Commonwealth directly related to the performance of such services from monies due the contractor; or (3) terminate the contract for default.
- C. The awarded contractor is required to provide and maintain a formal, quality control inspection system acceptable to the Commonwealth. The objective of this system is to ascertain if the quality levels are delineated herein. Records of all inspection work by the awarded contractor will be kept complete and available to the Commonwealth during the entire term of the contract.
- D. The PA CareerLink Site Administrator will prepare a "Quality Control Inspection Report" on those areas inspected, as necessary. The use of the quality control rating system will be the final determining factor regarding the acceptability of the janitorial services. It will be mandatory that a representative of the awarded contractor accompany the Site Administrator on all final inspections. In general, the achievement of the desired quality standards, as outlined herein, will result in a complete absence of visible soil.
- E. After the joint inspection, the PA CareerLink Site Administrator will note the deficiencies found during the inspection tour on the inspection form. After the completion of the overall rating, the Site Administrator will discuss the overall rating with the project manager. The project manager will acknowledge receipt of the inspection report by signing the report. The Site Administrator will retain the original signed report in the PA CareerLink office files; a duplicate copy of the report will be provided to the contractor project manager; a third copy of the report will be forwarded to the DLI Central Office PA CareerLink Finance & Operations Unit. The project manager will arrange to have all deficiencies corrected before the close of business on the date when said deficiencies were found.

11. CLEANING TASKS, METHODS AND SPECIFICATIONS

**Frequency of each task is specified in section 12 Cleaning Tasks and Frequency, unless otherwise noted.*

A. Floor Cleaning

- 1) **Dust Mopping and Sweeping:** Remove all dirt and/or dust from corners, under furniture, and behind doors.
- 2) **Wet Mopping:** Dust and/or sweep floors clean, before wet mopping. Place "Wet floor" signs at all areas to be wet mopped and signs are to remain in place until floor is completely dry. Mop water splashed on baseboards, walls, doors, furniture, and equipment is to be removed immediately. Cleaned floors are to be free of dirt, removable stains, and streaks.
- 3) **Machine Scrubbing:** Water and/or scrubbing solution are not permitted to be on floors longer than necessary to complete the cleaning operation. Dirty water is to be removed and floor is to be rinsed with clean water. "Wet floor" signs are to be in place during the entire cleaning operation and removed when the floor is dry. There is to be no visible streaking or detergent residue on the floors.
- 4) **Floor Finish Stripping and Reapplication:** All moveable items are to be removed from the area to be stripped. Floor is to be swept thoroughly and all loose debris removed. There is to be no visible streaks or drip marks on the completed floor; all baseboards, doors, walls, and furniture are to be free of floor finish; all movable items are to be replaced in completed areas. "Wet floor" signs are to be in place during the entire operation and removed when all floors are dry. Contractor is to use a product with minimal odor that is approved by the PA CareerLink Site Administrator. Prior to beginning the floor finish stripping/reapplication process, the contractor is to notify the Site Administrator or authorized designee of any potential odor and/or other safety precautions that office staff should be aware of, during this process.

- 5) ***Spray Buffing:*** All moveable items are to be removed and replaced when buffing process is complete. The floor is to be dusted and/or swept and wet mopped, prior to buffing. "Wet floor" signs are to be in place during the entire operation and removed when completed. Woodwork, baseboards, and furniture are not to be marred or discolored by the buffing materials or equipment. Contractor is to use a product with minimal odor that is approved by the PA CareerLink Site Administrator. Prior to beginning the spray buffing process, the contractor is to notify the Site Administrator or authorized designee of any potential odor and/or other safety precautions that office staff should be aware of, during this process.

B. **Carpet Cleaning**

- 1) ***Vacuuming:*** Clean all rugs, carpets, and walk-off mats.
- 2) ***Spot Cleaning:*** Spot cleaning is to be completed as required.

C. **Restroom Cleaning**

The primary objectives in the cleaning of restrooms are thorough cleanliness and sanitization, elimination of odors, and ensuring sufficient stock. In order to maintain a high standard of cleanliness and sanitization, any dirt found in a restroom during an inspection will be considered to be unsatisfactory performance of service.

