

SCOPE OF WORK:

WEEKLY

- a) Clean, sweep and disinfect (mop) all hard floor surfaces.
- b) Vacuum all carpet surfaces.
- c) Wash and disinfect all bathroom fixtures and surfaces, including bathroom floors, counters, commodes, urinals, and shower stalls.
- d) Wash and disinfect all counters and tabletops in the lobby, lounge and or/ kitchen areas.
- e) Dust and polish all desks and equipment surfaces and clean computer monitors.
- f) Sweep and mop all entry areas including the lobby and waiting rooms.
- g) Remove and dispose of all trash and debris from wastebaskets and/or other refuse from containers in lobby, offices, office conference rooms, lounges, and bathrooms and any other debris, refuse or trash designated for disposal. The latter is included, but not limited to, shredded paper, boxes or other materials from any office, which may be periodically heavy.

ONCE A MONTH - In addition to the above:

- a) Wash and buff all hard floor surfaces.
- b) Clean window blinds and exterior window panes.

All of the above work is to be performed between 9:00 a.m. to 5:00 p.m. on Government workdays for the Administrative Offices and after 5:00 p.m. on all Government workdays, and/or on weekends and/ or holidays for the 24 hour Police operations (the Commands).