

## **SCOPE OF WORK**

The Window Cleaning Company will provide the following services to the CITY.

**FACILITIES:**            **CITY HALL, COUNCIL CHAMBER, COMMUNITY ROOM, AND STAIR WELL/ELEVATOR LOBBY**

### **PERSONNEL AND SECURITY**

A permanently assigned cleaning team will be assigned to the facility for continuity and accountability. All employees must have knowledge regarding City security policies and exiting responsibilities. Janitorial employees are at no time to allow access to any person other than authorized City personnel. Janitorial employees are not to use City equipment such as telephones, fax machines, computers, televisions, etc for personal use. Janitorial will be given a security code and keys that are assigned to the janitorial crew. This code is strictly confidential. A breach in security caused by any member of the janitorial team will result in appropriate actions and immediate termination of the contract.

### **SCOPE OF SERVICES:**

#### **CITY HALL DAILY SERVICES**

1. Empty all trash and replace liners if necessary and return to original position.
2. Sweep front Entrance and pickup all debris inside and within 10 feet of the doors outside
3. Sweep all hard surfaces with a dust control mop.
4. Vacuum all carpeted floors and carpeted mats and spot clean them as necessary. Pickup mats and clean underneath.
5. Spot clean all partition glass, display glass, and entrance glass.
6. Damp mop all hard floor surfaces. Remove scuff marks, spills and smudges where necessary.
7. Wipe down main counter and information desktops.
8. Spot clean dirt, fingerprints, smudges, and spills from tabletops and desks.
9. Water fountains to be cleaned, sanitized, and polished.
10. Spot clean all carpets.
11. Remove collected trash to pickup area.

#### **WEEKLY CITY HALL SERVICES**

1. Clean all chairs, counter tops, shelving, filing cabinets, picture frames, time clocks, partition tops, ledges, ceiling vents.
2. Vacuum or sweep all corners.
3. Clean entrance door jams and thresholds.

## **BI-WEEKLY CITY HALL SERVICES**

1. Vacuum behind desks, between filing cabinets.
2. Remove cob webs.
3. Wash wastebaskets inside and out, dry, then return to original position.

## **MONTHLY CITY HALL SERVICES**

1. Clean ceiling light fixtures throughout building.

## **LUNCHROOMS / CONFERENCE ROOMS / LOUNGE**

### **LUNCH ROOM / CONFERENCE ROOMS / LOUNGE DAILY SERVICES**

1. Empty all trash receptacles.
2. Clean counter tops, tables, and chairs.
3. Clean inside microwave oven.
4. Clean coffee makers.
5. Wash out sinks.
6. Polish stainless steel and chrome fixtures.
7. Spot clean glass of vending machine.
8. Sweep and mop with cleaner/disinfectant all hard surfaces.
9. Arrange newspapers/magazines neatly.
10. Collect all dirty dishes and put them in the dishwasher and run dishwasher.
11. Remove collected trash to pickup area.

### **LUNCHROOM / CONFERENCE ROOMS / LOUNGE WEEKLY SERVICES**

1. Clean and polish plumbing under sinks.
2. Clean all baseboards.
3. Clean vents.
4. Dust high wood trim.
5. Remove any cobwebs.
6. Clean and disinfect inside of waste receptacles.
7. Wash the push and kick plates of doors.
8. Wipe handles.

## **RESTROOMS**

### **DAILY RESTROOM SERVICES**

1. Clean and disinfect all sinks, toilets, dispensers, etc.
2. Polish all stainless steel and chrome fixtures and accessories.
3. Clean mirrors.
4. Restock all consumables (paper towel, toilet tissue, seat covers, soap, etc.).
5. Clean partitions.

## **DAILY RESTROOM SERVICES, continued -**

6. Clean walls near urinal.
7. Sweep and mop the floors with a disinfectant deodorizer cleaner.
8. Empty trash and replace liners.
9. Clean base of toilets.
10. Remove collected trash to pickup area.