- 1) ***Toilets and Urinals:*** Toilets and urinals are to be washed and sanitized inside and out. Seats are to be washed on both sides. Traps are to be thoroughly cleaned. Chrome and exposed piping are to be cleaned. Acids or strong cleaners are not permitted to be used without first obtaining approval from the PA CareerLink Site Administrator.
- 2) ***Sinks and Washbowls:*** Grease and other dirt are to be removed. Chrome and exposed piping are to be cleaned. Acids and strong cleaners are not permitted to be used without first obtaining approval from the PA CareerLink Site Administrator. Powdered, abrasive cleaners are not permitted to be used in any sinks and washbowls.
- 3) ***Mirrors and Shelves:*** Mirrors and shelves are to be wiped clean, ensuring no visible streaks.
- 4) ***Servicing Dispensers:*** Restrooms are to be serviced daily to ensure that the dispensers for hand towels, toilet tissue, and soap are filled at all times. These dispensers are to be stocked with supplies obtained from the PA CareerLink Site Administrator. All dispensers are to be wiped clean with a damp cloth during cleaning operations.
- 5) ***Waste Receptacles:*** Waste receptacles are to be emptied daily. Replace plastic liners with new liners in waste receptacles daily. Sanitary napkin disposal containers are to be emptied and spot cleaned daily and thoroughly washed on a monthly basis.
- 6) ***Restroom Walls, Partitions, Doors, and Stainless Steel:*** Accumulations of dirt and graffiti on walls, doors, and partitions are to be removed daily. Stainless steel dispensers are to be wiped clean daily. Ventilation ducts in the ceiling are to be kept free of dust. Restroom walls are to be washed; there is to be no overlap marks or streaks after washing; the washed area is to be uniformly clean.
- 7) ***Restroom Floors:*** Restroom floors are to be wet mopped daily using disinfecting detergent cleaner. All restroom floors are to be thoroughly swept prior to being wet mopped. Restroom floors are to be machine scrubbed monthly.

D. **Miscellaneous Cleaning**

- 1) ***Dusting:*** Remove all dust from exposed surfaces.
- 2) ***High Dusting:*** High dusting consists of all areas above a height of six feet. High dusting includes frames around windows and doors, air ducts in ceilings, air conditioning grills, and light fixtures. All items included in high dusting are to be free from dust and dirt. A vacuum cleaner with necessary attachments may be used for high dusting. Custodial personnel are not permitted to stand on furniture to dust.
- 3) ***Low Dusting:*** Low dusting includes all areas easily reached when standing on the floor or at approximately six feet high. Lightly dust surfaces of tables and desks. Wipe chair legs, rungs, and other parts of furniture, to ensure free from dust. All exposed horizontal and vertical surfaces in the PA CareerLink are to be free of dust, dirt, and streaks and all items returned to their proper place.
- 4) ***Polishing Metal:*** Polish solid, non-ferrous metal and stainless steel. Clean all push plates, kick plates, handrails, and other fixtures to ensure surfaces are free from all tarnish and discoloration and polished to present a neat, clean, shining appearance. Ensure metal fixtures and adjacent surfaces are not damaged by polishing materials.
- 5) ***Damp Wiping:*** Wipe surfaces frequently and/or spot clean as needed using a clean, damp cloth, to remove dirt and smudge spots from surfaces. Dry surfaces using a clean, dry cloth, ensuring surfaces are free from streaks and watermarks.

- 6) **Drinking Fountains:** Wash fountain bowls with a sanitizing solution. Damp wipe remainder of water fountain. Clean chrome and exposed piping. Do not use metal polish on fittings or fountain bowls.
- 7) **Trash Receptacles:** Trash receptacles are to be emptied daily and replace old plastic liners with new plastic liners daily. Exteriors of trash receptacles are to be clean and free of dirt. Interiors of trash receptacles are to be washed as specified in the Cleaning Tasks and Frequency section.
- 8) **Doors:** Doors are to be washed using a cleaning detergent and then damp wiped to rinse. Door hardware is to be wiped clean. All glass doors are to be cleaned using glass cleaner. The washed area is to be uniformly clean; there is to be no visible dirt, streaks, or smudges after washing.
- 9) **Trash Removal:** Wastebaskets, sanitary napkin receptacles in ladies restrooms, trash receptacles, and trash containers in the building are to be emptied into plastic bags and placed at the assigned trash pickup area. All other discarded materials in the building and all trash/debris found in entryways, outside grounds, parking lot, or around the trash pickup station are to be removed and placed at the assigned trash pickup area.
- 10) **Walls:** Walls and baseboards are to be washed using a detergent solution and surfaces are to be rinsed using a clean, damp cloth. Finished surfaces are to be free from dirt, removable stains, streaks, and watermarks; the washed area is to be uniformly clean.

