

ATTACHMENT A-Virgin Islands Department of Education

JANITORIAL SERVICES

SCOPE OF WORK

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I. STANDARDS of PERFORMANCE

These standards are an outline of general expectations of cleanliness, but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturers' recommendations.

Each of the Contractor's Employee's shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. Equipment shall be available and in possession of the Contractor's Employee's at all times while carrying out their duties.

Service Level (Acceptable Quality): The level of services as outlined in these Specifications shall consistently be maintained. During the Contract period, VIDE will conduct monthly inspections of the facilities under this Contract. The inspections are based on standards for commercial facilities within the maintenance industry.

Blinds: Blinds shall be cleaned with a vacuum cleaner using tools designed for cleaning blinds.

Standard: Blinds shall be free of dust and give an overall clean appearance.

Chrome Surfaces: Cleaning chrome requires the removal of surface spots, fingerprints, smudges, etc., with the appropriate chrome polish.

Standard: Surfaces will present a clean uniform shining appearance free of all soil, marks, smudges, streaks.

Damp Mopping: Damp mopping requires the use of cotton or similar yarn type string mops (24 oz.) that have been mechanically wrung/squeezed to remove excess solution for purposes of removing light soil, dirt, liquid or other foreign material from a floor that does not require the complete mopping of the area or when the area is not soiled sufficiently to require wet mopping.

Standard: A damp mopped floor shall be free of all dirt, debris soil, liquids or other foreign material. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the damp mopping task. All items moved to accomplish this task shall be returned to their original positions.

Disinfecting: Disinfecting is the application of a germicidal solution to surfaces to kill or neutralize 99.9% of the material containing or supporting the growth of bacterial/viral organisms. Surfaces should remain “wet” for a minimum of 10 minutes or per manufacturer’s recommendation.

Standard: Surfaces shall be as free of material containing living bacteria, viruses, or other contaminations that are capable of causing infections.

Dusting: Normal or low dusting includes all levels up to six (6) feet in height. All high dusting will be above six (6) feet high.

Standard: Items shall be free of any laden airborne materials, streaks, smudges, and cobwebs. Laden airborne matter shall be removed by either mechanical, chemical, or manual means. Devices, which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task shall be returned to their original position.

Entrance Glass: Cleaning of glass is cleaning the inside and outside glass surfaces and the surrounding boundary of the applicable entrance area.

Standard: Glass shall be free of streaks, smudges, fingerprints, etc. Surfaces surrounding the entrance shall be free of dirt, dust, fingerprints, and have a clean appearance.

Entrance Mats: Carpet mats shall be vacuumed with a commercial vacuum before spot cleaning. Entrance mats made of rubber or polyester shall be swept, shaken, vacuumed or washed. Entrance mats shall be lifted, moved to remove soil and moisture underneath, and replaced.

Standard: There shall be no dirt left on surfaces.

Fixtures: Cleaning of restroom & kitchen fixtures and fountains require the removal of dust, dirt, debris, spots, stains, and smears from sinks, slop sinks, toilets, urinals, and fountains with a germicidal solution.

Standard: Fixtures will be disinfected and there shall be no dust, dirt, spots or debris on the fixtures.

Furniture: Cleaning of furniture and tables requires dusting and/or damp wiping.

Standard: Surfaces are to be free of dirt, dust, debris, marks, and film.

Glass/Window: Glass and window cleaning requires the removal of dirt, soil, smudges, fingerprints, and other foreign material from glass window, doors, partitions, or any other items, which may consist in whole or part of a glass, or similar material including mirrors.

Standard: Glass surfaces shall be free of all dirt, soil, smudges, streaks, smears, film, or any other foreign substances. All excess spray/solution must be removed from any surrounding trim or surfaces and glass/window surfaces shall have a uniformly bright appearance. Any items moved to accomplish this task must be returned to their original positions.

Policing: Policing is picking up paper, trash, empty bottles, containers, and other discarded materials; spillages, accidents, plumbing failures, and inclement weather.

Standard: Area(s) being policed shall be free of debris. Area(s) shall present an overall clean appearance.

Polishing: Polishing requires the use of a high-speed floor machine and a clean pad designed for polishing or buffing.

