

EXHIBIT A  
BUILDING SUMMARY

Exhibit A				
Building Groupings and Square Footage				
Lot	BUILDING	ADDRESS	Bldg Numbers	Approx Square Feet
<b>Lot 1 - Buildings Currently Contracted Out</b>				
1	610-PLAZA	2220 TULARE, FRESNO	610	206210
1	611-BRIX BUILDING-PUBLIC HEALTH	1221 FULTON MALL, FRESNO	611	82000
1	612-MERCER BUILDING-PUBLIC HEALTH	1221 FULTON MALL, FRESNO	612	40000
1	864-CROCKER_PROPERTY_MANAGEMENT	2135 FRESNO STREET, FRESNO	864	32494
			Lot 1 Total	360704
<b>Lot 2 - Metro/Downtown Fresno</b>				
2	601-COURTHOUSE	1100 VAN NESS, FRESNO	601	17658
2	603-HALL OF RECORDS	2281 TULARE STREET, FRESNO	603	84780
2	604-SHERIFFS ADMINISTRATION BUILDING	2200 FRESNO STREET, FRESNO	604	64613
2	605-SOUTH ANNEX JAIL	2204 FRESNO STREET, FRESNO	605	included in total below
2	607-MAIN JAIL	1225 M STREET, FRESNO	607	
2	608-NORTH ANNEX JAIL	1265 M STREET, FRESNO	608	
2	SHRF-JAIL MEDICAL CLINICS TOTAL			
2	615-CORONERS OFFICE-MORGUE-PUBLIC ADMIN-CORONERS	760 W. NIELSON, FRESNO	615	13500
2	621-GRAPHIC COMMUNICATION-GS	844 VAN NESS AVENUE, FRESNO	621	11250
2	631-SHERIFFS FORENSIC LAB	1256 DIVISADERO, FRESNO	631	10800
2	639-MAGEC-L STREET	929 L STREET, FRESNO	639	10658
2	884-CHILD PROTECTIVE SERVICES		884	28823
2	898-CENTER MALL COURT-CHILD & FAMILY SERVICES	2011 FRESNO STREET, FRESNO	898	42486
			Lot 2 Total	295951
<b>Lot 3 - Kings Canyon</b>				

Lot	BUILDING	ADDRESS	Bldg Numbers	Approx Square Feet
3	308-UMC LAUNDRY		308	2000
3	311-MAIN WELFARE-ET&A	4455 E. KINGS CANYON, FRESNO	311	33600
3	313-COMMISSARY BUILDING-ET&A	4449 E. KINGS CANYON, FRESNO	313	31816
3	315-BARTON BUILDING-E&TA	4499 E. KINGS CANYON, FRESNO	315	25846
3	317-MAIN MENTAL HEALTH-BEHAVIORAL HEALTH	4441 E. KINGS CANYON, FRESNO	317	25265
3	318-HUNTINGTON HALL-ET&A	435 S. BOYD, FRESNO	318	5000
3	319-PSYCHIATRIC HEALTH FACILITY-BEHAVIORAL HEALTH	4411 E. KINGS CANYON, FRESNO	319	44064
3	320-HEALTH FACILITY-BEHAVIORAL HEALTH	515 S CEDAR, FRESNO	320	18500
3	326-MODULAR BUILDING-ET&A	445 S. CEDAR, FRESNO	326	1920
3	332-MODULAR UNIT A-BEHAVIORAL HEALTH	4409 E INYO AVENUE, FRESNO	332	5040
3	333-MODULAR UNIT B-BEHAVIORAL HEALTH	4417 E INYO AVENUE, FRESNO	333	4979
3	334-MODULAR UNIT C-BEHAVIORAL HEALTH	4445 E INYO AVENUE, FRESNO	334	4268
3	335-MODULAR UNIT E-BEHAVIORAL HEALTH	4447 E KINGS CANYON, FRESNO	335	7100
3	336-MODULAR UNIT F-ET&A	4463 E KINGS CANYON, FRESNO	336	1420
3	340-INTAKE BUILDING-ET&A	4468 E. KINGS CANYON, FRESNO	340	13361
3	341-INTAKE ANNEX BUILDING-ET&A	4468 E. KINGS CANYON, FRESNO	341	1750
3	343-MODULAR UNIT D-ET&A		343	6370
3	348-FACILITY SERVICES OFFICE	4590 E. KINGS CANYON, FRESNO	348	6500
3	349-CARPENTER & PAINT SHOP-FACILITY SERVICES	4590 E. KINGS CANYON, FRESNO	349	680
3	400-FARM & HOME-COOPERATIVE EXTENSION	1720 S. MAPLE, FRESNO	400	10064
3	401-LABORATORY-COOPERATIVE EXTENSION	1720 S. MAPLE, FRESNO	401	6633
3	409-TRAFFIC SIGN SHOP-PUBLIC WORKS-ROADS	4551 E. HAMILTON, FRESNO	409	included in total below
3	413-MATERIALS TESTING-PUBLIC WORKS-ROADS	4551 E. HAMILTON, FRESNO	413	

Lot	BUILDING	ADDRESS	Bldg Numbers	Approx Square Feet
3		HAMLTN-AG Total	409 and 413	10922
3	420-OFFICE & PARTS-GSA-FLEET SERVICES	4551 E. HAMILTON, FRESNO	420	43185
3	426-RADIO SHOP OFFICE	4551 E. HAMILTON, FRESNO	426	425
3	433-RADIO SHOP-GSA-FLEET SERVICES	4551 E. HAMILTON, FRESNO	433	700
3	437-PURCHASING-WAREHOUSE-ELECTIONS	4525 E. HAMILTON, FRESNO	437	44260
3	404-AGRICULTURE COMMISSIONER-AGRICULTURE DEPT	1730 S. MAPLE, FRESNO	404	included in total below
3	407-AG WHSE/DETECTION TRAPPING-AG DEPT	1730 S. MAPLE, FRESNO	407	
3	415-WEIGHTS & MEASURES-PESTICIDE-AGRICULTURE DEPT	4535 E. HAMILTON, FRESNO	415	
3	417-WEIGHTS & MEASURES CALIB OFFICE-AG DEPT	4535 E. HAMILTON, FRESNO	417	
3	419-TRAINING TRAILER-AGRICULTURE DEPT	4535 E. HAMILTON, FRESNO	419	
3	438-AGRICULTURE COMMISSIONER ANNEX-AG DEPT	1730 S. MAPLE, FRESNO	438	
3		HAMLTN-AG Total	404,407, 415, 417, 419, 438	
3	508-ASHJIAN SCHOOL-PROBATION	810 S. 10TH STREET, FRESNO	508	2688
3	509-ITSD-INFORMATION TECH SERVICES	1020 S. 10TH STREET, FRESNO	509	20872
3	514-D.A. JUVENILE UNIT	748 S. 10TH STREET, FRESNO	514	2890
3	515-JUVENILE ADMINISTRATION	890 S. 10TH STREET, FRESNO	515	13500
3	628-ELIGIBILITY-ET&A	4944 E CLINTON AVE, FRESNO	628	8000
3	648-ITSD-FINE	2048 N. FINE, FRESNO	648	23224
3	828-GROVE INDUSTRIAL E&TA	2536 N GROVE INDUSTRIAL WY, FRESNO		10260
3	848-HERITAGE	3151 N. MILLBROOK, FRESNO	848	140215
			Lot 3 Total	601376
<b>Lot 4 - Remote Locations</b>				
4	151-FIREBAUGH COURT	1325 O STREET, FIREBAUGH	151	9213
4	152-REEDLEY COURT	815 G STREET, REEDLEY	152	5089

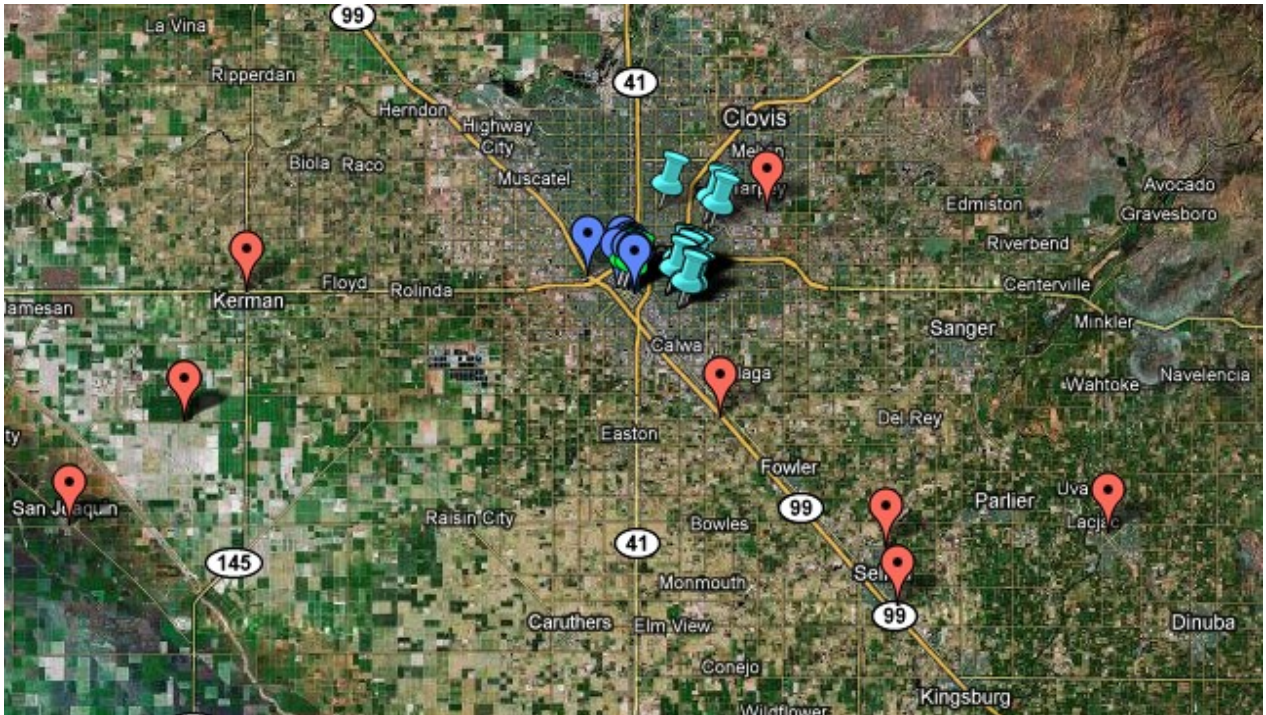
Lot	BUILDING	ADDRESS	Bldg Numbers	Approx Square Feet
4	446-KERMAN MTCE & OPERATIONS BLDG-PW-RESOURCES	18950 W. AMERICAN, KERMAN	446	2400
4	494 - AMERICAN AVENUE DISPOSAL SITE	18950 W. AMERICAN, KERMAN	494	7400
4	701-JJC-DELINQUENCY COURT	3333 E. AMERICAN AVENUE, FRESNO	701	40327
4	853-E&TA FACILITY	15180 W WHITESBRIDGE RD, KERMAN	853	3870
4	858-SELMA SUB-STATION-SHERIFF	1055 GOLDEN STATE BLVD, SELMA	858	9770
4	882-S.E. REGIONAL CENTER-ET&A	3800 McCALL & DINUBA, SELMA	882	34477
4	891-AREA 2 SHERIFFS SUB-STATION	5717 E SHIELDS, CLOVIS	891	8480
4	893- AREA 1 SAN JOAQUIN SUB- STATION-SHERIFF	21925 W MANNING, SAN JOAQUIN	893	4900
			Lot 4 Total	125926
			Lot 1 Total	360704
			Lot 2 Total	295951
			Lot 3 Total	601376
			Lot 4 Total	125926
			<b>TOTAL</b>	<b>1258031</b>

EXHIBIT B  
BUILDING MAP

# Exhibit B – Building Map

## County of Fresno Janitorial Services Map

[Hyperlink to Interactive Map](#)







Lot #	Icon	Description
1		Buildings Currently Contracted Out
2		Metro – Downtown Fresno
2		Kings Canyon
4		Remote Sites

EXHIBIT C  
BUILDING INFORMATION

**Information in this section was provided by  
County janitorial staff currently providing services  
in these buildings.**



# Exhibit C - Building Information

<b>Lot #</b>	<b>1</b>	<b>Contracted Out</b>
<b>Bldg</b>	610	610-PLAZA 2220 TULARE, FRESNO

**Exhibit Notes:**

**Departments** Multiple Departments      **Occupants** Includes the Plaza tower, 310-P lower and upper levels, Suites A & B, Kern Street - Probation and County Clerk's areas, Parking Garage, Mezzanine Level-Dept. 90 & 91 and the Ballroom.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>SA</b>	<b>SU</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b>	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b>
<b>Days</b>		<b>Swing</b>

**During normal working hours** Check all floors 21st and down, restrooms, breakrooms, change lights, clean up spills, floods, leaking windows from rains, recycling materials, change batteries on dispensers, small moves, extra vacuuming after moves, clean lower level windows inside and outside

**After normal working hours** Janitorial cleaning performed by outside contractor from 5pm-1am

**Specialized Needs**      **Parking Notes:** Plaza Parking or L Street ramp

**Comments**

This is the day-time shift which supplements the majority of cleaning which is done during the swing shift. This janitor is available to respond to any cleaning needs that come up during the work day.