## **WEEKLY RESTROOM SERVICE**

1. Wash plumbing under sinks.
2. Clean vents.
3. Wash the push and kick plates on doors.
4. Clean light fixtures.
5. Clean and disinfect inside of waste receptacles.

## **MONTHLY RESTROOM SERVICES**

1. Machine scrub all restroom floors.
2. Pour hot water and disinfect all floor drains.

## **COUNCIL CHAMBER**

### **COUNCIL CHAMBER DAILY SERVICES**

The following daily services for the Council Chamber are on an “as needed” basis. This facility is not used everyday.

1. Empty waste baskets and replace liners (as needed).
2. Vacuum carpets.
3. Spot clean carpets.
4. Wipe off council and staff dais.
5. Sweep and mop lobby to Council Chamber.
6. Spot clean glass of trophy case.
7. Spot clean glass of doors.
8. Remove collected trash to collection area.

### **COUNCIL CHAMBER WEEKLY SERVICES**

1. Clean off stadium seating.
2. Clean all baseboards.
3. Clean push and kick plates of doors.

## **COUNCIL CHAMBER MONTHLY SERVICES**

1. Clean light fixtures.
2. Clean and disinfect waste receptacles.

## **COMMUNITY ROOM**

### **COMMUNITY ROOM DAILY SERVICES**

The following daily services for the Community Room are on an “as needed” basis. This facility is not used everyday.

1. Empty trash receptacles and replace liner.
2. Sweep and mop floors.
3. Wipe all tables.
4. Clean refrigerator, microwave oven.
5. Spot clean entrance door glass.
6. Remove collected trash to pickup area.

### **COMMUNITY ROOM WEEKLY SERVICES**

1. Clean all baseboards.
2. Clean push and kick plates.
3. Clean and disinfect telephone.

### **COMMUNITY ROOM MONTHLY SERVICES**

1. Clean all light fixtures.
2. Clean and disinfect trash receptacles.

## **STAIRWELL/ELEVATOR LOBBY**

### **STAIRWELL/ELEVATOR LOBBY BI-WEEKLY SERVICES**

1. Sweep and mop stairs.
2. Sweep elevator lobby.
3. Sweep bottom of stairs.
4. Wipe down all hand railings.

## **JANITOR CLOSET**

### **JANITOR CLOSET DAILY SERVICE**

1. Clean, organize, and maintain janitor closet.

**OTHER SERVICES**

**EXTERIOR TRASH RECEPTACLES AND CIGARETTE URNS**

**EXTERIOR TRASH RECEPTACLES AND CIGARETTE URNS DAILY SERVICES**

1. Empty trash receptacles and replace liners.
2. Empty cigarette urns and replace sand when necessary.
3. Remove collected trash to pickup area.

**QUARTERLY SERVICES**

1. All hard surfaces will be stripped and waxed according to floor specifications (specifications available upon request).

**SEMI-ANNUAL SERVICES**

1. All high traffic carpeted areas will be steam shampooed or dry extracted (to be coordinated with maintenance manager).

**FACILITY: RECREATION CENTER**

**PERSONNEL AND SECURITY**

A cleaning team will be permanently assigned to the facility for continuity and accountability. All employees must have knowledge regarding City security policies and exiting responsibilities. Janitorial employees are at no time to allow access to any person other than authorized City personnel. Janitorial employees are not to use City equipment such as telephones, fax machines, computers, televisions, etc for personal use. Janitorial will be given a security code and keys that are assigned to the janitorial crew. This code is strictly confidential. A breach in security caused by any member of the janitorial team will result in appropriate actions and immediate termination of the contract.