Standard: The floor should have a “non-yellowed” high-gloss appearance.

Receptacles and Cleaning: Cleaning and disinfecting receptacles is defined as wiping or washing containers with a germicidal solution and replacing plastic liners.

Standard: Receptacles shall be considered properly cleaned when both the inside and outside are clean, free of stains, dried refuse and odors, and a plastic liner replaced, if necessary.

Standard: Outside surfaces shall present an overall clean appearance.

Restrooms: Cleaning of restrooms requires the removal of trash, cleaning of floors, fixtures, urinals, toilets, receptacles, faucets, handles, dispensers, walls, partition stalls, and doors with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine.

Standard: Restrooms shall be considered properly cleaned when floors are mopped, fixtures, urinals, toilets, waste receptacles, wash basins, faucets, handles, dispensers, partition stalls, and doors are cleaned with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine, waste receptacles emptied, and dispensers refilled.

Scrubbing: Machine scrubbing requires the use of mechanized scrubbing/vacuum machines to be more aggressive than wet mopping; this may include large areas such as halls, lobbies, garages, ramps, or similar large areas which would otherwise require extensive labor to complete in a reasonable time period.

Standard: Machine scrubbing shall be held to the same quality standard as wet mopping and shall remove all scuff marks.

Shower Curtain/Doors: Cleaning of curtains/doors requires washing curtains with an approved cleaner that will eliminate fungus and green mold.

Standard: Washed with a germicidal solution with no mold and/or odor remaining.

Shower Stalls: Cleaning of shower stalls is defined as the removal of soap scum, mold, stains, and odors from surfaces (including grout) and cleaning the entire enclosure with a germicidal solution or steam cleaning.

Standard: Walls, ceiling, enclosures, grout, and fixtures are cleaned with a germicidal solution and chrome is buffed to shine. There shall be no mold and/or odor remaining.

Shower Safety Mats: Cleaning of mats requires washing mats with an approved cleaner that will eliminate fungus and mold.

Standard: Shower safety mats shall be considered properly cleaned when they are washed with a germicidal solution.

Spot Cleaning: Spot cleaning requires the removal of dirt, soil, debris, liquids, stains, or other foreign materials from carpeted areas which can be accomplished by cleaning only the immediately affected area

where cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling. Carpet spots shall be removed immediately with an approved carpet cleaning solution in such a manner, which will not leave rings or discoloration.

Standard: Spot cleaning shall remove completely any evidence of the soiling which necessitated the cleaning, and return the finish of the area affected to its pre-soiled condition without evidence of occurrence or cleaning.

Sweeping or Dust Mopping: Sweeping/dust mopping requires the removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods, as appropriate for the location and situation.

Standard: A swept area shall be free of all loose dirt, grit, lint, dust, debris, or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt shall be returned to their original location.

Trash/Waste Removal: Trash/waste removal requires the collection of all materials, which have been placed into appropriate containers, and taken to a specified site for disposal.

Standard: All trash/waste and soiled liners shall be removed from all trash/waste containers, and a new trash/waste liner shall be fitted into all such containers.

Vacuuming: Vacuuming requires the mechanical removal of loose dust, dirt, soil, debris, and other foreign material from carpeted floors and other items (e.g. couches, chairs, walls, curtains/drapes), which require this method of cleaning.

Standard: There shall be no evidence of any dust or dirt or any other loose foreign material. Materials shall be left in a lint free state. All items moved during this process shall be returned to their original positions.

Wet Mopping: Wet mopping requires the removal of built up dirt, soil, liquids, or other foreign materials from a floor using clean cotton or similar yarn type string mops (24 oz.) and mechanically wrung out so as to have sufficient neutral detergent and water solution or disinfecting detergent and water solution. This shall include rinsing if required or as recommended by the detergent manufacturer.

Standard: A wet mopped floor shall be free of all dirt, debris, soil, liquids, or other foreign material. It will present a uniform appearance free of streaks, smudges, heel marks, or any other marks, which can be reasonably removed through this cleaning method. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the wet mopping task. All items moved to accomplish this task shall be returned to their original positions.