Parking Garage-change lights, empty trash, clean and sweep all levels. Kern Street-window, lights, sidewalks, recycle, fixing blinds. 310-P Upper & Lower Levels-sweep and clean on the outside of building. Take care of rodem and cockroach issues that may be present. Lots of recycling materials.

**Exhibit Notes: See Exhibit E for Bldg Information**

**Departments** Multiple Departments      **Occupants**

**Janitorial Services Currently Provided by:** PRIVATE CONTRACTOR

Janitorial Service Days

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

Unique Cleaning Tasks

Scheduling Issues

<b>Routine Cleaning Must Be Done:</b>	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b>
---------------------------------------	---------------	--

During normal working hours

After normal working hours

Specialized Needs

Parking Notes:

Comments

**Bldg** 611/612 611/612 - BRIX/MERCER BUILDING (COUNTY)  
1221 FULTON MALL, FRESNO

**Exhibit Notes:** See Exhibit E for Bldg Information

**Departments** Dept of Public Health and Dept of Social Services

**Occupants** This is a public health facility you must work around patients in the Chest Clinic and in the Lab. Risk of exposure to individuals with active TB

**Janitorial Services Currently Provided by:** PRIVATE CONTRACTOR

Janitorial Service Days

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

Unique Cleaning Tasks

Scheduling Issues

<b>Routine Cleaning Must Be Done:</b>	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---------------------------------------	---------------	---

During normal working hours

After normal working hours

Specialized Needs

Parking Notes:

Comments

**Bldg** 864

864-CROCKER\_PROPERTY\_MANAGEMENT  
2135 FRESNO STREET, FRESNO

**Exhibit Notes:** **See Exhibit E for Building Information**

*Departments*

*Occupants*

*Janitorial Services Currently Provided by:* PRIVATE CONTRACTOR

*Janitorial Service Days*

***M*** ***T*** ***W*** ***Th*** ***F*** ***SA*** ***SU***

*Unique Cleaning Tasks*

*Scheduling Issues*

***Routine Cleaning Must Be Done:***

***Hours:***

***Periodic Cleaning Must Be Done:***

*During normal working hours*

*After normal working hours*

*Specialized Needs*

*Parking Notes:*

*Comments*

---

**Lot #**

**2**

**Metro - Downtown Fr**

**Bldg** 601

601-COURTHOUSE

1100 VAN NESS, FRESNO

**Exhibit Notes:**

**Departments** Law Library

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** Books are disposed of in the recycling bins and must be taken out daily to keep down the weight, if you let it fill up too heavy to move. Wearing a back brace is required.

**Scheduling Issues** Being on call for spills and emergency clean-ups

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Replacing burnt lamps, emergency clean-ups and spills

**After normal working hours** Floor care; stripping, waxing and buffing tile floors. Carpet and upholstery shampooing. Cleaning air vents.

**Specialized Needs**

**Parking Notes:**

**Comments**

Sweep and mop Lobby and restroom floors; scrub and clean urinals, toilets and partition walls. Dust and clean light fixtures. Clean glass doors to the smoking area. Vacuum hallways, offices, and kitchen area. Empty trash cans in Lobby, Waiting Area and offices. Replace liners when needed. Clean and polish water fountains. Wipe down walls and chairs in Waiting Area. Also clean vending machines. Clean Reception Area windows, counter tops and doors. Empty big shred bin and recycle bin when needed. Empty personal shred bins when requested. Scrub cement patio when requested. Order supplies for janitor closet and restock with paper goods, liners, cleaners and cleaning tools. Clean Conference Room tables, chairs. Refill soap dispensers and feminine hygiene products. Wipe off phones, door knobs and elevator buttons. Take all trash and recycle to trash bins in Courthouse basement. Replace light bulbs when needed. Dust window sills and desk tops when cleared off.

**Exhibit Notes:**

**Departments** Probation

**Occupants** Can not clean some areas until clients have left or when offices that are locked have been opened by staff. Also responsible for outside veranda snf on call lobby clean-up.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**    No set schedule for office cleaning or vacuuming, have to return as areas are vacated. Being on call for spills and emergency clean-ups

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours**    Furniture moves, replacing burnt lamps, delivering supplies, emergency clean-ups and spills

**After normal working hours**    Floor care; stripping, waxing and buffing tile floors. Carpet and upholstery shampooing. Cleaning air vents.

**Specialized Needs**

**Parking Notes:**

**Comments**

Sweep and mop restroom area. Clean and wipe restroom walls, sinks, mirrors. Vacuum lobby, offices and break area. Empty trash cans, replace liners when needed. Empty recycle bin. Dust off picture frames, window sills, and desk tops. Clean windows and mirrors. Replace light bulbs when needed. Clean Reception Area. Wipe off counter tops, phones and door knobs. Clean off keyboards and mouse. Wipe down public printer machine. Dust book cases. Wipe down reading area tables. Break down extra boxes when requested by staff.

<b>Bldg</b> 603	<b>603-HALL OF RECORDS</b> <b>2281 TULARE STREET, FRESNO</b>
-----------------	---

**Exhibit Notes:**

**Departments**    Multiple Departments

**Occupants**

**Janitorial Services Currently Provided by:**    COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**    Swing shift vacuuming

<b>Routine Cleaning Must Be Done:</b> Days (except vacuuming which is Swing)	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours**

**After normal working hours**    Floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.

**Specialized Needs**    Marble floors

**Parking Notes:**

**Comments**

**1ST Floor-Daily**

Clean and wipe down directory, mailbox and elevator buttons on outside of elevators. Mop all 6 lobbies, clean toilets and urinals and sinks, wall partitions, back walls of toilets, under sink, pipes of sinks, window sills, empty and change trash bags. Clean mirrors and paper towel dispenser, fill soap and paper towels, sweep and mop restroom floors. Both women's and men's restrooms are used by employees and transients. Clean all glass and wooden doors, empty trashcan in lobby change bag everyday. The women's restroom had a lounge bench that needs to be cleaned everyday. Front entry mats at all three doors. All offices-clean front glass to counter and counter benches and chairs. Pick up all trash from every desk, dust desk, clean and wipe down tables in break room, fill soap and towels, clean windows sills.

**2nd Floor & Basement**

Clean all break rooms on floors, mop, wash down table, cabinets, fill up hand towels and replace toilet paper when needed. Dust on both floors, clear dust off chairs, clean windows and walls, pass dust mop on floor when needed. Dump trash on floors and break rooms and change lights when needed. Every day after lunch go back and dump trash and change liners, fill up paper towels and toilet paper if needed. Clean toilet if overflowed. Take out recycle on floors when needed.

On call for any clean ups if short on staff do routine as needed.

**3rd Floor-Daily**

Clean and wipe down all 5 benches, change trash bag in lobby, clean and wipe down elevator buttons and mirrors. Clean windows, tables in break room, change all trash bags, wipe window sills, microwaves outside only. Clean sinks and counters, fill soap and towels. Clean all 4 restrooms, clean toilets, sinks, mirrors, partitions, urinals, window sills, sweep and mop floors and polish chrome. Clean glass tables in conference room, change trash bag, fill soap and towels. Offices, dust and clean counters, pick up all trash cans, clean desks. Clean and spot mop spills all day long. After lunch go back to restock and clean restrooms and doors.

**1st and 3rd floors- weekly**

Clean spider webs in and out of front doors, dust mop main hallway, dust chairs, clean phones. Dust all pictures in 3rd floor lobby B.O.S. Dump recycle in break rooms and conference room. Dust file cabinets, copy machines, bookshelves, partitions. Six (6) closets with sinks, towels and soap.

**Board of Supervisors Offices-Bi-weekly**

Clean, dust, trash, vacuum, polish chairs, desks and furniture, window sills, phones, bookcases,

**Miscellaneous**

Take out 4 to 6 loads of trash to main dumpsters outside at docks daily. Break down boxes and take to outside recycle bins. Order and put away supplies for building. Give directions to public, interpreter, provide good customer service.

---

<b>Bldg</b>	604	604-SHERIFFS ADMINISTRATION BUILDING 2200 FRESNO STREET, FRESNO
-------------	-----	--

**Exhibit Notes:**

**Departments** Sheriff

**Occupants** Law enforcement facility, sensitive material present at all times

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

*Janitorial Service Days*

M T W Th F SA SU

*Unique Cleaning Tasks*

*Scheduling Issues* P.M. shift

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours* All janitorial

*After normal working hours* Floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.

*Specialized Needs*

*Parking Notes:*

*Comments*

Clean the conference room whenever they have a meeting (as often as four times daily). Be ready at all times whenever they page or call me to clean up unexpected spills or messes. Clean Interrogation Rooms after use when called. Clean twice daily to the lobby coffee shop and records

***Bldg*** 605,607,  
608

*Exhibit Notes:* **See Exhibit E for Bldg Information**

*Departments* Jail Clinics

*Occupants*

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

M T W Th F SA SU

*Unique Cleaning Tasks*

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours*

*After normal working hours*

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg** 615

615-CORONERS OFFICE-MORGUE-PUBLIC ADMIN  
760 W. NIELSON, FRESNO

**Exhibit Notes:**

**Departments** Coroner

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

**Routine Cleaning Must Be Done:** **Hours:** **Periodic Cleaning Must Be Done:**

*During normal working hours*

*After normal working hours*

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 621

621-GRAPHIC COMMUNICATION-GS  
844 VAN NESS AVENUE, FRESNO

**Exhibit Notes:**

**Departments** GS-Graphic Communications

**Occupants** This facility has a mail room and does graphic printing.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** Working around people in the Mail Room and Graphic employees.You work around printers, mail sorters and ink.

**Scheduling Issues** Working around people in the Mail Room and Graphic employees.



<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
<i>During normal working hours</i>	Routine cleaning, replacing burnt lamps and cleaning large front windows	
<i>After normal working hours</i>	Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing	
<i>Specialized Needs</i>	Black & White checkerboard flooring	<i>Parking Notes:</i> Side of building
<i>Comments</i>		

**Bldg 631 631-SHERIFFS FORENSIC LAB  
1256 DIVISADERO, FRESNO**

**Exhibit Notes:**

**Departments** Sheriff's Department      **Occupants** Lab Area-can not be entered without an employee being there. You will work around their schedule because of forensic evidence that is present and can not be contaminated. They will let you know which areas can be cleaned. Training Area-varying times, also do outside windows.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>SA</i>	<i>SU</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Unique Cleaning Tasks**

**Scheduling Issues** If building is closed for training or for some reason they open late you will have to do the building when they get there.

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing (by special)
---	---------------	--

**During normal working hours** All work. Building is closed at night.

**After normal working hours** Floor care, will set up a time to come in and have a forensic employee stay with floor crew.

**Specialized Needs** Crime Lab area windows, window cleaning kit screens      **Parking Notes:** Crime Lab area windows, window cleaning kit screens

**Comments**

This area has forensic evidence and every precaution is used not to contaminate or cross contaminate evidence. All trash recycle are to go into locked bins only! Never take any trash bags or recycle to other garbage cans

Dust mop, empty trash cans, clean restrooms, clean and scrub toilets, clean sinks, wipe down walls and mirrors, dust stalls. Wipe down doors, tables, countertops, mop floors, vacuum. Clean parking lot, pick up garbage. Clean windows. Restock paper towels and toilet paper. Wipe down desks, clean break room areas, clean cobwebs. Clear floors and are of any garbage. Disinfect center bathroom.