E. **Glass Cleaning**

All glass in interior, entrance and outside doors, glass in windowpanes, and glass embedded in metal, laminate, or wood partitions/furniture are to be washed on both sides to remove dirt and dust. Glass cleansing process is to be finalized using a cleaning agent formulated for glass surfaces to remove streaks. Thoroughly cleaned glass surfaces are to be free of dust, dirt and streaks.

F. **Furniture**

- 1) **Upholstered Furniture:** Thoroughly clean furniture by removing and vacuuming all cushions, backs, and pillows; vacuum interior of furniture before replacing removable items. Vacuum using only the appropriate vacuum attachments designed for use on upholstered furniture, to prevent damage to furniture.
- 2) **Wood Furniture:** Damp wipe surfaces just enough to remove dust, dirt, and stains, using a clean cloth. Avoid using excessive water, to prevent damage to furniture. Dry surface using a clean, dry, absorbent cloth. Cloths treated with a cleaning agent suitable for wood surfaces may be used in lieu of damp cloths. After cleaning, polish wood surfaces using wax or other product formulated to polish wood. All polishing products are to be used according to product instructions, to prevent damage to furniture.
- 3) **Plastic/Vinyl Furniture:** Damp wipe surfaces just enough to remove dust, dirt, and stains, using a clean cloth. Avoid using excessive water, to prevent damage to furniture. Dry surface using a clean, dry, absorbent cloth. Cloths treated with a cleaning agent suitable for plastic surfaces may be used in lieu of damp cloths.
- 4) **Leather Furniture:** Leather furniture is to be cleaned using only products formulated for leather surfaces. All products are to be used according to the product instructions, to prevent damage to furniture.
- 5) **Metal, Laminate, and Linoleum Surfaces:** Includes: desks, chairs, tables, stands, file cabinets, coat racks, and bookcases. Furniture is to be cleaned using a mild detergent solution and dried using a clean absorbent cloth. Thoroughly cleaned surfaces are to be free of dust, dirt and streaks. Glass portions of furniture are to be cleaned according to specifications outlined under section E Glass Cleaning.

G. **Exterior Grounds Maintenance**

- 1) **Exterior Smoking Material Receptacles:** Empty all exterior smoking material receptacles daily, ensuring all materials are thoroughly extinguished. All debris is to be removed from the receptacles and exterior surfaces are to be cleaned by damp wiping. All discarded materials are to be placed at the assigned trash pickup area.
- 2) **Grass Plots:** Cut, trim, and rake two (2) grass plots; each plot is 5' x 24'. Contractor is required to provide necessary equipment. All discarded materials are to be placed at the assigned trash pickup area.
**Both plots are located on the south side of the building along Maple Street.*

12. **CLEANING TASKS AND FREQUENCY**

The awarded contractor will perform the specified work listed in Appendices A and B at the PA CareerLink Luzerne County at Hazleton within the specified normal cleaning hours. If needed, project work will be scheduled on a mutually agreeable date and time.