VIDE, OWNERS OR FACILITIES: Services and their authorized representations shall be understood to mean one and the same.

APPROVED: Means approved by the Virgin Islands Department of Education (VIDE)

APPROVED EQUAL OR EQUIVALENT: As hereinafter used, shall mean a material or methods equal to or better than the required materials or methods.

AS SHOWN: Shall mean as shown or designated in the Contract.

SITE VISITATION: The Contractor shall visit and inspect the site before submitting his/her bid. By submitting his/her bid, the Contractor acknowledges that he/she has satisfied him/herself as to the nature and location of the work.

CHANGES: Should any changes in the Scope of Work and/or specifications be required, the Contractor shall address same to the Contract Administrator in writing for approval before work which deviates from the original requirements is started. In event of disagreement on the necessity of such changes, the Contract Administrators decision shall be final.

CONTRACT CHANGE ORDERS: A Contract Change Order Agreement shall be executed for all changes and/or additional work or materials in excess of the requirements covered in specifications.

INVOICING: The Contractor providing services must submit an invoice for services rendered. The Contractor shall invoice only for services rendered. A monthly report shall be attached to invoice(s) submitted for payment, addressed to:

Virgin Islands Department of Education
Division of Procurement Warehouse
Email: Yvonne.sanes@vide.vi

II. SUPERVISORS AND WORKERS

The Contractor shall at all times employ sufficient skilled labor in accordance with Federal and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. All equipment that is to be used shall be of sufficient size and in such mechanical condition as to produce satisfactory quality of work. Any person employed by the Contractor who, in the opinion of the School Principal or Contract Administrator, does not perform their work in a proper manner, is intemperate or disorderly shall, at the written request of the Contract Administrator, be removed from the work site by the Contractor and shall not be employed again in any portion of the work without the approval of the Contract Administrator. Should the Contractor fail to remove such person as required above, or fail to furnish suitable and sufficient personnel for the proper execution of the work, the Contractor Administrator may suspend the work by written notice until such orders are followed by the Contractor. The Contractor shall hold VIDE harmless from damages or claims for compensation that may occur in the enforcement of this section.

The Contractor will supervise and direct all work. The Contractor will be solely responsible for the means, methods, and safety practices of the employees, subcontractors, techniques, sequences, and procedures when performing work. The Contractor will employ and maintain on the work site a qualified Supervisor who shall have been designated in writing by the Contractor as the Contractors' representative. The Supervisor shall have full authority to act on the behalf of the Contractor and all communications given to the Supervisor shall be binding as if given to the Contractor. The Supervisor shall be present on site at all times as required to perform adequate supervision and coordination of the work.

III. INSPECTIONS AND REPORTING REQUIREMENTS

A. Monthly reports for each facility shall be prepared, signed, and dated by the Contractor's Supervisor and contain the following information as a minimum:

1. Checklist of all tasks performed for each facility and the signature of the employee who performed them.
2. Discrepancies from the routine work scheduled and an explanation of the circumstances involved.

3. Any damage or defect of VIDE property where the Contractor has responsibility shall be documented on reports with sufficient description and identified location for follow up by the respective School principal or designee.
4. Signature of the Contractor attesting that they have reviewed and agreed with the employee work summary. Failure to provide the report on a monthly basis with the requested information to the Contractor Administrator will result in VIDE withholding payment from the monthly contractor amount for the days of work in question. In addition, all daily, twice weekly, weekly, monthly, quarterly, semi-annual, and annual tasks shall be clearly listed on the monthly report. VIDE will verify the information presented on the invoice with the monthly report. If a task is not listed on the monthly report, the Contractor will not be paid for the service. If the Contractor fails to provide reports in a timely manner, this shall be sufficient cause to terminate the contract. All monthly reports shall be delivered to the Administrator responsible for payment of the invoiced work. Monthly reports and forms are the responsibility of the Contractor.