**Bldg** 639 639-MAGEC-L STREET  
929 L STREET, FRESNO

**Exhibit Notes:**

**Departments** DISTRICT ATTORNEY

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues** This building is locked down at all times and must be cleaned during the day. Person performing the janitorial work can not be in the facility if no District Attorney staff is there. Routine can only be done during the day shift.

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing (to be sche
---	---------------	---

**During normal working hours** All janitorial work

**After normal working hours** Floor care must be scheduled because of evidence contained in this facility.

**Specialized Needs**

**Parking Notes:** Out front on L street

**Comments**

Clean the restrooms (there are 5-four on the 1st floor and one on 2nd). Start out trashing, Then stock paper products, clean toilets, mirrors, sinks in and under, wash walls and waste basket. Sweep and mop each restroom. Trash 1st and 2nd floors. Take out trash and recycling across the street to the Plaza. Vacuum carpet upstairs and downstairs and stairs, elevator, main entry. In the break room, sweep and mop, stock paper products, clean walls, counters, cabinet, microwave and sinks. Clean all glass partitions and doors. In the conference room clean, dust and vacuum. All these daily duties are often done throughout the day, two or three times a day, because some rooms are locked or they have meetings going on and you are asked to come back later. Not everyone takes lunch and breaks at the same time so often we have to come back and re-trash, wipe down tables and floors.

**Bldg** 864 864-Crocker Property Management

**Exhibit Notes:** See Exhibit E for Bldg Information

**Departments** Department of Social Services (DSS)

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

**Routine Cleaning Must Be Done:** **Hours:** **Periodic Cleaning Must Be Done:**

*During normal working hours*

*After normal working hours*

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 884

884-CHILD PROTECTIVE SERVICES-CHILD & FAMI  
1404 L STREET, FRESNO

**Exhibit Notes:**

**Departments** Department of Social Services (DSS)

**Occupants** Must pass a background check, working around minors and confidential material. The children have lots of accidents so you must deal with blood, urine, feces, vomit and the large and small children's rooms, visiting and observation rooms must be cleaned throughout the day.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** Cleaning up bodily fluids (blood, urine, feces, vomit, etc)

**Scheduling Issues** This is a 24-hour building and social workers are in and out, some of the offices are locked. When children are asleep in playrooms, must come back later to clean and santize

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

*During normal working hours*

*After normal working hours* Floor care-stripping, mopping, waxing and buffing tile surfaces and shampooing, disinfecting and sanitizing carpet areas

*Specialized Needs* Tile and carpet areas. Can only be done by small areas at a time due to allergies  
*Parking Notes:* Street or paid parking

**Comments**

The person(s) working in this facility must adhere to HIPPA regulations(confidential papers/materials are usually on desks in cubicles). Children can be present anytime during the day or night. Sanitizing and disinfecting surfaces is very important because of lice, scabies, blood, urine, feces, vomit etc that are often present in this area

**Bldg** 898      898-CENTER MALL COURT-CHILD & FAMILY SERV  
 2011 FRESNO STREET, FRESNO

**Exhibit Notes:**

*Departments* CHILDREN AND FAMILY SERVICES      *Occupants* This facility has a high volume of consumer traffic consisting of adult and minors. The Children's Room and Visitation areas require constant clean-ups and sanitation due to lots of spills and overflowing toilets.

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

*Unique Cleaning Tasks* Children's Room & Visitation areas-cleaning and sanitation of tables, chairs, toys, walls and floors, vacuuming and spot cleaning carpet. Restrooms & Break Room-cleaning and restocking paper products. Conference Room-set-up and clean-ups.

*Scheduling Issues* Clean-up and sanitation of Children's Room and Visitation areas must be done after visitations are over. Basement-can only be accessed by authorized personnel with a key during the day.

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

*During normal working hours*

*After normal working hours* Floor care-stripping, mopping, waxing, buffing and carpet shampooing. Any sanitation requiring products with too strong an order for the children to be around.

*Specialized Needs* Tables, chairs, walls, floors and toys in the Children's Room and Visiting Areas      *Parking Notes:* None on site; meter parking in the area

### *Comments*

This facility has a high volume of consumers. The Children's Room is always full and the Waiting Area bathrooms need to be checked and restocked 2 to 3 times a day. With the large number of children in these areas constant clean-ups, due to spills and overflowing toilets, are needed.

#### 1st and 2nd Floors

1st floor-Visiting Area- sweep, mop, wipe table and chairs, empty trash cans, vacuum rug area and clean toys when needed. Men's & Women's Restrooms-clean, sweep, mop and stock. Clean windows, wipe down walls and stack chairs. 2nd floor-Lobby Area-dust corner rails, window sills, mop and clean baseboards, empty trash cans, vacuum, wipe down walls and counter tops. Men's & Women's Restroom-clean, sweep, mop, trash and later on recheck for cleanliness and restocking of paper products. Front Office-dust, wipe down tables, empty trash, clean windows. Additional request- to empty shredder machine. Set up areas for departmental functions.

#### 3rd and 4th Floors

Restrooms . Vacuuming floors and the hallways. Ddusting, wiping down walls, hand rails, doors phones and chairs. Clean stairwells both sides. Dump the trash.  
Clean up spills, overflowing toilets, spot cleaning stains on carpets and chairs, emptying shredders, washing inside windows and at anytime you may be asked to go back and clean any one of these things because it only takes one person to make a mess.

---

**Lot #**

**3**

**Kings Canyon**

**Bldg** 308

308-UMC-LAUNDRY  
445 S. CEDAR, FRESNO

**Exhibit Notes:**

**Departments**

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b>	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b>
---------------------------------------	---------------	--

**During normal working hours** Site is used for the storage, receiving and distribution of paper goods and cleaning supplies for County facilities. This site is also shared with the Department of Social Services for their storage of office paper goods.

**After normal working hours** Delivery of supplies

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 311

311-MAIN WELFARE-ET&A  
4455 E. KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments**

**Occupants**

This facility provides public assistance and is frequented by adults and children in large numbers necessitating the constant clean-up of spills in the waiting areas.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** We do all routine janitorial work on all floors during P.M. Shift

**Scheduling Issues** We shampoo carpets and strip and wax all tile floor areas as needed which is once every 2 months on average. Public restrooms and waiting area cleaned at night

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

**During normal working hours** replacing burnt lamps, delivering supplies

**After normal working hours** All routine janitorial work and floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:** During P.M. hours most janitorial staff park in the lot in front of Main Welfare

**Comments**

<b>Bldg</b> 313	313-COMMISSARY BUILDING-ET&A 4449 E. KINGS CANYON, FRESNO
-----------------	--

**Exhibit Notes:**

**Departments** Social Services E&TA

**Occupants** This facility provides public assistance and is frequented by adults and children in large numbers necessitating the constant clean-up of spills in the waiting areas.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks** Graffiti removal, rodent and insect extermination, clean-up of urine, feces and various spills

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Both	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** replacing burnt lamps

**After normal working hours** Cleaning up waiting areas and floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 315

315-BARTON BUILDING-E&TA  
4499 E. KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments** DSS

**Occupants** It can be a challenge to keep employees out from restroom when service is being provided. Water extraction clean-up from 5 gallon water dispenser, grafitti and rodent removal, delamp light fixture when doctors note is provided to the departments, on site recycling.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 7:00 a.m - 4:00 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------------------------------	---

**During normal working hours** Replacement of burnt out lamps, moving of furniture and delivering supplies. Janitorial service 7am-4pm

**After normal working hours** Stairs, waiting room, tile and carpet floor care

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 317

317-MAIN MENTAL HEALTH-BEHAVIORAL HEALTH  
4441 E. KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments** Behavioral Health

**Occupants** 1) Must be alert with patients, 2) Never leave service cart unattended, 3) Difficulties cleaning doctor's office due to sessions, 4) On site recycling and other requests for cleaning

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES



**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**    Graffiti removal, rodents, insects, urine and defecation clean-up

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours**    Deliver supplies; replace burnt lamps, furniture moves. Janitorial service provided 7am-4pm

**After normal working hours**    Floor and carpet care

**Specialized Needs**

**Parking Notes:**

**Comments**

<b>Bldg</b> 318	318-HUNTINGTON HALL-ET&A 435 S. BOYD, FRESNO
-----------------	---

**Exhibit Notes:**

**Departments**    E&TA, Behavioral Health, Public Works    **Occupants**

**Janitorial Services Currently Provided by:**    COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

**During normal working hours**

**After normal working hours**    All janitorial work. Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 319

319-PSYCHIATRIC HEALTH FACILITY-BEHAVIORA  
4411 E. KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments** Behavioral Health

**Occupants** This is a 24 hour mental health facility which requires working around mental health patients. Must be on the alert to ensure personal safety and all supplies and equipment must be secured at all times.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** Cleaning up bodily fluids (vomit, blood, urine, feces, etc) off of floor and walls in patient areas

**Scheduling Issues** 2 Shifts - Days and P.M.. Cleaning patient rooms when they are on medication and asleep can be difficult. Furniture moves can only be done on Tuesdays and Thursdays.

<b>Routine Cleaning Must Be Done:</b> Both Days and Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

**During normal working hours** replacing burnt lamps

**After normal working hours** Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing

**Specialized Needs** Cleaning of brick type flooring.

**Parking Notes:**

**Comments**

**Bldg** 320

320-HEALTH FACILITY-BEHAVIORAL HEALTH  
515 S CEDAR, FRESNO

**Exhibit Notes:**

**Departments** Behavioral Health

**Occupants** This facility has a "day care" area utilized by minors. Area must be cleaned to comply with health and safety codes.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**    Cleaning and disinfecting play room walls, restrooms and toys. Cleaning up spills and treating areas for head lice infestations when they occur.

**Scheduling Issues**    Day Care Unit must be cleaned between 7am-8:30am

<b>Routine Cleaning Must Be Done:</b> Days and Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours**    replacing burnt lamps

**After normal working hours**    All janitorial work. Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

**Comments**

---

<b>Bldg</b> 326	<b>326-MODULAR BUILDING-ET&amp;A</b> <b>445 S. CEDAR, FRESNO</b>
-----------------	---

**Exhibit Notes:**

**Departments**    ET&A

**Occupants**

**Janitorial Services Currently Provided by:**    COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**    **T**    **W**    **Th**    **F**    **SA**    **SU**  
                       

**Unique Cleaning Tasks**    Replace lights, insect control

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours**    Replace burnt lamps. Janitorial

**After normal working hours**    Carpet cleaning

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 332

332-MODULAR UNIT A-BEHAVIORAL HEALTH  
4409 E INYO AVENUE, FRESNO

**Exhibit Notes:**

**Departments** Behavioral Health

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues** Done during P.M. shift

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

*During normal working hours*

**After normal working hours** All janitorial work. Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 333

333-MODULAR UNIT B-BEHAVIORAL HEALTH  
4417 E INYO AVENUE, FRESNO

**Exhibit Notes:**

**Departments** Behavioral Health

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues** P.M. shift

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

*During normal working hours*

*After normal working hours*

All janitorial work. Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg** 334

334-MODULAR UNIT C-BEHAVIORAL HEALTH  
4445 E INYO AVENUE, FRESNO

*Exhibit Notes:*

*Departments* Health Department

*Occupants*

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>SA</i>	<i>SU</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Unique Cleaning Tasks*

*Scheduling Issues* P.M. shift

***Routine Cleaning Must Be Done:***  
Swing

***Hours:***

***Periodic Cleaning Must Be Done:***  
Swing

*During normal working hours*

*After normal working hours*

All janitorial work. Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg** 335

335-MODULAR UNIT E-BEHAVIORAL HEALTH  
4447 E KINGS CANYON, FRESNO

*Exhibit Notes:*

*Departments* Health Department

*Occupants*

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

*Unique Cleaning Tasks*

*Scheduling Issues*    P.M. shift

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

*During normal working hours*

*After normal working hours*    All janitorial work

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg**    336

336-MODULAR UNIT F-ET&A  
4463 E KINGS CANYON, FRESNO

*Exhibit Notes:*

*Departments*    DSS

*Occupants*    This is a confidential site allowing access to DSS staff only, must knock to gain entrance to the facility.

*Janitorial Services Currently Provided by:*    COUNTY - FACILITY SERVICES

*Janitorial Service Days*

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

*Unique Cleaning Tasks*

*Scheduling Issues*

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 3 p.m. - 4 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	----------------------------------	---

*During normal working hours*    Replacing burnt lamps., Janitorial 3pm-4pm

*After normal working hours*    Carpet shampooing

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg** 340

340-INTAKE BUILDING-ET&A  
4468 E. KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments** E&TA

**Occupants** This is a confidential site allowing access to DSS staff only, must knock to gain entrance to the facility.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks** Graffiti removal, rodent and insect extermination, clean-up of urine, feces and various spills. Interviewing areas-treat for scabies or head lice, disinfect and sanitize client seating areas.

