

**FACILITY OVERVIEW FOR JANITORIAL SERVICES
SUPPLEMENT TO STATEMENT OF WORK**

AGENCY NAME/BUREAU		CONTACT	
DCNR - State Parks		Lisa Miller, Center Manager	
ADDRESS (To be serviced)		EMAIL	
NOLDE FOREST EE CENTER - MANSION		lisamill@pa.gov	
2910 New Holland Road		PHONE	FAX
Reading, PA 19607-9448		610-796-3699	610-796-3698
Indicate the number of employees at the facility to be serviced:		16	
PROCUREMENT ADDRESS		CONTACT	
		PHONE	FAX

AREAS TO BE SERVICED		Square Footage (Best Estimate)	Estimated Required Hours (If Known)
JANITORIAL HOUSEKEEPING			
<input checked="" type="checkbox"/>	GENERAL ROUTINE CLEANING (EXAMPLE: Vacuum, dust, trash, etc.)	6,493	
CARPET CARE			
<input type="checkbox"/>	CARPET/HOT WATER EXTRACTION/SHAMPOO		
<input type="checkbox"/>	CARPET/DRY COMPOUND		
<input type="checkbox"/>	CARPET/OTHER - <i>SPECIFY HERE</i>		
HARD SURFACE FLOOR CARE			
<input checked="" type="checkbox"/>	HARD SURFACE FLOOR/CONCRETE	228	
<input checked="" type="checkbox"/>	HARD SURFACE FLOOR/TILE/VINYL	1,872	
<input checked="" type="checkbox"/>	HARD SURFACE FLOOR/TILE/CERAMIC	400	
<input checked="" type="checkbox"/>	HARD SURFACE FLOOR/WOOD	1,756	
<input checked="" type="checkbox"/>	HARD SURFACE FLOOR/OTHER - <i>stone, rubber</i>	stone/544 rubber/165	

AREAS TO BE SERVICED <i>cont'd</i>		NUMBER	SIZE - Sq. Inches (Best Estimate)	Estimated Required Hours (If Known)
WINDOW AND GLASS CLEANING				
<input checked="" type="checkbox"/>	NUMBER OF FLOOR LEVELS	3	N/A	
<input checked="" type="checkbox"/>	WINDOW AND GLASS CLEANING BY FLOOR	22	17,541	
	FLOOR 1 <i>(For multiple floors, specify on Page 2)</i>			

ADDITIONAL FLOORS			
WINDOW AND GLASS CLEANING BY FLOOR	NUMBER	SIZE - Sq. Inches (Best Estimate)	Estimated Required Hours (If Known)
FLOOR 2	66	78,741	
FLOOR 3	56	34,957	
FLOOR 4			
FLOOR 5			

ADDITIONAL INFORMATION	Number of Restrooms	Number of Sinks	Number of Toilets/Urinals
RESTROOMS	6	6	7-T/ 2-U/ 3-SS

Additional Comments:

Current PO number 4300536928. Previous PO numbers: 4300381226 & 4300113691 As a historic building designated by the PA Historic and Museum Commission - extreme care needs to be taken in cleaning and maintaining this building. The polishing for this location includes 50 wooden doors with the following dimensions (in inches): 76x26(1); 80x28(2); 80x29(1); 80x30(3); 80x31(4); 80x32(19); 80x34(5); 80x35(3); 80x36(9); 80x41(1); 80x42(2). Wood paneling and built-in and free-standing bookcases include approximately 630,802 square inches or 4,380.6 square feet. Also approximately 1405 lineal feet of 8-inch baseboard and approximately 9,647 lineal feet of 9-inch door framing require polishing. 145 windows are cleaned inside and out. In addition, there are 145 acrylic indoor storm windows, which are cleaned inside and outside, that require special cleaning solution and cleaning cloth. Furniture includes 12 desks, 25 tables and 82 padded chairs.