IV. SPECIFIC REQUIREMENTS

- A. The Contractor will furnish all labor, equipment, cleaning supplies, supervision, and transportation for custodial services. Contractor shall use environmentally-friendly products, whenever possible, pre-approved by VIDE.
- B. The Contractor shall provide garbage can liners and Green Seal or equivalent cleaning products: restroom cleaner, neutral floor cleaner, glass cleaner, and degreaser.
- C. All work shall be performed under the supervision of a qualified supervisor.
- D. The Contractor's personnel will conduct themselves on site in a workmanlike manner at all times.
- E. The Contract Administrator or designated representative will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Contract Administrator or designated representative will notify the Contractor in writing. VIDE may choose to require the Contractor to rectify the deficiency within 24 hours. The Contractor is encouraged to schedule inspection times/dates with the VIDE's Contract Administrator or designee.
- F. The Contractor shall establish a work schedule as set forth in the contract. In no case shall work be performed before or after the schedule times without approval by the Contract Administrator or designee.
- G. VIDE will provide a building schedule which will include the dates, days, and times each facility will be available for servicing. In the event, this schedule is changed or modified, VIDE will provide adequate written notification to the Contractor.
- H. The Contractor will provide a list of employees to VIDE and.
- I. Each employee shall carry identification card issued by the contractor to be worn in a visible location on their person at all times while performing services on the VIDE premises. No temporary employee will be allowed to work on VIDE premises without prior authorization. The Contractor shall not allow children, pets, and non-employees on the premises.
- J. The Contractor or his/her employees must not remove or consume any property belonging to the VIDE, its employees, or students. This policy includes any articles that may be deposited for disposal in trash receptacles.
- K. The Contractor and his/her employee may not use VIDE or Public property, including telephones, Fax, or copy machines, ladders, lifts, maintenance equipment, or the like, for personal use unless given permission by an authorized VIDE representative.
- L. Smoking shall not be permitted in any VIDE facility.
- M. The Contractor and his/her employees, if working after normal business hours, will ensure that all doors, windows, and gates giving access to VIDE facilities are secured. All lights, except night

lights, will be turned off before leaving the premises. Failure to properly secure VIDE facilities may result in a reduction of payment.

- N. The Contractor may be issued necessary building key set(s). In no case shall the Contractor make duplicates of any VIDE issued key(s). VIDE will deduct \$50.00 from payments to the Contractor for each building key lost, broken through neglect or misuse, or not returned to the VIDE at the expiration of this contract.
- O. The Contractor shall report any building damage or potential hazard immediately to the Contract Administrator during normal business hours of 8:00 a.m. to 5:00 p.m. For life-threatening emergencies, calls shall be directed to 911.
- P. Incidents, altercations, or accidents involving facility visitors, Contractor's employees or VIDE employees shall be reported to the Contract Administrator or school principal within 24 hours of the incident. All incidents, altercations, or accidents involving Contractor personnel require a written report from the Contractor describing the incident or accident.

V. SPECIFICATIONS

A. OFFICE/ COMMON AREAS

1. REFUSE – CONTAINERS

- a) Empty Containers/Replace Liner:
- b) All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed.
- c) Wipe Clean Containers:
- d) Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- e) Clean & Disinfect Waste Receptacles:

Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

2. CLEAN & DISINFECT

- a) Clean Doors, Walls, and Frames:
- b) Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- c) Clean and Disinfect Handles, Handrails, and Covers:
- d) Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- e) Clean and Disinfect Drinking Fountains:
- f) Stainless steel fountains are to be cleaned with a stainless cleaner, disinfected, inside and out, as well as fixtures. Fountains are to be free of water spots, stains, and smudges.
- g) Clean and Disinfect Communication Equipment: Disinfect and remove dirt, smudges, and finger marks from telephones.

3. WINDOWS, GLASS

- a) Clean Entry Glass: Entry glass shall be cleaned and streak free inside and out.

4. CARPET

- a) Vacuum Carpet: Carpeted areas of lobbies, conference rooms, hallways, corridors, entrances, including entrance mats are to be thoroughly vacuumed dirt free. Furnishings (chairs, wastebaskets, etc.) are to be moved and returned to their original locations to provide for vacuuming.