**Scheduling Issues** P.M. shift

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

**During normal working hours** replacing burnt lamps

**After normal working hours** Cleaning up waiting areas and cleaning and sanitizing public restrooms. Floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 341

341-INTAKE ANNEX BUILDING-ET&A  
4468 E. KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments** DSS

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks** Cleaning spills, waiting room; Breakroom is high maintenance area that needs constant cleaning.

**Scheduling Issues** Janitorial provided 7am-4pm

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 7 a.m - 4 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------------------------	---

*During normal working hours* Janitorial provided 7am-4pm

*After normal working hours* Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg** 343 343-MODULAR UNIT D-ET&A  
4452 E KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments** Child Support  
Services-Welfare  
Fraud

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues** P.M. shift cleaning

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

*During normal working hours*

*After normal working hours* All janitorial work

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg** 348 348-FACILITY SERVICES OFFICE  
4590 E. KINGS CANYON, FRESNO

**Exhibit Notes:**



**Departments** Facility Services

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Routine cleaning.

**After normal working hours** Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:** Front parking lot

**Comments**

**Bldg** 349

349-CARPENTER & PAINT SHOP-FACILITY SERVI  
4590 E. KINGS CANYON, FRESNO

**Exhibit Notes:**

**Departments** Facility Services

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Routine cleaning.

**After normal working hours** Floor care-stripping, mopping, waxing, buffing.

**Specialized Needs**

**Parking Notes:** Front parking lot

Comments

---

**Bldg** 400 400-FARM & HOME-COOPERATIVE EXTENSION  
1720 S. MAPLE, FRESNO

**Exhibit Notes:**

**Departments** Cooperative Extension **Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks** 1) On site recycling. 2) Assist department user on various cleaning request when asked.

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 7 a.m. - 4 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	----------------------------------	---

**During normal working hours** Replace burnt lamps. Daily cleaning 7am-4pm.

**After normal working hours** Carpet cleaning

**Specialized Needs**

**Parking Notes:**

**Comments**

---

**Bldg** 401 401-LABORATORY-COOPERATIVE EXTENSION  
1720 S. MAPLE, FRESNO

**Exhibit Notes:**

**Departments** County & State Employees **Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks**

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours* Replacing burnt lamps

*After normal working hours*

*Specialized Needs*

*Parking Notes:*

*Comments*



<b><i>Bldg</i></b> 404	404-AGRICULTURE COMMISSIONER-AGRICULTU 1730 S. MAPLE, FRESNO
------------------------	---

*Exhibit Notes:*

*Departments* Agriculture Department

*Occupants*

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

*M*  *T*  *W*  *Th*  *F*  *SA*  *SU*

*Unique Cleaning Tasks* Respond to emergency clean-ups and spills; On site recycling. Assist department user on various cleanign request when needed.

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i> 7 a.m. - 4 p.m.	<i>Periodic Cleaning Must Be Done:</i> Swing
---	----------------------------------	---

*During normal working hours* replacing burnt lamps. Daily cleaning 7am-4pm

*After normal working hours* Floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.

*Specialized Needs*

*Parking Notes:*

*Comments*



<b><i>Bldg</i></b> 407	407-AG WHSE/DETECTION TRAPPING-AG DEPT 1730 S. MAPLE, FRESNO
------------------------	---

**Exhibit Notes:**

**Departments** Agriculture Department

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Replace burnt lamps, Daily cleaning

**After normal working hours**

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 409

409-TRAFFIC SIGN SHOP-PUBLIC WORKS-ROADS  
4551 E. HAMILTON, FRESNO

**Exhibit Notes:**

**Departments** Public Works

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Cleaning the office and two restrooms

**After normal working hours**

**Specialized Needs**

**Parking Notes:**

Comments

---

**Bldg** 410 410-TRAFFIC SIGH SHOP-PUBLIC WORKS-ROADS  
4551 E. HAMILTON, FRESNO

**Exhibit Notes:**

**Departments** Public Works

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Cleaning the office and two restrooms.

**After normal working hours**

**Specialized Needs**

**Parking Notes:**

**Comments**

---

**Bldg** 413 413-MATERIALS TESTING-PUBLIC WORKS-ROAD  
4551E. HAMILTON, FRESNO

**Exhibit Notes:**

**Departments** Public Works

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** Floor sweeping for asphalt removal

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
<i>During normal working hours</i>	Replace burnt lamps. Daily cleaning.	
<i>After normal working hours</i>	Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing	
<i>Specialized Needs</i>		<i>Parking Notes:</i>
<i>Comments</i>		

**Bldg** 415      415-Weights & Measures Pesticide Aq  
4535 E. HAMILTON, FRESNO

*Exhibit Notes:*

*Departments*    Agriculture Department

*Occupants*

*Janitorial Services Currently Provided by:*    COUNTY - FACILITY SERVICES

*Janitorial Service Days*

*M*    *T*    *W*    *Th*    *F*    *SA*    *SU*  
                       

*Unique Cleaning Tasks*

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i> 7 a.m. - 4 p.m.	<i>Periodic Cleaning Must Be Done:</i> Swing
<i>During normal working hours</i>	Replace burnt lamps, deliver supplies. Daily cleaning 7am-4pm.	
<i>After normal working hours</i>	Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.	
<i>Specialized Needs</i>		<i>Parking Notes:</i>
<i>Comments</i>		

**Bldg** 417      417-WEIGHTS & MEASURES CALIB OFFICE-AG D  
4535 E. HAMILTON, FRESNO

**Exhibit Notes:**

**Departments** Agriculture

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Replacing burnt lamps

**After normal working hours**

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 419

419-TRAINING TRAILER-AGRICULTURE DEPT  
4535 E. HAMILTON, FRESNO

**Exhibit Notes:**

**Departments** Agriculture Department

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Replacing burnt lamps

**After normal working hours** Carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

Comments

---

**Bldg** 420 420-OFFICE & PARTS-GSA-FLEET SERVICES  
4551 E. HAMILTON, FRESNO

**Exhibit Notes:**

**Departments** Fleet

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Replacing burnt lamps

**After normal working hours** Carpet cleaing and floor care

**Specialized Needs**

**Parking Notes:**

**Comments**

---

**Bldg** 426 426-RADIO SHOP OFFICE  
4551 E. HAMILTON, FRESNO

**Exhibit Notes:**

**Departments**

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks**



*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours* replacing burnt lamps. Twice a week cleaning

*After normal working hours* Carpet cleaning

*Specialized Needs*

*Parking Notes:*

*Comments*



**Bldg** 433      433-RADIO SHOP-GSA-FLEET SERVICES  
4551 E. HAMILTON, FRESNO

*Exhibit Notes:*

*Departments*

*Occupants*

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

*M*    *T*    *W*    *Th*    *F*    *SA*    *SU*  
                       

*Unique Cleaning Tasks*

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours* replacing burnt lamps. Cleaning done 2 days per week

*After normal working hours*

*Specialized Needs*

*Parking Notes:*

*Comments*



**Bldg** 437      437-PURCHASING-WAREHOUSE-ELECTIONS  
4525 E. HAMILTON, FRESNO

*Exhibit Notes:*

**Departments** Elections & GS-  
Purchasing

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** Emergency clean-ups as needed

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 7 a.m. - 4 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	----------------------------------	---

**During normal working hours** Replacing burnt lamps. Daily cleaning 7am-4pm

**After normal working hours** Floor care and carpet cleaning

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 438

438-AGRICULTURE COMMISSIONER ANNEX-AG D  
1730 S. MAPLE, FRESNO

**Exhibit Notes:**

**Departments** Agriculture Department

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks** Emergency clean-ups

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 7 a.m. - 4 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	----------------------------------	---

**During normal working hours** Replacing burnt lamps. Daily cleaning 7am-4pm

**After normal working hours** Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing

**Specialized Needs**

**Parking Notes:**

Comments

---

<b>Bldg</b> 509	509-ITSD-INFORMATION TECH SERVICES 1020 S. 10TH STREET, FRESNO
-----------------	---

**Exhibit Notes:**

**Departments** Information Technology Services Department

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 7 a.m. - 4 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	----------------------------------	---

**During normal working hours** replacing burnt lamps, janitorial 7am-4pm

**After normal working hours** Floor care-stripping, moping, waxing, buffing and carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

**Comments**

---

<b>Bldg</b> 515	515-JUVENILE ADMINISTRATION 890 S. 10TH STREET, FRESNO
-----------------	---

**Exhibit Notes:**

**Departments** Probation

**Occupants** Employees are required to clear background check before being assigned to this site.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**     **T**     **W**     **Th**     **F**     **SA**     **SU**

*Unique Cleaning Tasks*

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i> 7 a.m. - 4 p.m.	<i>Periodic Cleaning Must Be Done:</i> Swing
---	----------------------------------	---

*During normal working hours* replacing burnt lamps. Janitorial 7am-4pm

*After normal working hours* Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

*Specialized Needs*

*Parking Notes:*

*Comments*

---

<b>Bldg</b> 628	628-ELIGIBILITY-ET&A 4944 E CLINTON AVE, FRESNO
-----------------	--

*Exhibit Notes:*

*Departments* DSS

*Occupants*

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

*M*  *T*  *W*  *Th*  *F*  *SA*  *SU*

*Unique Cleaning Tasks*

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i> 7 a.m. - 4 p.m.	<i>Periodic Cleaning Must Be Done:</i> Swing
---	----------------------------------	---

*During normal working hours* Delivering supplies, replacing burnt lamps. Janitorial provided 7am-4pm

*After normal working hours* Delivering supplies, replacing burnt lamps. Janitorial provided 7am-4pm

*Specialized Needs*

*Parking Notes:*

*Comments*

**Bldg** 648

648-ITSD-FINE  
2048 N. FINE, FRESNO

**Exhibit Notes:**

**Departments** ITSD

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Swing	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
--	---------------	---

**During normal working hours**

**After normal working hours** All janitorial work

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 828

828-GROVE INDUSTRIAL E&TA  
2536 N GROVE INDUSTRIAL WY, FRESNO

**Exhibit Notes:**

**Departments** DSS

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks**

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Furniture moves, replacing burnt lamps, delivering supplies and daily cleaning

*After normal working hours* Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

*Specialized Needs*

*Parking Notes:*

*Comments*

---

<b>Bldg</b> 848	848-HERITAGE 3151 N. MILLBROOK AVE, FRESNO
-----------------	---

***Exhibit Notes:***

***Departments*** DSS & Health  
Department

***Occupants*** This area houses minors who are under psychiatric evaluation. The rooms occupied by the minors require sanitizing and disinfecting daily. Additionally to resonding to the other locations occupied by the Department of Social Services for clean-ups as needed.

***Janitorial Services Currently Provided by:*** COUNTY - FACILITY SERVICES

***Janitorial Service Days***

***M***  ***T***  ***W***  ***Th***  ***F***  ***SA***  ***SU***

***Unique Cleaning Tasks*** Clean-up of vomit, urine and fecal matter; The Care Unit is a lockdown site that requires access Hirsch Security System access by using a County coded I.d.

***Scheduling Issues***

<b><i>Routine Cleaning Must Be Done:</i></b> Days	<b><i>Hours:</i></b>	<b><i>Periodic Cleaning Must Be Done:</i></b> Swing
--	----------------------	--

***During normal working hours*** Furniture moves, replacing burnt lamps and delivering supplies. Janitorial services are provided 8am-5pm

***After normal working hours***

***Specialized Needs***

***Parking Notes:***

***Comments***

**Lot #****4****Remote Location****Bldg** 151151-FIREBAUGH COURT  
1325 O STREET, FIREBAUGH**Exhibit Notes:****Departments** Department of Social Services**Occupants** Facility is owned by the State. There are State workers, inmates and people going to court.**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES**Janitorial Service Days**

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>SA</b>	<b>SU</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Unique Cleaning Tasks** Keeping parking area around rear entrances clean**Scheduling Issues** Facility is owned by the State. The alarm system is controlled by Deputy or other Court staff with an access code.**Routine Cleaning Must Be Done:**  
Days**Hours:****Periodic Cleaning Must Be Done:**  
Swing**During normal working hours** Cleaning outside windows and screens.**After normal working hours** Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.**Specialized Needs****Parking Notes:** Small parking lot or on the street**Comments**

Two services are located in this area  
Dust, clean, mop, wipe down the tables, clean the phones, wash the windows outside if needed. Wash down the porch, vacuum, polish furniture, take down spider webs, wash down the building outside, empty the trash inside and out side, polish the sink handles, pick up paper in the parking lot, change the light bulbs, breakdown the boxes if needed and wipe off porch lights. Wipe down the toilets; polish the pipes from the sinks if needed. Spot clean carpet and wipe down chairs.

