

## JANITORIAL SPECIFICATIONS

**Location:**       NAME  
                      ADDRESS

**Contract Administrator:**

Area to be cleaned:

\_\_\_\_\_ sq.ft. carpeted includes  
                  \_\_\_\_\_ sq. ft. high traffic areas (**indicate what areas**)

\_\_\_\_\_ sq.ft. non-carpeted includes  
                  \_\_\_\_\_ sq. ft. vinyl (**indicate what areas**)  
                  \_\_\_\_\_ sq. ft ceramic/quarry tile (**indicate what areas**)  
                  \_\_\_\_\_ sq. ft. rubber floor (**indicate what areas**)

\_\_\_\_\_ Work Stations (employees)

Services to be Performed 5 days/week (Monday thru Friday) or as prior approved by Contract Administrator.

**B.     CLEANING TASKS FREQUENCIES**

I.     DAILY SERVICES: MONDAY THRU FRIDAY

A.    ROOM CLEANING

Office Areas, File Rooms, Conference Rooms, etc.

1.    Empty waste receptacles and remove waste to designated area.
2.    Wash or damp wipe, inside and outside, all waste receptacles presenting a soiled or odorous condition.
3.    Replace liners when torn or soiled.
4.    Dust mop all non-carpeted floors. Damp mop all spills. Buff vinyl tiled floors, applying spray wax if needed.

5. Thoroughly vacuum all carpeted floors including corners, and underneath partitions each and every day. (Refer to General Definitions for quality of care expected.)
6. Spot clean all carpeted areas as needed. To be determined by ASM
7. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
8. Clean and disinfect drinking fountains.
9. Clean and polish all entrance glass.
10. Move all lobby chairs and clean floor area underneath and replace chairs in proper place.

**B. RESTROOMS**

**\_\_\_\_\_ Restrooms \_\_\_\_\_ Units \_\_\_\_\_ sq. ft. indicate what type of flooring (Ceramic, Vinyl Tile, Quarry Tile) Floor Space**  
 (included in non-carpeted floor space page 1)

1. Clean and sanitize all units. Clean pipes beneath all sinks.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See section: Replenishable Supplies).
4. Empty and disinfect all sanitary napkin receptacles.
5. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
6. Empty waste receptacles and replace bags daily.
7. Clean switch, door and kick plates.
8. Maintain floor traps free of odor and sanitize daily.
9. Clean and sanitize wall hand-dryers.

**C. DAY TIME SERVICE (To be priced separately, See Pricing Sheet)**

Two (2) hours of service per day shall be performed between 11:00 a.m. and 1:00 p.m. on set schedule unless called in to perform an emergency clean-up.

Scheduling of the following services will be established by the Contract Administrator. These services must be performed in a manner least disruptive to the normal office operations.

1. Clean lobby area on Monday, Tuesday, Thursday and Friday (including floor, carpeted and non-carpeted)
2. Clean areas as needed throughout the offices as identified by ASM or designated person
3. Broom clean common areas such as restrooms, waiting rooms and play room.
4. Contractor shall be available for on call emergencies and provide emergency clean-up within 2 hours of being notified by the agency of an emergency.

**NOTE:** Services for emergency clean-ups may require omission of some of the tasks listed under **DAY TIME SERVICE** above. If Emergency Clean-up requires less than 2 hours to perform, the contractor may fulfill the day time 2 hour requirement.

## II. WEEKLY SERVICE

### A. ROOM CLEANING

Office Areas, File Rooms, Conference Rooms, etc.

1. Dust high and low, including clocks, bulletin boards, all lateral surfaces on which dust gathers.
2. Clean all cleared desk and counter top areas with approved desk/counter cleaner. Designate one day a week for cubicle surface cleaning.
3. Remove all cobwebs, clean baseboards.
4. Clean, spray wax and buff all vinyl tiled surfaced floors.
5. Clean by most appropriate means all lobby furniture. Wash thoroughly all children's furniture and fiberglass/vinyl furniture.

### B. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Thoroughly clean, scrub by agitation (with hand brush or mechanical machine) and disinfect ceramic tile floors, with special attention to grouting, corners of floor, baseboards, and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets and above cove base molding.

4. Dust radiators, grills, ledges, etc.

### III. MONTHLY SERVICE

#### A. ROOM CLEANING

Office Areas, File Rooms, Conference Rooms, etc.

1. Dust/vacuum window hangings.
2. Clean all carpeted areas of heavy traffic showing noticeably greater soil than general area.
3. Spot clean walls, doors, etc., removing all cobwebs, finger prints, smears and stains.
4. Clean partition glass.
5. Vacuum exposed air bars and heating outlets.
6. Clean diffusers and ceiling vents bi-monthly.

#### B. RESTROOMS

1. Wash with germicidal solution entrance doorways, ledges, etc.

#### C. WINDOWS - MONTHLY

Wash all exterior windows inside and outside (weather permitting).

Note: Window cleaning which requires the erection of scaffolding must be contracted separately and is not made part of this specification; however, windows reachable by stepladder are included.

**NOTE – THE FOLLOWING SERVICES ARE ADDITIONS AND SHOULD BE CUSTOMIZED ACCORDING TO EACH LOCATION’S NEEDS.**

### IV. QUARTERLY SERVICE

Schedule to be set up with Contract Administrator at beginning of contract period. Any deviation from established schedule must be pre-approved by Contract Administrator. This service is to be priced separately from estimated monthly cost.

Strip, seal, wax and buff all vinyl tiled surfaced floors: Heavy traffic areas (including or excluding restrooms). Shampoo or steam clean heavy traffic carpet areas.

V. SEMI-ANNUAL SERVICE

Schedule to be set up with Contract Administrator at beginning of contract period. Any deviation from established schedule must be pre-approved by Contract Administrator. This service is to be priced separately from estimated monthly cost.

A. ROOM CLEANING

Office Areas, File Rooms, Conference Rooms, etc.

1. Shampoo or steam clean carpets by commercial methods: Full contract area.
2. Strip, seal, wax and buff all vinyl tiled surface floors: Full contract area.
3. Clean light fixtures lens.

**\*\* RESPONSIBILITY FOR REPLENISHABLE SUPPLIES \*\***

- a. Paper towels              X   by contractor
- b. Toilet tissue              X   by contractor
- c. Hand soap                X   by contractor
- d. Plastic liners              X   by contractor
- e. Sanitary napkins          X   by contractor

**\*\*\*ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR. ALONG WITH MSDS SHEETS**

**HOURS OF WORK:**

The Contract Administrator will establish the appropriate schedules for work to be performed as required by the above cleaning frequencies. The Contractor must adhere to these schedules.

Daytime Services: 11:00a.m. to 1:00p.m.  
Evening Services: 5:30p.m. to 9:00p.m.