- b) Vacuum with Edging Tool – All Corners: Carpet edges and corners where floor and wall intersect, where floor and thresholds meet or around the bases of any object permanently placed on a carpet surface are to be vacuumed with an edging tool.
- c) Routine Spot Clean Carpet: Carpet is to be kept in a stain-free condition. The Contract Administrator and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
- d) Baseboard Cleaning: Baseboards (wood, vinyl, rubber) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

5. FLOORING – CERAMIC TILE

- a) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- c) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- d) Baseboard Cleaning: Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

6. FLOORING – RUBBER/VINYL TILE

- a) Sweep Tile Floors: Resilient tile flooring (rubber, vinyl) shall be swept with a broom or dust mopped so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Tile Floors: Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

7. FLOORING – CONCRETE

- a) Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills where applicable. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (wood, vinyl and/ or rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

8. STAIRS - CONCRETE

- a) Sweeping Stairwells: Stairs and landings shall be swept with a broom, dust mopped so as to leave the treads in a dirt (dust) free state.
- b) Damp Mop Stairwells: All stairwells and landings will be damp mopped, where applicable.

9. FLOORING – HARDWOOD AND CORK

- a) Sweep Hardwood and Cork Floors
- b) Hardwood and cork floors shall be dust mopped so as to leave the floor in a dirt (dust) free state.
- c) Hardwood and Cork Floors

- d) Damp mop ONLY with water or neutral floor cleaner
- e) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

B. CLASSROOMS

1. REFUSE – CONTAINERS

- a) Empty Containers/Replace Liner: All refuse and recycling containers shall be completely emptied, and a clean, appropriately sized liner installed.
- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

2. CLEAN & DISINFECT

- a) Clean Doors, Walls, and Frames: Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- b) Clean and Disinfect Handles and Covers: Clean and disinfect door handles, electrical switch plates, and outlet covers.

3. FURNITURE

- a) Furniture Placement: Desk, chairs, refuse, and recycle containers are to be placed back in their appropriate locations.
- b) Furniture – Damp Wipe: Furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.

4. FLOORING – VINYL TILE

- a) Vinyl tile: Flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Tile Floors: Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

5. FLOORING – CONCRETE

- a) Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (wood, vinyl, rubber or concrete) shall be cleaned with an appropriate product so as not to discolor or scratch.

C. RESTROOMS

1. REFUSE – CONTAINERS

- a) Empty Containers/Replace Liner: All refuse containers shall be completely emptied and a clean, appropriately sized liner installed.
- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

2. CLEAN & DISINFECT

- a) Clean Doors, Walls, and Frames: Remove finger marks, scuff marks, and debris from walls, doors, frames, and kick plates.
- b) Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- c) Prime Floor Drains: Floor drains are to be flushed with water so as to clean out the traps and eliminate odors. If necessary, a disinfectant odor neutralizer is to be used in conjunction with the water.

3. RESTROOM FIXTURES

- a) Clean Dispensers, Walls, and Partition: Clean dispensers, walls, and partitions to be free of soap scum, fingerprints, dirt, smudges, and graffiti.
- b) Clean and Disinfect Restroom Fixtures: Clean and disinfect all porcelain and stainless-steel sinks, faucets, handles, toilets, flush urinals, and urinal partitions to be free of deposits, stains, soap, and odors.
- c) Clean and Disinfect Fixture Exteriors: Fixtures (sinks, faucets, toilets, urinals) exteriors, undersides, and bases are to be cleaned and disinfected with an appropriate cleaner so as to remove any deposits which may occur.
- d) Clean and Polish Chrome and Stainless Steel: Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.

4. GLASS

- a) Clean Mirrors: Mirrors shall be kept clean, fog, and streak free.

5. FLOORING – CERAMIC TILE

- b) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- c) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- d) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- e) Baseboard Cleaning: Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

D. SHOWER FACILITIES – LOCKER ROOMS

1. REFUSE – CONTAINERS

- a) Empty Containers/Replace Liner: All refuse containers shall be completely emptied and a clean, appropriately sized liner installed.

- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

2. CLEAN & DISINFECT

- a) Clean Doors, Walls, Frames, and Dispensers: Remove finger marks, scuff marks, and debris from walls, doors, frames, kick plates, and dispensers.
- b) Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- c) Prime Floor Drains: Floor drains are to be flushed with water so as to clean out the traps and eliminate odors. If necessary, a disinfectant odor neutralizer is to be used in conjunction with the water.