**Bldg** 152152-REEDLEY COURT  
815 G STREET, REEDLEY**Exhibit Notes:****Departments** Courts**Occupants****Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

*Janitorial Service Days*

*M*  *T*  *W*  *Th*  *F*  *SA*  *SU*

*Unique Cleaning Tasks*

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours* All work. Courthouse closed, another janitorial service cleans State areas.

*After normal working hours* Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

*Specialized Needs*

*Parking Notes:* Public parking

*Comments*

On Tuesdays and Thursdays from 7am to 9am, sometimes earlier around 6am, vacuum before anyone comes in. Clean the restrooms, wipe down the sinks, toilets and walls, sweep and mop floors, stock all paper products. Wipe down counters, desks, window sills. Take out trash and recycling. Change lights as needed and clean microwave.

***Bldg* 446, 494 446/494 AMERICAN AVENUE DISPOSAL SITE**

*Exhibit Notes:* **See Exhibit E for Bldg Information**

*Departments* Public Works-  
Resources

*Occupants*

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

*M*  *T*  *W*  *Th*  *F*  *SA*  *SU*

*Unique Cleaning Tasks*

*Scheduling Issues*

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours*

*After normal working hours*

*Specialized Needs*

*Parking Notes:*

*Comments*



**Bldg** 701

701-JJC-COUNTY AREAS ONLY  
3333 E. AMERICAN AVENUE, FRESNO

**Exhibit Notes:**

**Departments** District Attorney,  
Probation & Public  
Works

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues** Access to secured areas with prox card may be required

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b> 6 a.m. - 3 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	----------------------------------	---

**During normal working hours** Furniture moves, delivering supplies, replacing burnt lamps. Janitorial services are provided 6am-3pm

**After normal working hours** Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing. Janitorial 6am3pm

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 853

853-E&TA FACILITY  
15180 W WHITESBRIDGE RD, KERMAN

**Exhibit Notes:**

**Departments**

**Occupants**

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**  **T**  **W**  **Th**  **F**  **SA**  **SU**

**Unique Cleaning Tasks**

**Scheduling Issues** Closed at night

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours* Replacing burnt lamps and re-cleaning and restocking restrooms

*After normal working hours* Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.

*Specialized Needs* *Parking Notes:* Front parking

**Comments**

Some days you will receive calls for extra services-spills and overflowing toilets. Dust, vacuum, clean the windows, mop, vacuum, refill paper towels and toilet tissue, empty trash. Break down boxes and put in the recycle bins outside. Take down spider webs, change light bulbs, clean out side of the doors. Change batteries to the spray fresheners in the restrooms. Wipe down the table, clean the refrigerator, clean microwave, take out trash. Wipe down the toilets. Pick up trash outside of the doorway, clean window sills and outside door frames. Remove small stains for the carpet and wipe down chairs.

<b>Bldg</b> 858	858-SELMA SUB-STATION-SHERIFF 1055 GOLDEN STATE BLVD, SELMA
-----------------	--

**Exhibit Notes:**

*Departments* Sheriff *Occupants* The detectives and river patrol officers are in and out and it is sometimes a hit and miss to gain access to clean the office.

*Janitorial Services Currently Provided by:* COUNTY - FACILITY SERVICES

*Janitorial Service Days*

<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>SA</i>	<i>SU</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Unique Cleaning Tasks**

*Scheduling Issues* Staff is not always there and you have to go to and from to gain entry.

<i>Routine Cleaning Must Be Done:</i> Days	<i>Hours:</i>	<i>Periodic Cleaning Must Be Done:</i> Swing
---	---------------	---

*During normal working hours* Regular routine

*After normal working hours* Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing and whole floor vacuuming.

*Specialized Needs* *Parking Notes:* Front of facility

**Comments**

Trash, clean restrooms, wipe toilets, urinals, wipe down rails, walls around toilet and urinal, wipe sink, mirrors and paper towel dispensers. Check and fill towel, toilet and hand soap dispensers, sweep and mop floors. Sweep and mop all hallways. At the Agriculture Office-Monday, Wednesday and Fridays – trash, clean restroom- wipe toilets, wipe sink and mirror, sweep and mop. Dust blind as needed. At River Patrol, the deputies have different hours, they

come and go a lot. You will ned to work around their schedules. Clean the restroom-wipe toilet, sink and mirror, sweep and mop when I can.

**Bldg** 882                      882-S.E. REGIONAL CENTER-ET&A  
 3800 McCALL & DINUBA, SELMA

**Exhibit Notes:**

**Departments**    DSS

**Occupants**

**Janitorial Services Currently Provided by:**    COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**    **T**    **W**    **Th**    **F**    **SA**    **SU**  
                       

**Unique Cleaning Tasks**    Emergency clean-ups, graffiti removal, insect extermination;1) Code required for access 2) Follow-up checks of public restrooms for clean-up and restocking of paper goods 3) Assist on various request from department personnel when asked

**Scheduling Issues**    Lobby waiting room cleaned at night, open doors at 7:30am

<b>Routine Cleaning Must Be Done:</b> Days and Swing ???	<b>Hours:</b> 7 a.m. - 4 p.m.	<b>Periodic Cleaning Must Be Done:</b> Swing
---	----------------------------------	---

**During normal working hours**    Replacing burnt lamps, delivering supplies. Janitorial services are provided 7am-4pm

**After normal working hours**    All routine janitorial work and floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.

**Specialized Needs**

**Parking Notes:**

**Comments**

**Bldg** 891                      891-AREA 2 SHERIFFS SUB-STATION  
 5717 E SHIELDS, CLOVIS

**Exhibit Notes:**

**Departments**    Sheriff Department

**Occupants**

**Janitorial Services Currently Provided by:**    COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M**    **T**    **W**    **Th**    **F**    **SA**    **SU**

**Unique Cleaning Tasks** Clean debris away from exterior of building 2 or 3 times per week using a broom or blower.. Assist department on various cleaning request.

**Scheduling Issues**

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** Replacing burnt lamps, delivering supplies.

**After normal working hours** Floor care and carpet cleaning

**Specialized Needs**

**Parking Notes:**

**Comments**

<b>Bldg</b> 893	893- AREA 1 SAN JOAQUIN SUB-STATION-SHERIF 21925 W MANNING, SAN JOAQUIN
-----------------	--

**Exhibit Notes:**

**Departments** Sheriffs Department

**Occupants** This is a sub-station.

**Janitorial Services Currently Provided by:** COUNTY - FACILITY SERVICES

**Janitorial Service Days**

**M** **T** **W** **Th** **F** **SA** **SU**

**Unique Cleaning Tasks** Yard work;In addition to the regular janitorial routine, duties include cleaning outside of building and windows and washing screens, washing down the porch and removing spider webs. Weeding and trimming trees. Empty recycling and place bins at curb. Clean stove and refridgerator, change lights, clean lockers and showers. Spot clean rugs

**Scheduling Issues** Staff are in and out of the facility all day, may be left alone or have to come back to do routine.

<b>Routine Cleaning Must Be Done:</b> Days	<b>Hours:</b>	<b>Periodic Cleaning Must Be Done:</b> Swing
---	---------------	---

**During normal working hours** All routine janitorial and yard work

**After normal working hours** Floor care-stripping, mopping, waxing, buffing and shampooing and sanitizing carpet

**Specialized Needs**

**Parking Notes:** Lot in front of facility

**Comments**

The person(s) working at this facility will be required to do exterior cleaning. Maybe left alone in the facility around confidential information and evidence

Outside-Clean the building, clean the windows and wash the screens. Sweep outside porch, take down spider webs. Break down boxes and put out side in the bins .

Inside-mop, vacuum, dust refill soap and paper towels and change batteries to sprayer. Clean the cabinets, polish the sink handles, clean the stove, refrigerator. Change light as needed. Wipe down phones and inside of windows. Take out plastic and aluminum can recycling and put them in a bag outside. Clean the showers, dust the lockers and clean the pipes to the sinks. Spot clean carpet and wipe down chairs.

---

EXHIBIT D  
CLEANING SPECIFICATIONS BY BUILDING

EXHIBIT D  
CLEANING SPECIFICATIONS BY BUILDING

**Lot 1 – Buildings with Contracted-Out Janitorial Services**

Building Name	610-PLAZA						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				The janitorial for this facility is performed at night by a private janitorial service
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R				
Flooring	Hard Surface Floors	Spray buff	P				
Flooring	Hard Surface Floors	Strip and Wax	P				
Flooring	Carpeting	Vacuum and spot clean	R				
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R				
Furniture		Vacuum fabric, polish wood, etc.	P				
Lighting		Replace burned out lamps	R				
Maintenance		Report maintenance issues	R				
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R				
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R				
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P				



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P				
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R				
Trash and Recycling		Transport of all recyclables	R				
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	611-BRIX BUILDING-PUBLIC HEALTH						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D	D	D	Mop, clean tracks, clean walls
Exterior		Sweep, remove trash, etc.	R	D			
Exterior		Hose down cob webs, dirt, etc.	P	D			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	W			
Flooring	Hard Surface Floors	Strip and Wax	P	M			
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	AN	AN		
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	average is 20 to 30 weekly
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	D	D	D	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	D	D	D	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	D	D	D	
Windows		Clean/dust all window coverings.	P	D	D	D	or As Needed
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	612-MERCER BUILDING-PUBLIC HEALTH						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D	D	D	Mop, clean tracks, clean walls
Exterior		Sweep, remove trash, etc.	R	D			
Exterior		Hose down cob webs, dirt, etc.	P	D			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	W			
Flooring	Hard Surface Floors	Strip and Wax	P	M			
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	AN	AN		
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	average is 20 to 30 weekly
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	D	D	D	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	D	D	D	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	D	D	D	
Windows		Clean/dust all window coverings.	P	D	D	D	or As Needed
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

EXHIBIT D  
CLEANING SPECIFICATIONS BY BUILDING

**Lot 2 – Metro – Downtown Fresno**

Building Name	601-COURTHOUSE-LAW LIBRARY						
	Law Library						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R				N/A
Exterior		Hose down cob webs, dirt, etc.	P				N/A
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q		AN	
Flooring	Hard Surface Floors	Strip and Wax	P				Most of the area is carpet
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q		Breakdown
Flooring	Carpeting	Hot water extraction	P	Q	Q		of As Request
Furniture		Dust and spot clean	R	AN	AN		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D			One set of inside stairs
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D		D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	D	or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	W	W	W	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	D	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	AN	AN	AN	
Windows		Clean first floor exterior windows that are accessible from the	P				Located on 6th Floor
Windows		Clean/dust all window coverings.	P	AN	AN		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						



