

Schedule A

General/Office/Hall/Courtroom/Jury Areas

Sweep outside entrances and steps leading to the building

Clean/vacuum entrance mats

Clean & disinfect drinking fountains. Polish stainless steel if needed

Litter Collection

Empty all trash receptacles into proper bins and replace liners

Spot clean trash receptacles

Remove trash & debris from exterior area of bldg within 25 feet of building

Empty all cigarette urns or ash trays

Empty exterior trashcans

Empty trashcans in lobby halls, stairwells, and employee entrances

Remove bugs

Empty large recyclable containers & place in recycle bins (7 sites)

Floors

Dust mop all non-carpeted floors

Damp mop all non-carpeted floors after sweeping

Highspeed buff entrance level foyers, non-carpeted lobbies & main corridors

Highspeed buff any other high traffic non-carpeted areas appearing dull

Spot vacuum carpet

Spot clean carpeted area, using approved stain remover

Vacuum carpets wall to wall

Stairs/Doors/Glass/Furniture/Grates

Entrance & Lobby doors & interior lobby glass must be cleaned daily

Spot clean furniture, fixtures, walls, partitions, glass surfaces & doors

Clean stair and hand railings, panic bars and push door plates

Completely clean all interior glass to a level of approx. 6 feet high.

Dust building and furniture surfaces

Dust all horizontal surfaces including window sills

Spot Clean all horizontal & vertical surfaces removing fingerprints, smudges & stains

Vacuum upholstered furniture

Dust high & low areas (pictures, clocks, partition tops, moldings, furniture, file cabinets, work counters, etc.)

Dust blinds, HVAC office grilles, air vents and register surfaces

Dust & polish all wood surfaces, vertical & horizontal in all Courtrooms

Elevators

Clean elevator cab(s) including floors, walls, ceiling, door & door tracks.

Sanitize elevator rails and control panel.

Light Fixtures

Open all light covers & wipe bugs from cover, clean with solution

Windows

Clean all windows inside & remove web/bugs from corners

Power washing

Exterior entrances shall be high pressure washed, all gum, dirt and grease shall be removed, if necessary use a detergent that will wash concrete clean

Frequency of Service

Daily

Weekly

Monthly

Quarterly

Twice Yearly

Comments:

X

X

X

X

X

X

X

X

X

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Use clean water and rinse mop each night

- mop buckets to be emptied each night

X
price separate

replace liner
each night

Schedule B

Restrooms

	Frequency			Comments:
	Daily	Weekly	Monthly	
Litter Collection				replace liner
<i>Empty all trash receptacles into proper bins and replace liners</i>	X			each night
<i>Collect litter off of floor</i>	X			
<i>Wash all trash containers</i>		X		
Floors				
<i>Sweep or dust mop non-carpeted floors</i>	X			
<i>Damp mop entire floor using a non-acidic disinfectant after sweeping.</i>	X			
<i>Hightspeed buff high traffic areas</i>		X		
Scrub bathroom floors and walls & partitions up to 4 feet high with a detergent containing germicidal additive using a low speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout Steam clean if necessary using a floor surface wand			X	
Fixtures/Counters/Mirrors/Urinals/Toilets Etc.				
<i>Clean fixtures, walls, partitions, glass surfaces, counters & doors</i>	X			
<i>Clean and sanitize restroom fixtures</i>	X			
<i>Urinals & toilets must be cleaned and sanitized, both inside & outside</i>	X			
<i>Polish bright work/chrome/stainless/nickel fixtures</i>	X			
<i>Replace deodorant urinal screens as necessary</i>	X			
<i>Clean mirrors</i>	X			
<i>Sinks & countertops cleaned, disinfected and wiped dry</i>	X			
<i>Clean & sanitize baby changing stations</i>	X			
<i>Clean & sanitize tile walls & wipe dry using germicidal detergent</i>	X			
<i>Dust, sanitize and wipe clean all stall dividers, rails, walls & doors</i>	X			
<i>Clean and disinfect light switches</i>	X			
<i>Clean and sanitize all doors including entrance doors</i>	X			
<i>Remove graffiti without repainting</i>	X			
<i>Clean cabinets</i>	X			
<i>Sufficiently stock all paper and soap dispensers</i>	X			
<i>De-scale toilet bowls & urinals</i>		X		
<i>Urinal screen must be replaced each month.</i>			X	
Other				
Clean floor drains where applicable and pour counteractant and/or water down drains		X		
Dust HVAC grilles, register surfaces and exhaust vent grilles			X	
Windows (where applicable)				
Clean all windows inside & remove web/bugs from corners			X	