CLEANING TASKS AND FREQUENCY - ALL OFFICE AREAS

DESCRIPTION OF WORK	DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL
DOORS/FRAMES/WALLS				
1 SPOT CLEAN ALL INTERIOR/EXTERIOR/ENTRANCE DOORS, FRAMES, AND WALLS/PARTITIONS	X			
2 CLEAN ALL GLASS ON INTERIOR/EXTERIOR/ENTRANCE DOORS AND WALLS/PARTITIONS	X			
3 CLEAN AND POLISH ALL DOORS AND FRAMEWORK			X	
DUSTING				
4 COMPLETE ALL LOW DUSTING	X			
5 COMPLETE ALL HIGH DUSTING	X			
6 DUST CEILING VENTS (ALL AREAS)	X			
7 CLEAN AND POLISH ALL METAL (STAINLESS STEEL, BRONZE, BRASS, AND ALUMINUM)	X			
8 VACUUM CEILING VENTS (ALL AREAS)		X		
FLOORS/CARPETS				
9 VACUUM AND SPOT CLEAN ALL CARPETS	X			
10 DUST/SWEEP AND WET MOP ALL HARD SURFACE FLOORING	X			
11 SPRAY BUFF LOBBY/ENTRANCE FLOOR	X			
12 SPRAY BUFF ALL OTHER HARD SURFACE FLOORING		X		
13 CLEAN ALL CARPETS (SEE PA CAREERLINK SITE ADMINISTRATOR FOR APPROVED CLEANING METHOD)			X	
14 STRIP AND REFINISH ALL HARD SURFACE FLOORING				X
FURNITURE				
15 SPOT CLEAN ALL FURNITURE IN OFFICES AND CONFERENCE ROOMS TO ENSURE NO OBVIOUS DIRT, DUST OR STREAKS	X			
16 CLEAN BLACK/WHITE BOARDS (DO NOT REMOVE WRITING ON BOARDS UNLESS REQUESTED BY PA CAREERLINK SITE ADMINISTRATOR)	X			
17 CLEAN ALL VINYL/PLASTIC AND UPHOLSTERED FURNITURE		X		
18 CLEAN AND POLISH ALL WOOD AND LEATHER FURNITURE			X	
19 VACUUM AND CLEAN ALL UPHOLSTERED FURNITURE				X
TRASH				
20 EMPTY ALL TRASHCANS AND REPLACE SOILED TRASH LINERS	X			
21 SPOT CLEAN ALL TRASHCANS	X			
22 WASH ALL TRASH CANS LOCATED IN PUBLIC AREAS, CORRIDORS, HALLWAYS AND LOBBY		X		
23 WASH ALL TRASH CANS IN OFFICES AND CONFERENCE ROOMS			X	
DRINKING FOUNTAINS/BREAKROOM				
24 CLEAN AND SANITIZE ALL DRINKING FOUNTAINS	X			
25 CLEAN AND SANITIZE SINK IN BREAKROOM	X			
WINDOWS				
26 DUST ALL WINDOWSILLS	X			
27 CLEAN ALL WINDOWSILLS			X	
28 WASH ALL WINDOWS INSIDE AND OUT			X	

CLEANING TASKS AND FREQUENCY - RESTROOMS

DESCRIPTION OF WORK		DAILY	WEEKLY	MONTHLY
DISPENSERS/FIXTURES				
1	CLEAN AND POLISH ALL STAINLESS STEEL	X		
2	CLEAN MIRRORS AND SHELVES	X		
3	DAMP WIPE LIGHTS (EXTERIOR SURFACES)	X		
4	DUST CEILING VENTS	X		
5	FILL AND CLEAN ALL DISPENSERS (SOAP, TOILET PAPER, AND PAPER TOWELS)	X		
6	REPORT ALL BURNED OUT LIGHTS TO THE PA CAREERLINK SITE ADMINISTRATOR	X		
7	VACUUM AND CLEAN CEILING VENTS			X
DOORS/FRAMES/WALLS				
8	SPOT CLEAN ALL DOORS, FRAMES, WALLS, STAHL PARTITIONS, AND BASEBOARD	X		
9	WASH AND SANITIZE ALL DOORS, FRAMES, WALLS, STAHL PARTITIONS, AND BASEBOARD			X
FLOORS				
10	DUST/SWEEP AND WET MOP FLOORS WITH DISINFECTANT	X		
11	DUST/SWEEP AND MACHINE SCRUB FLOORS WITH DISINFECTANT			X
SINKS/TOILETS/URINALS				
12	CLEAN AND SANITIZE SINKS	X		
13	CLEAN AND SANITIZE ALL TOILETS AND URINALS	X		
TRASH				
14	EMPTY ALL TRASHCANS AND REPLACE SOILED TRASH LINERS	X		
15	SPOT CLEAN TRASH CANS	X		
16	EMPTY SANITARY NAPKIN WASTE RECEPTACLES AND REPLACE LINERS	X		
17	WASH AND SANITIZE SANITARY NAPKIN WASTE RECEPTACLES	X		
18	WASH AND SANITIZE TRASH CANS		X	

CLEANING TASKS AND FREQUENCY - EXTERIOR GROUNDS MAINTENANCE

DESCRIPTION OF WORK		DAILY	WEEKLY	MONTHLY
TRASH				
1	EMPTY ALL EXTERIOR SMOKING MATERIAL RECEPTACLES (ENSURE MATERIALS ARE THOROUGHLY EXTINGUISHED)	X		
2	CLEAN ALL EXTERIOR SMOKING MATERIAL RECEPTACLES		X	
3	REMOVE TRASH/DEBRIS FROM BUILDING ENTRYWAYS, GROUNDS, PARKING LOT, AND TRASH PICKUP STATION		X	
GRASS PLOTS				
4	GRASS PLOTS - CUT, TRIM, RAKE		X	