Building Name	601-COURTHOUSE							
	Probation							
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R	D			Rear Elevator	
Exterior		Sweep, remove trash, etc.	R	W			Veranda, on call to clean for meetings	
Exterior		Hose down cob webs, dirt, etc.	P	Q			N/A	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D		
Flooring	Hard Surface Floors	Spray buff	P	Q	AR	Q		
Flooring	Hard Surface Floors	Strip and Wax	P	Q	AR	Q	Offices are mostly carpet	
Flooring	Carpeting	Vacuum and spot clean	R	D	3D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	M	M		Breakdoom	
Flooring	Carpeting	Hot water extraction	P	Q	Q		or As Request	
Furniture		Dust and spot clean	R	W	W			
Furniture		Vacuum fabric, polish wood, etc.	P	W	W			
Lighting		Replace burned out lamps	R	AN	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D		
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	AN			outside on Veranda	
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AN			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	or As Needed	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	AN	AN		
Windows		Clean first floor exterior windows that are accessible from the	P				Located on 8th floor
Windows		Clean/dust all window coverings.	P	AN	AN		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	603-HALL OF RECORDS							
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R	D				
Exterior		Sweep, remove trash, etc.	R	D				
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D		
Flooring	Hard Surface Floors	Spray buff	P	D	Q	Q		
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	or As Requested	
Flooring	Carpeting	Vacuum and spot clean	R	D	1D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN			
Flooring	Carpeting	Hot water extraction	P	Q	Q		or As Requested	
Furniture		Dust and spot clean	R	D	D	D	1st floor restroom has a lounging couch. Some restrooms have chairs & lockers	
Furniture		Vacuum fabric, polish wood, etc.	P	W	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN	Also get calls from staff or main office	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D		
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	3D			2 stairways inside and 2 outside	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	Restroom done while cleaning	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	D			outside of 2nd floor on balcony	
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN		Briefing and Media Room	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D		No drinking fountain in restroom	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D	or As Needed	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	W	W	W	or As Needed	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AR	AR	D	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				Contracted out
Windows		Clean/dust all window coverings.	P	M	M	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	604-SHERIFFS ADMINISTRATION BUILDING						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D			
Exterior		Sweep, remove trash, etc.	R	AN			Outside of entrances, doorways and tunnel
Exterior		Hose down cob webs, dirt, etc.	P	AR			staff will contact and schedule date
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	M	M	M	
Flooring	Hard Surface Floors	Strip and Wax	P	Q		Q	e-mail requests or phone calls
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	Q	Q		or As Requested
Furniture		Dust and spot clean	R	D	D	D	some restrooms have chairs and lockers
Furniture		Vacuum fabric, polish wood, etc.	P	M	M		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	also get calls from staff or main office
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D		2 stairways inside, 2 outside
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	restroom done while cleaning
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AR		Briefing/Media Room
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D		no drinking fountains in restroom
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D	done during regular routine or when seen
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	M	M	M	or As Needed

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	M	M	M	or As Requested-calls or e-mailed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from the	P				done by contract vendor
Windows		Clean/dust all window coverings.	P	A	A	A	or As Requested
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	605-SOUTH ANNEX JAIL						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				Work done by Inmate Labor
Exterior		Sweep, remove trash, etc.	R				Work done by Inmate Labor
Exterior		Hose down cob webs, dirt, etc.	P				Work done by Inmate Labor
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	P	Q		Q	or As requested
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	Q	Q		or As needed
Furniture		Dust and spot clean	R	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	W			
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	or As Needed
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AR		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	M	M	M	or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	Safety screws

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	Safety screws
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				No
Windows		Clean/dust all window coverings.	P				No coverings
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (as determined by the County)						
	AR - As Requested						



Building Name	607-MAIN JAIL							
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R				Done by inmates	
Exterior		Sweep, remove trash, etc.	R				Done by inmates	
Exterior		Hose down cob webs, dirt, etc.	P				Done by inmates	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D		
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR		
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR		
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR			
Flooring	Carpeting	Hot water extraction	P	AR	AR			
Furniture		Dust and spot clean	R	R	R	R	Locker in Restroom Area	
Furniture		Vacuum fabric, polish wood, etc.	P	W	W	D	Chairs in Restroom Area	
Lighting		Replace burned out lamps	R	AN	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D		D		
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				No-offices are on upper floors	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				No	
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AR		Nurses' Station	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D		D		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R		D	D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	or As Needed	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P		AR	AR	Light fixtures have special screws, done by Jail Services	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P		AN	D	or As Requested
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				Done by inmates
Windows		Clean/dust all window coverings.	P	AN	AN		Most do not have blinds. No windows in some areas
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	608-NORTH ANNEX JAIL-INFIRMARY						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P				
Flooring	Hard Surface Floors	Strip and Wax	P	A	A	A	
Flooring	Carpeting	Vacuum and spot clean	R				
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R				
Furniture		Vacuum fabric, polish wood, etc.	P				
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R				
Windows		Clean first floor exterior windows that are accessible from the	P				
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	615-CORONERS OFFICE-MORGUE-PUBLIC ADMIN-CORONERS						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				No Elevator
Exterior		Sweep, remove trash, etc.	R	D			
Exterior		Hose down cob webs, dirt, etc.	P	SA			or As Needed
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AN	AN	AN	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q		AR-when called or e-mailed
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q		
Flooring	Carpeting	Hot water extraction	P	Q	Q		or As Needed
Furniture		Dust and spot clean	R	W	W		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D			Front and back
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				Emptied by Smokers
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D	Done along with routine or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	W	W	W	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	or As Requested
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	W			
Windows		Clean/dust all window coverings.	P	AN	AN		or As Requested
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	621-GRAPHIC COMMUNICATIONS-GS						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R	AN			Front and back entrance and parking lot
Exterior		Hose down cob webs, dirt, etc.	P	AN			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D	
Flooring	Hard Surface Floors	Spray buff	P	AN	AN		
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q		
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R	W	W		or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				None
Surfaces	General	Dust and spot clean all surfaces	R	d	d	d	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				None
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	AN	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AR		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D			Break area
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D		D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	D			
Windows		Clean/dust all window coverings.	P	AN	AN		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						



Building Name	631-SHERIFFS FORENSIC LAB						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R	R			Parking lot areas included
Exterior		Hose down cob webs, dirt, etc.	P	2xY	2xY		When windows are done
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	All
Flooring	Hard Surface Floors	Spray buff	P	AR	AR		Floor care neds to be scheduled
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR		
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	AR	AR		
Furniture		Dust and spot clean	R	3D	3D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				None
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	3D	3D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AR		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	R	R	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	R	R	R	Also as seen during routine
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P				

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	R	R	R	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D		
Windows		Clean first floor exterior windows that are accessible from the	P	2XY			
Windows		Clean/dust all window coverings.	P	AN	AN		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to County)						
	AR - As Requested						

Building Name	639-MAGEC-L STREET						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	3D			
Exterior		Sweep, remove trash, etc.	R	3D			
Exterior		Hose down cob webs, dirt, etc.	P	AN			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	3D	3D	3D	
Flooring	Hard Surface Floors	Spray buff	P	AN	AN	AN	
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	3D	3D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	AR	AR		
Furniture		Dust and spot clean	R	3D	3D	3D	
Furniture		Vacuum fabric, polish wood, etc.	P	2D	2D		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			3D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	3D			
Surfaces	General	Dust and spot clean all surfaces	R	3D	3D	3D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	3D	3D	3D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AR		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	3D		3D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	3D	3D	3D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	3D	3D	3D	
Windows		Clean first floor exterior windows that are accessible from th	P	3D	3D		
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	884-CHILD PROTECTIVE SERVICES-CHILD & FAMILY SERV						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D			
Exterior		Sweep, remove trash, etc.	R	D			Check parking lot and front of building
Exterior		Hose down cob webs, dirt, etc.	P	AN			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	D
Flooring	Hard Surface Floors	Spray buff	P	Q		Q	or As Requested
Flooring	Hard Surface Floors	Strip and Wax	P	Q		Q	or As Requested
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	AN	AN		
Furniture		Dust and spot clean	R	3D	3D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	2D	2D		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	3D			2 set of stairs
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	D			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		D		Conference Rooms (make sure to ask staff before cleaning boards)
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	3D	3D	3D	and as seen
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	M	M	M	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN		
Windows		Clean/dust all window coverings.	P	AN	AN	AN	or As Needed
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	898-CENTER MALL COURT-CHILD & FAMILY SERVICES						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D			
Exterior		Sweep, remove trash, etc.	R	D			
Exterior		Hose down cob webs, dirt, etc.	P	M			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	Offices w/hard surfaces
Flooring	Hard Surface Floors	Spray buff	P	W	W	W	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	or As Requested
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	W	W		
Flooring	Carpeting	Hot water extraction	P	Q	Q		or As Requested
Furniture		Dust and spot clean	R	W	W		
Furniture		Vacuum fabric, polish wood, etc.	P		M		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	W			
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		D		Located only in the Conference Room
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	W	W	W	or As Requested

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	AN	AN		
Windows		Clean first floor exterior windows that are accessible from th	P	D			Small Entry
Windows		Clean/dust all window coverings.	P		M		or As Requested
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						



EXHIBIT D  
CLEANING SPECIFICATIONS BY BUILDING

**Lot 3 – Kings Canyon**

Building Name	308-UMC-LAUNDRY						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	3D	3D	3D	
Exterior		Hose down cob webs, dirt, etc.	P	3D	3D	3D	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	3D	3D	3D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q		
Flooring	Hard Surface Floors	Strip and Wax	P	Q			
Flooring	Carpeting	Vacuum and spot clean	R	3D	3D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q		
Flooring	Carpeting	Hot water extraction	P	Q			
Furniture		Dust and spot clean	R	3D	3D	3D	
Furniture		Vacuum fabric, polish wood, etc.	P	3D	3D	3D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	3D	3D	3D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	3D	3D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	3D	3D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	3D	3D	3D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	3D	3D	3D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	3D	3D	3D	
Trash and Recycling		Transport of all recyclables	R	AN	AN		
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	311-MAIN WELFARE-ET&A						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D			
Exterior		Sweep, remove trash, etc.	R	D	D	D	
Exterior		Hose down cob webs, dirt, etc.	P	AN	D	D	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	P	SA	SA	SA	or As Needed
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	M	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	M	M	M	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	W	W	W	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	M	M	M	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	D
Trash and Recycling		Transport of all recyclables	R	D	D	D	or As Needed
Windows		Clean first floor exterior windows that are accessible from th	P	W	W	W	
Windows		Clean/dust all window coverings.	P	M	M	M	or As Needed
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		313-COMMISSARY BUILDING-ET&A					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D			
Exterior		Sweep, remove trash, etc.	R	D	D	D	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	M			
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	M	M		or As Needed
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	Twice monthly
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	Nightly
Trash and Recycling		Transport of all recyclables	R	AN	AN	AN	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	315-BARTON BUILDING-E&TA						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN		
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AN		AN	
Flooring	Hard Surface Floors	Strip and Wax	P				
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	AN	AN		
Furniture		Dust and spot clean	R	D	D		or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	D	D		or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D	or As Needed
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As Needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	or As Needed
Trash and Recycling		Transport of all recyclables	R	AN	AN	AN	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P	AN	AN	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		317-MAIN MENTAL HEALTH-BEHAVIORAL HEALTH					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AN	AN	AN	or As Requested
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	or As Needed
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	or As Needed
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN	AN	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	or As Requested

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	AN	AN	AN	or As Requested
Windows		Clean first floor exterior windows that are accessible from th	P		D	D	D
Windows		Clean/dust all window coverings.	P	AN	AN	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	318-HUNTINTGTON HALL-ET&A						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R			D	
Flooring	Hard Surface Floors	Spray buff	P	M			
Flooring	Hard Surface Floors	Strip and Wax	P	Q			
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R		D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D			
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D		D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W	W	
Windows		Clean first floor exterior windows that are accessible from the	P				Daily
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		319-PSYCHIATRIC HEALTH FACILITY-BEHAVIORAL					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	or As Needed
Flooring	Hard Surface Floors	Strip and Wax	P	SA	SA	SA	
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	M	M		
Furniture		Dust and spot clean	R	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	D	D		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	D			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D		D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	320-HEALTH FACILITY-BEHAVIORAL HEALTH						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	A			or As Requested
Flooring	Hard Surface Floors	Strip and Wax	P	SA		SA	
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	M	M	M	or As Needed
Flooring	Carpeting	Hot water extraction	P	M	M		or As Needed
Furniture		Dust and spot clean	R	D	D	d	
Furniture		Vacuum fabric, polish wood, etc.	P	M	M		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	M	M	M	or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	M	M	M	or As Needed



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	M	M	M	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W	W	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		326-MODULAR BUILDING-ET&A					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P				N/A
Flooring	Hard Surface Floors	Strip and Wax	P				N/A
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	or As Needed
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As Needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	AN	AN	AN	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	or As Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D	or As Needed
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		332-MODULAR UNIT A-BEHAVIORAL HEALTH					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R				N/A
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q		Q	
Flooring	Hard Surface Floors	Strip and Wax	P	SA		SA	
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W	W	
Windows		Clean first floor exterior windows that are accessible from the	P				
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	333-MODULAR UNIT B-BEHAVIORAL HEALTH						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P			Q	
Flooring	Hard Surface Floors	Strip and Wax	P			Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN	AN	
Flooring	Carpeting	Hot water extraction	P	SA	SA		
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	W	W	W	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	W	W	W	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W	W	
Windows		Clean first floor exterior windows that are accessible from the	P				
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		334-MODULAR UNIT C-BEHAVIORAL HEALTH					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	P	SA		SA	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q		
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W	W	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	W	W	W	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W		
Windows		Clean first floor exterior windows that are accessible from the	P				
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		335-MODULAR UNIT E-BEHAVIORAL HEALTH					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q		Q	
Flooring	Hard Surface Floors	Strip and Wax	P	Q		Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W		
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	336-MODULAR UNIT F-ET&A						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P				N/A
Flooring	Hard Surface Floors	Strip and Wax	P				N/A
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	or As Needed
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As Needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	or As Needed
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	340-INTAKE BUJILDING							
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R					
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN		
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D		
Flooring	Hard Surface Floors	Spray buff	P	AN		AN		
Flooring	Hard Surface Floors	Strip and Wax	P	AN		AN		Heavy traffic
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN			
Flooring	Carpeting	Hot water extraction	P	Q	Q			or As Needed
Furniture		Dust and spot clean	R	D	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D		
Lighting		Replace burned out lamps	R	AN	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D		
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R					
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R					
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D		Daily
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D		D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	M	M	M		or As Needed