3. SHOWERS

- a) Restocking Dispensers: Shower dispensers (paper towels and soap) are to be checked daily. Dispensers shall be filled as needed or as directed by the Contract Administrator.
- b) Clean and Disinfect Shower Stalls: Shower stalls shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower stalls shall be maintained to be mold and mildew free. The Contract Administrator and the Contractor shall agree as to when steam cleaning is needed.
- c) Clean and Disinfect Shower Doors/Shower Curtains: Shower doors/curtains shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower doors/curtains shall be maintained to be mold and mildew free.
- d) Clean and Disinfect Shower Mats: Shower mats shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower mats shall be maintained to be mold and mildew free. The Contract Administrator and the Contractor shall agree as to when steam cleaning is needed.
- e) Clean and Polish Chrome and Stainless Steel: Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.

4. GLASS

- a) Clean Mirrors: Mirrors shall be kept clean, fog, and streak free.

5. FLOORING – CERAMIC TILE

- b) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- c) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- d) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- e) Baseboard Cleaning: Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

6. FLOORING – CONCRETE

- a) Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.

- b) Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (wood, vinyl, rubber, concrete or steel) shall be cleaned with an appropriate product so as not to discolor or scratch.

E. CONFERENCE/ TEACHERS LOUNGE

1. REFUSE – CONTAINERS

- a) Empty Containers/Replace Liner: All refuse and recycling containers shall be completely emptied and a clean, appropriately sized liner installed.
- b) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- c) Recycling Containers: Recycling Containers for all recyclables are to be emptied and a clean, appropriately sized liner installed.
- d) Food Waste Collection Containers: Food waste collection containers are to be emptied and a clean, appropriately sized liner installed.
- e) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

2. CLEAN & DISINFECT

- a) Clean Doors, Walls, and Frames: Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- b) Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- c) Clean and Disinfect Communication Equipment: Disinfect and remove dirt, smudges, and finger marks from telephones.

3. FURNITURE

- a) Furniture Placement: Furniture, chairs, refuse, and recycle containers are to be placed back in their appropriate locations.
- b) Furniture – Damp Wipe: Furniture including conference tables shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.
- c) Furniture – Vacuuming: Upholstered furniture shall be vacuumed clean, debris, and lint free.

4. DUSTING

- a) Dust Horizontal Surfaces: Horizontal surfaces, window ledges, light fixtures, picture frames, and the like are to be dust free.
- b) Dust Furniture: Conference and Court Room tables, chairs, and equipment are to be dust free.
- c) High Dust – Vents, Grilles, Lighting, Etc.: High dusting shall be anything over 6' from the floor including vents, grilles, exhaust fans, light fixtures, clocks, door tops, and frames.

5. WINDOWS, GLASS, AND BLINDS

- a) Conference & Court Room Glass: Interior and exterior surfaces are to be cleaned and streak free, including re-lites.
- b) Clean Window Blinds: Blinds, horizontal, and vertical shall be clean, dust, and dirt free.

6. CARPET

- a) Vacuum Carpet: Carpeted conference rooms are to be thoroughly vacuumed. Furnishings (chairs, wastebaskets, etc.) are to be moved and returned to their original locations.
- b) Vacuum with Edging Tool – All Corners: Carpet edges and corners where floor and wall intersect, where floor and thresholds meet or around the bases of any object permanently placed on a carpet surface are to be vacuumed with an edging tool.
- c) Routine Spot Clean Carpet: Carpet is to be kept in a stain-free condition. The Contract Administrator and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
- d) Baseboard Cleaning: Baseboards (wood, vinyl, rubber) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

7. FLOORING – CERAMIC TILE

- a) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- c) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- d) Baseboard Cleaning: Baseboards (ceramic tile) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

8. FLOORING – RUBBER/VINYL TILE

- a) Sweep Tile Floors: Resilient tile flooring (rubber, vinyl) shall be swept with a broom or dust mopped so as to leave the floor in a dirt (dust) free state.
- b) Damp Mop Tile Floors: Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- c) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.