Schedule C

Lounge, Break and Coffee Areas & Stairways

	Frequency			Comments:
	Daily	Weekly	Monthly	
Litter Collection				
<i>Empty trash receptacles in to proper bins</i>	X			
<i>Replace trash receptacle liners at each cleaning</i>	X			
<i>Clean and disinfect trash receptacles</i>	X			
Floors				
<i>Sweep or dust mop non-carpeted floors</i>	X			
<i>Damp mop & disinfect all non-carpeted floors after sweeping</i>	X			
<i>Spot clean and remove stains from carpet</i>	X			
<i>Vacuum carpet</i>	X			
<i>Highspeed buff high traffic areas</i>		X		
<i>Resilient vinyl tile flooring shall be buffed to manufacturers specifications</i>			X	
Furniture/Appliances/Doors/Stairs/Sinks/Counters				
<i>Rearrange chairs and tables as needed</i>	X			
<i>Spot clean furniture, fixtures, walls, partitions, glass surfaces & doors</i>	X			
<i>Clean sinks and countertops</i>	X			
<i>Wipe down appliances</i>	X			
<i>Restock all paper and soap dispensers</i>	X			
<i>Dust mop all stairways including rails, walls and/or doors</i>	X			
<i>Damp mop all stairs after sweeping</i>	X			
<i>Clean and sanitize handrails and door handles</i>	X			
Windows (where applicable)				
<i>Clean all windows inside & remove web/bugs from corners</i>			X	

Schedule D

Floor Maintenance

	Frequency
	Twice Yearly
VCT Strip all floors, using a liquid stripper solution Apply 3 to 5 coats of an acrylic polymer finish sealer to the surface Maintain shine by high speed buffing Use products approved for VCT	X
Terrazzo Strip all floors, using a liquid stripper solution Apply 3 to 5 coats of an acrylic polymer finish sealer to the surface Maintain shine by high speed buffing Use products approved for terrazzo	X
Marble Strip all floors, using a liquid stripper solution Apply 3 to 5 coats of an acrylic polymer finish sealer to the surface Maintain shine by high speed buffing Use products approved for marble	X
Concrete Floors Strip all floors, using a liquid stripper solution Apply 3 to 5 coats of an acrylic polymer finish sealer to the surface Maintain shine by high speed buffing	X
Resilient Vinyl Strip and wax per manufacturer specifications. Buff regularly to maintain shine per manufacturer specifications. Used only approved products.	X
Ceramic Tile Damp mop with clean water regularly. Scrub grout with extraction machine, buffing with brush with cleaner Seal grout with approved products.	X
Wood Damp mop only with clean water regularly	
Carpet Carpet shampooing per manufacturers specifications.	X

Schedule E

Floor Maintenance

	Frequency
	3X Yearly
VCT Strip all floors, using a liquid stripper solution Apply 3 to 5 coats of an acrylic polymer finish sealer to the surface Maintain shine by high speed buffing Use products approved for VCT	X

Schedule F

Day Porter

The day porter shall be required to provide janitorial support activities to include, but not limited to, the ongoing cleanup of miscellaneous spill/debris, policing and stocking of restrooms daily, checking and emptying as necessary all public wastebasbets/trash receptacles, general cleaning of public areas.

The day porter shall also complete tasks assigned by the contract administrator or his designee. These tasks include any part of the entire task outlined in this RFP. The day porter may also be used to perform setups, takedowns and cleanup activities for special functions/events. This shall require each worker to be able to move table, chairs, and other property. The day porter shall be able to lift up to 50 pounds. The day porter must be able to speak the English language. Day porter must have a vehicle to move between buildings and respond county-wide.

The day porter requirements are above and beyond the requirements to be completed during the general cleaning performed after hours of operation. Day porter should not be used to complete other tasks at buildings other than those listed below unless requested by the Contract Administrator for purposes stated above.

The cost for this service is to be included in the price sheet for Schedule F.

WCJC	5 days/week (M-F) 8:00am-5:00pm	primary location
WCJC	5 days/week (M-F), between 8:00am -10:00am	fully clean judges chambers & office in CC1,26th, 425th, 277th & others as requested
Courthouse	1 days/week (W), between 10:00am-12:00noon	fully clean executive & legal corridors (5 offices/conf rooms, 2 hallways & 2 restrooms)
JJC	2 days/week (Tu, Th) between 10:00am-12:00noon	public restrooms/lobby areas/training room/control rooms