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	M	M	M	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	341-INTAKE ANNEX BUILDING-ET&A						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	D	D	D	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P				
Flooring	Hard Surface Floors	Strip and Wax	P				
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R	D	D	D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	or As Needed
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As Needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R				No drinking fountain
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	or As Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	343-MODULAR UNIT D-ET&A						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AN	AN	AN	
Flooring	Hard Surface Floors	Strip and Wax	P	SA		SA	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q		
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	M	M	M	or As Needed

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	M	M	M	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W		
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P	A	A	A	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	348-FACILITY SERVICES OFFICE						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	2D			
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	2D		2D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q		
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q		
Flooring	Carpeting	Vacuum and spot clean	R		2D		
Flooring	Carpeting	Spin-bonnet clean/buff	P		Q		
Flooring	Carpeting	Hot water extraction	P		Q		
Furniture		Dust and spot clean	R		2D	2D	
Furniture		Vacuum fabric, polish wood, etc.	P		AN		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			2D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	2D	2D	2D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	AN			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	2D	2D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	2D			
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	AN			
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	2D	2D	2D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	2D	2D	2D	
Trash and Recycling		Transport of all recyclables	R	2D	2D		
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P		A		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed						
	AR - As Requested						

Building Name		349-CARPENTER & PAINT SHOP-FACILITY SERVICES					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	2D	2D		
Flooring	Hard Surface Floors	Spray buff	P	A	A		
Flooring	Hard Surface Floors	Strip and Wax	P	A	A		
Flooring	Carpeting	Vacuum and spot clean	R				
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R				
Furniture		Vacuum fabric, polish wood, etc.	P				
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	2D	2D	2D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	2D	2D	2D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	2D			
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	2D	2D	2D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	2D	2D	2D	
Trash and Recycling		Transport of all recyclables	R				
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		400-FARM & HOME-COOPERATIVE EXTENSION					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	or As Needed
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	or As Needed
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As Needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	or As Needed
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	or As Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D	or As Needed
Windows		Clean first floor exterior windows that are accessible from th	P	A	A	A	N/A
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		401-LABORATORY-COOPERATIVE EXTENSION								
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments			
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A			
Exterior		Sweep, remove trash, etc.	R	D	D	D				
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D				
Flooring	Hard Surface Floors	Spray buff	P							
Flooring	Hard Surface Floors	Strip and Wax	P							
Flooring	Carpeting	Vacuum and spot clean	R							
Flooring	Carpeting	Spin-bonnet clean/buff	P							
Flooring	Carpeting	Hot water extraction	P							
Furniture		Dust and spot clean	R	D	D	D				
Furniture		Vacuum fabric, polish wood, etc.	P	AN	AN	AN				
Lighting		Replace burned out lamps	R	AN	AN	AN				
Maintenance		Report maintenance issues	R	AN	AN	AN				
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D				
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D				
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R				N/A			
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	AN	AN	AN				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN				

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		404-AGRICULTURE COMMISSIONER-AGRICULTURE					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	D			
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P				N/A
Flooring	Hard Surface Floors	Strip and Wax	P				N/A
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR	AR	
Flooring	Carpeting	Hot water extraction	P	AR	AR	AR	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	or As Needed
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	or As Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	407-AG WHSE/DETECTION TRAPPING-AG DEPT						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	or As Needed
Flooring	Hard Surface Floors	Spray buff	P				
Flooring	Hard Surface Floors	Strip and Wax	P				
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	or As Needed
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R	D	D	D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	or As Needed
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As Needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	or As Needed
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R				N/A
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D	or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	or As Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D	or As Needed
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		409-TRAFFIC SIGN SHOP-PUBLIC WORKS-ROADS					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P				
Flooring	Hard Surface Floors	Strip and Wax	P				
Flooring	Carpeting	Vacuum and spot clean	R				
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P				
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R				N/A
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P				
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		410-TRAFFIC SIGN SHOP-PUBLIC WORKS-ROADS					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	or As Needed
Flooring	Hard Surface Floors	Spray buff	P				
Flooring	Hard Surface Floors	Strip and Wax	P				
Flooring	Carpeting	Vacuum and spot clean	R				
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R	D	D	D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P				
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	or As Needed
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P				
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	or As Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D	or As Needed
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed						
	AR - As Requested						

Building Name		413-MATERIALS TESTING-PUBLIC WORKS-ROADS					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R				N/A
Flooring	Carpeting	Spin-bonnet clean/buff	P				N/A
Flooring	Carpeting	Hot water extraction	P				N/A
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R				N/A
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		415-WEIGHTS & MEASURES-PESTICIDE-AGRICULTURE					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	or As Requested
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	or As Requested
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	or As Requested
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	or As Requested
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	AN	AN	AN	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	SA	SA		
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed						
	AR - As Requested						

Building Name	417-WEIGHTS & MEASURES-CALIB OFFICE-AG DEPT						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	AN	AN	AN	
Flooring	Hard Surface Floors	Spray buff	P				N/A
Flooring	Hard Surface Floors	Strip and Wax	P				N/A
Flooring	Carpeting	Vacuum and spot clean	R				N/A
Flooring	Carpeting	Spin-bonnet clean/buff	P				N/A
Flooring	Carpeting	Hot water extraction	P				N/A
Furniture		Dust and spot clean	R				N/A
Furniture		Vacuum fabric, polish wood, etc.	P	AN	AN	AN	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	AN	AN	AN	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	AN	AN	AN	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	AN	AN	AN	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	AN	AN	AN	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	AN	AN	AN	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R				
Trash and Recycling		Transport of all recyclables	R	AN	AN	AN	
Windows		Clean first floor exterior windows that are accessible from th	P	SA	SA	SA	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	419-TRAINING TRAILER-AGRICULTURE DEPT								
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments		
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A		
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN			
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D				
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q			
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q			
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q			
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q			
Furniture		Dust and spot clean	R						
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D			
Lighting		Replace burned out lamps	R	AN	AN	AN			
Maintenance		Report maintenance issues	R	AN	AN	AN			
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D			
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R						
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D			
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A		
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D			
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN	AN			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D			
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D			
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN			

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	420-OFFICE & PARTS-GSA-FLEET SERVICES									
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments			
Elevators		Clean, vacuum, sweep, mop, etc.	R							
Exterior		Sweep, remove trash, etc.	R							
Exterior		Hose down cob webs, dirt, etc.	P							
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D				
Flooring	Hard Surface Floors	Spray buff	P							
Flooring	Hard Surface Floors	Strip and Wax	P							
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D				
Flooring	Carpeting	Spin-bonnet clean/buff	P							
Flooring	Carpeting	Hot water extraction	P							
Furniture		Dust and spot clean	R	D	D	D				
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D				
Lighting		Replace burned out lamps	R	AN	AN	AN				
Maintenance		Report maintenance issues	R	AN	AN	AN				
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D				
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A			
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D				
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R							
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	D	D	D				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN				

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from the	P				
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	426-ALTERNATE DISPATCH-SHERIFF								
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments		
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A		
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN			
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R						
Flooring	Hard Surface Floors	Spray buff	P						
Flooring	Hard Surface Floors	Strip and Wax	P						
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR				
Flooring	Carpeting	Hot water extraction	P	AR	AR				
Furniture		Dust and spot clean	R	D	D	D			
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D			
Lighting		Replace burned out lamps	R	AN	AN	AN			
Maintenance		Report maintenance issues	R	AN	AN	AN			
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D			
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A		
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D			
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A		
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D			
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R				N/A		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R						
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN			

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		433-RADIO SHOP-GSA-FLEET SERVICES									
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments				
Elevators		Clean, vacuum, sweep, mop, etc.	R								
Exterior		Sweep, remove trash, etc.	R								
Exterior		Hose down cob webs, dirt, etc.	P								
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D					
Flooring	Hard Surface Floors	Spray buff	P								
Flooring	Hard Surface Floors	Strip and Wax	P								
Flooring	Carpeting	Vacuum and spot clean	R								
Flooring	Carpeting	Spin-bonnet clean/buff	P								
Flooring	Carpeting	Hot water extraction	P								
Furniture		Dust and spot clean	R								
Furniture		Vacuum fabric, polish wood, etc.	P								
Lighting		Replace burned out lamps	R								
Maintenance		Report maintenance issues	R								
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D					
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R								
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D					
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R								
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R								
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R								
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R								
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P		D					or As Needed	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN					



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name		437-PURCHASING-WAREHOUSE-ELECTIONS					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D	D	D	or As Needed
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	AN	AN	AN	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	or As Needed
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	D	D	D	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	438-AGRICULTURE COMMISSIONER ANNEX-AG DEPT								
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments		
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A		
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN			
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D			
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q			
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q			
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q			
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q			
Furniture		Dust and spot clean	R	D	D	D			
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D			
Lighting		Replace burned out lamps	R	AN	AN	AN			
Maintenance		Report maintenance issues	R	AN	AN	AN			
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D			
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D			
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D			
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A		
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D			
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D			
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D			
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN			

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	509-ITSD-INFORMATION TECH SERVICES									
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments			
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A			
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN				
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D				
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q				
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q				
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D				
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q				
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q				
Furniture		Dust and spot clean	R	D	D	D				
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D				
Lighting		Replace burned out lamps	R	AN	AN	AN				
Maintenance		Report maintenance issues	R	AN	AN	AN				
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D				
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A			
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D				
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN				

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	515-JUVENILE ADMINISTRATION						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D	D	D	
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	



Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	SA	SA	SA	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	628-ELIGIBILITY-ET&A						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR	AR	
Flooring	Carpeting	Hot water extraction	P	AR	AR	AR	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R				No drinking fountain
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R				N/A
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	648-ITSD-FINE							
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R					
Exterior		Sweep, remove trash, etc.	R					
Exterior		Hose down cob webs, dirt, etc.	P					
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D		
Flooring	Hard Surface Floors	Spray buff	P	M	M	M		
Flooring	Hard Surface Floors	Strip and Wax	P	SA	SA	SA		
Flooring	Carpeting	Vacuum and spot clean	R	D	D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN	AN		
Flooring	Carpeting	Hot water extraction	P	AN	AN	AN	or quarterly	
Furniture		Dust and spot clean	R	D	D			
Furniture		Vacuum fabric, polish wood, etc.	P	W	W			
Lighting		Replace burned out lamps	R	AN	AN			
Maintenance		Report maintenance issues	R	AN	AN			
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D		
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R					
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R					
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	M	M	M		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W	W	
Windows		Clean first floor exterior windows that are accessible from the	P				
Windows		Clean/dust all window coverings.	P	AN	AN	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	848-HERITAGE							
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A	
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN		
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D		
Flooring	Hard Surface Floors	Spray buff	P				N/A	
Flooring	Hard Surface Floors	Strip and Wax	P				N/A	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	P				N/A	
Flooring	Carpeting	Hot water extraction	P				N/A	
Furniture		Dust and spot clean	R	AN	AN	AN		
Furniture		Vacuum fabric, polish wood, etc.	P	AN	AN	AN		
Lighting		Replace burned out lamps	R	AN	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D		
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A	
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