**TASK**

**TIMELINE**

A. Building Exterior	
1. Clean front and perimeter doors and door handles.	Weekly
B. Building Interior	
1. Empty and clean all trash containers and sanitary containers in restrooms and reline with bags.	Daily
2. Clean and polish drinking fountain.	Daily
3. Clean and sanitize kitchen sink and counter.	Daily
4. Fill soap dispensers in kitchen and restrooms.	Daily
5. Damp clean inside and outside of microwave.	Daily
6. Damp clean outside of refrigerator and oven.	Daily

**TASK**

**TIMELINE**

7. Vacuum all carpets.	Daily
8. Wet mop (with cleaner) lobby, bathrooms and multi-purpose room floors.	Daily
9. Clean and sanitize all restrooms and contents (fixtures, floors, baby changer, partitions, mirrors).	Daily
10. Stock all restrooms and kitchen with paper towels, toilet paper and seat liners (keep a reserve in stock in closet as well).	Daily
11. Damp wipe reception desk and table tops if cleared.	Weekly
12. Move portable walls, chair racks, and piano and dust and mop behind them.	Weekly
13. Windex multi-purpose room mirrors.	Weekly
14. Clean inside lobby windows and lobby door window.	Weekly
15. Buff lobby area flooring.	Bi-Monthly
16. Dust all reachable surfaces including picture frames.	Monthly
17. Clean/wipe down reception counter.	Monthly
18. Spot clean walls, doors and light switches.	Monthly
19. Clean window sills.	Monthly
20. Spot clean carpets.	Quarterly
21. Clean and polish all door metalwork.	Quarterly
22. Supervisor inspect premises.	Quarterly
23. Clean inside of refrigerator and oven.	Quarterly
24. Scrub, wax and buff reception area flooring.	Quarterly
25. Scrub, wax and buff multi-purpose room flooring.	Quarterly
26. Clean exterior windows.	Quarterly
27. Move furniture and steam clean carpets. Annually	Semi-
28. Brush off and dust walls, ceiling vents and grills. Annually	Semi-
29. Clean interior windows.	Yearly
30. Leave notes as to any irregularities noted.	As needed

**FACILITY: HISTORIC REYES ADOBE**

**PERSONNEL AND SECURITY**

A cleaning team will be permanently assigned to the facility for continuity and accountability. All employees must have knowledge regarding City security policies and exiting responsibilities. Janitorial employees are at no time to allow access to any person other than authorized City personnel. Janitorial employees are not to use City equipment such as telephones, fax machines, computers, televisions, etc for personal use. Janitorial will be given a security code and keys that are assigned to the janitorial crew. This code is strictly confidential. A breach in security caused by any member of the janitorial team will result in appropriate actions and immediate termination of the contract.

**TASK**

**TIMELINE**

A. Building Exterior

- 1. Clean front and perimeter doors and door handles. Twice monthly

B. Building Interior

- 1. Empty and clean all trash containers and sanitary containers in restrooms and reline with bags. Twice monthly
- 2. Clean and polish drinking fountain. Twice monthly
- 3. Clean and sanitize kitchen sink and counter in barn. Twice monthly
- 4. Fill soap dispensers in kitchen restrooms. Twice monthly
- 5. Damp clean outside of refrigerator. Twice monthly
- 6. Sweep and wet mop (with cleaner) house and barn floors. Twice monthly
- 7. Clean and sanitize all restrooms and contents (fixtures, floors, mirrors). Twice monthly
- 8. Stock all restrooms and kitchen with paper towels, toilet paper and seat liners (keep a reserve in stock in closet as well). Twice monthly
- 9. Damp wipe office desk and table tops if cleared. Twice monthly
- 10. Move portable walls, chair racks, and piano and dust and mop behind them. Twice monthly
- 11. Windex barn display cases. Twice monthly
- 12. Clean house windows. Twice monthly
- 13. Clean barn windows and glass doors. Twice monthly
- 14. Dust all reachable surfaces including picture frames. Twice monthly
- 15. Clear all cob webs from house and barn. Twice monthly
- 16. Spot clean doors and light switches. Twice monthly
- 17. Clean window sills. Twice monthly
- 18. Dust adobe walls. Quarterly
- 19. Clean and polish all door metalwork. Quarterly
- 20. Clean inside of refrigerator. Quarterly
- 21. Clean exterior windows. Quarterly
- 22. Move furniture and wet mop underneath. Semi-Annually
- 23. Brush off ceiling vents and grills. Semi-Annually
- 24. Clean deck above closets in barn. Semi-Annually
- 25. Leave notes as to any irregularities noted. As needed