EXHIBIT D  
CLEANING SPECIFICATIONS BY BUILDING

**Lot 4 – Remote Sites**



Building Name	151-FIREBAUGH COURT						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				No elevators in this area
Exterior		Sweep, remove trash, etc.	R	3D			Parking areas
Exterior		Hose down cob webs, dirt, etc.	P	1D			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR	Floor care needed to be scheduled
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	AR	AR		
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	AN	AN		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D			Back entrance
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	W	W	W	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	Restroom vents are done during routine
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	D	W	W	Outside windows
Windows		Clean/dust all window coverings.	P	W	W		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	152-REEDLEY COURT							
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R					
Exterior		Sweep, remove trash, etc.	R					
Exterior		Hose down cob webs, dirt, etc.	P					
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D		
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR		
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR		
Flooring	Carpeting	Vacuum and spot clean	R	D	D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR			
Flooring	Carpeting	Hot water extraction	P	AR	AR			
Furniture		Dust and spot clean	R	2D	2D			
Furniture		Vacuum fabric, polish wood, etc.	P	W	W			
Lighting		Replace burned out lamps	R	AN	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D		
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	2D				
Surfaces	General	Dust and spot clean all surfaces	R					
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R					
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AN			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D			
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	D		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	D	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	2D	2D	2D	
Trash and Recycling		Transport of all recyclables	R				
Windows		Clean first floor exterior windows that are accessible from th	P	D			
Windows		Clean/dust all window coverings.	P		2D		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	446-KERMAN MTCE & OPERATIONS BLDG-PW-RESOURCES						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R				
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P				
Flooring	Hard Surface Floors	Strip and Wax	P	M	M		
Flooring	Carpeting	Vacuum and spot clean	R	D			
Flooring	Carpeting	Spin-bonnet clean/buff	P				
Flooring	Carpeting	Hot water extraction	P				
Furniture		Dust and spot clean	R	D	D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	W	W	W	or As Needed

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	W	W	W	or As Needed
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	W	W	W	
Windows		Clean first floor exterior windows that are accessible from the	P				
Windows		Clean/dust all window coverings.	P	AN	AN	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	701-JJC-DELINQUENCY COURT						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	Sallyport
Exterior		Hose down cob webs, dirt, etc.	P	D	D	D	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	AR	AR	AR	
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P				N/A
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						



Building Name	828-GROVE INDUSTRIAL E&TA						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AR			
Flooring	Hard Surface Floors	Strip and Wax	P	AR			
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR	AR	
Flooring	Carpeting	Hot water extraction	P	AR	AR	AR	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	AN	AN	AN	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN	AN	
Windows		Clean/dust all window coverings.	P	AN	AN	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	853-E&TA FACILITY						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				No elevators
Exterior		Sweep, remove trash, etc.	R	3D			
Exterior		Hose down cob webs, dirt, etc.	P	3D			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	3D	3D	3D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR		
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	3D	3D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	AR	AR		
Furniture		Dust and spot clean	R	R	R		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	3D	3D	3D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				No stairs
Surfaces	General	Dust and spot clean all surfaces	R	3D	3D	3D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				No ashtrays
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	3D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		3D		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	3D	3D	3D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	3D	3D	3D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	3D	3D	3D	
Trash and Recycling		Transport of all recyclables	R	3D	3D	3D	
Windows		Clean first floor exterior windows that are accessible from th	P	3D			
Windows		Clean/dust all window coverings.	P	W	W		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	858-SELMA SUB-STATION-SHERIFF						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				
Exterior		Sweep, remove trash, etc.	R	3D			
Exterior		Hose down cob webs, dirt, etc.	P	AN			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	3D	3D	3D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR		
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR		
Flooring	Carpeting	Vacuum and spot clean	R	3D	3D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	AR	AR		
Furniture		Dust and spot clean	R	3D	3D		
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	3D	3D	3D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				
Surfaces	General	Dust and spot clean all surfaces	R	3D	3D	3D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	3D	3D	3D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	3D	3D	3D	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	3D		3D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	3D	3D	3D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	3D	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	3D	3D	3D	
Trash and Recycling		Transport of all recyclables	R	3D	3D	3D	
Windows		Clean first floor exterior windows that are accessible from th	P	AN	AN		
Windows		Clean/dust all window coverings.	P	AN	AN	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	882-S.E. REGIONAL CENTER-ET&A						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	D	D	D	or As Needed
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	or As Needed
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR	AR	
Flooring	Carpeting	Hot water extraction	P	AR	AR	AR	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	AN	AN	AN	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	or As Needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	W	W	W	or As Needed
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	W	W	W	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	M	M	M	
Windows		Clean/dust all window coverings.	P				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						



Building Name		891-AREA 2 SHERIFFS SUB-STATION					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	2D	2D	2D	
Exterior		Hose down cob webs, dirt, etc.	P	2D	2D	2D	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	P	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	P	Q	Q	Q	
Furniture		Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	D	D	
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	D	D	D	or As Needed
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	AN	AN	AN	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				N/A
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	AN	AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from th	P	SA	SA	SA	
Windows		Clean/dust all window coverings.	P				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Building Name	893-AREA 1 SAN JOAQUIN SUB-STATION-SHERIFF						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				No elevators
Exterior		Sweep, remove trash, etc.	R	3D			
Exterior		Hose down cob webs, dirt, etc.	P	3D			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	5D	5D	5D	
Flooring	Hard Surface Floors	Spray buff	P	AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	P	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	5D	5D		
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction	P	AR	AR		
Furniture		Dust and spot clean	R	3D	3D	3D	
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R	5D	5D	5D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	3D			
Surfaces	General	Dust and spot clean all surfaces	R	5D	5D	5D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	3D			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	5D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	3D	3D		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	5D	5D	5D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	5D	5D	5D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	W	W	W	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		<u>Empty</u> all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	5D	5D	5D	
Trash and Recycling		Transport of all recyclables	R	3D	3D		
Windows		Clean first floor exterior windows that are accessible from th	P	W	W	W	
Windows		Clean/dust all window coverings.	P	W	W	W	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

EXHIBIT E  
CLEANING SPECIFICATIONS FROM BUILDINGS  
WITH EXISTING AGREEMENTS AND  
CONTRACTS

Scope of Work for services that are provided by a private contractor as of  
the date of this RFP

610 – PLAZA

LOT 1

**SCOPE OF WORK**  
**PLAZA COMPLEX SERVICE AREAS**

Contractor to provide Routine Janitorial Services for the following areas / floors  
per the Standards, as specified in this RFQ.

**SERVICE AREAS (SQUARE FOOTAGE):**

Routine Janitorial Services to be provided to all areas as described in the Specification,  
Janitorial Standards and Frequency.

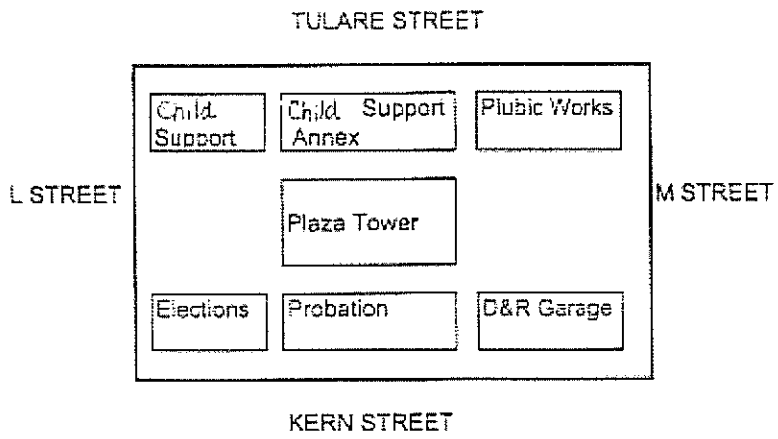
The Plaza Complex consists of the Plaza Tower and surrounding buildings (Child Support  
Services, Child Support Services Annex, Public Works, Election and Probation).

**Plaza Tower:**

1. Restrooms: Public and staff restrooms are located on all floors except the main lobby.
2. Floors three through twelve are estimated to have 9,500 square feet of hall and office space per floor.
3. Floors fourteen through twenty -one are estimated to have 9,200 square feet of hall and office space per floor.
4. Lower Lobby which includes the Superior Courts and Child Support Offices are estimated to have 9,505 square feet.
5. Main Lobby is estimated to have 5,506 square feet. This does not include the Coffee Shop.

**Surrounding Buildings:**

1. Elections is estimated to have 7,737 square feet of hall, office space and restrooms.
2. Probation is estimated to have 3,868 square feet of hall, office space and restrooms.
3. Child Support Services:
  - Upper Level is estimated to have 9,122 square feet of hall, office space and restrooms.
  - Lower Level is estimated to have 9,209 square feet of hall, office space and restrooms.
4. Child Support Services Annex:
  - Upper Level is estimated to have 1,853 square feet of hall, office space and restrooms.
  - Lower Level is estimated to have 1,776 square feet of hall, office space and restrooms.
5. Public Works:
  - Upper Level is estimated to have 8,033 square feet of hall, office space and restrooms.
  - Lower Level is estimated to have 7,822 square feet of hall, office space and restrooms.



# **ATTACHMENT A**

## **SCHEDULE OF SERVICES**

### Routine Janitorial Procedures Schedule

#### Entrances, Lobbies, Hallways or Corridors

#### **DAILY:**

1. Empty waste from waste receptacles into waste bag on the cart. Damp - wipe soiled waste receptacles. Replace plastic liners when used in waste receptacles.
2. Clean smudges and soil from glass on doors and partitions, using glass cleaner in a spray bottle and a clean lint free cloth.
3. Vacuum any carpet or mats and check carpets for spot cleaning. Use stain and gum remover for carpets. (coffee, coke stains or gum).
4. Dust mop non-carpeted floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with a dustpan. Periodically shake out mop head into a plastic bag. When mop head gets soiled, put in container marked dirty mop heads and replace with a clean mop head.
5. Damp mop non-carpeted floors to remove heavy soil. (Post wet-floor sign).
6. Clean water fountains, with germicidal detergent, remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry.
7. Spot clean finger marks, smudges on walls, doors and door facings. Use an all purpose cleaner solution in spray bottle and a sponge. Spray surface and wipe with damp sponge.

#### **Weekly:**

1. Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe firm dry.
2. Spray buff resilient tile or terrazzo floors, using a floor machine equipped with a buffing pad. (Post wet floor sign).
3. Dust all windowsills, ledges and furniture tops using a treated cloth or dust mop with a short handle.
4. Clean all public telephones. Use cloth and disinfectant to clean telephones.
5. Empty and clean outside ashtrays if applicable.



- Monthly:**
1. Dust blinds or curtains.
  2. Wash glass entrance doors and windows in main Lobbies or entrances.
  3. Clean outside walkways to entrance if necessary.
- Quarterly:**
1. Hose down cob webs from eaves and corners of facility.
- 3/Months:**
1. Floor Care: Revitalization (Floor Care Maintenance).
  2. Carpet- Shampoo/ buffing, and spot cleaning (Floor Care Maintenance).

**Offices, Conference Rooms, Lounges, Courtrooms and Reception Areas**

- Three Days/  
M/W/F**
1. Empty all waste receptacles and damp wipe them to remove soil. Replace plastic liner in waste receptacles as needed.
  2. Clean any sinks or other fixtures in offices, conference rooms and lounges in accordance with the rest room cleaning procedure.
  3. Spot - clean glass in doors or partitions to remove finger prints or smudges. Use a clean cloth and glass cleaner in a spray bottle or can. Wipe glass dry.
  4. Dust mop non-carpeted floors with a treated dust mop. Then damp mop floors using a cotton mop and a natural detergent disinfectant solution to remove excess soil.
  5. Vacuum clean traffic areas on carpeted floors one day each week. (**Vacuum entire carpeted area one day each week**, such as underneath desks, chairs, between walls and filing cabinets, behind doors and in corners and edges of carpet and wall). Moving furniture as needed. Check carpet for spot cleaning, such as coffee, coke, candy and gum stains. Use stain and gum remover for carpets.
  6. Clean chalkboard and trays. Use a damp cloth and carefully wipe tray and board.
  7. Spot clean walls, removing marks, soil and graffiti.
  8. Clean and sanitize water fountains, remove calcium deposits.
- Weekly:**
1. Completely vacuum carpeted offices, conference rooms, lounges, courtrooms and reception areas once a week.
  2. Polish brass, chrome, etc. on door handles, kick - plate using a cloth and polish. Wipe film dry.
  3. Polish furniture and fixtures (such as desk tops if clear, shelves, tables, chairs, bookcases, etc.). Use cloth and polish, wipe surface dry.

4. Dust horizontal surfaces daily. Dust clear areas of furniture tops, sills, ledges and shelves using a treated cloth.

5. Clean and disinfect all telephones. Use cloth and disinfectant.

**Monthly:**

1. Vacuum chairs in offices, conference rooms, etc.

2. Floor Care maintenance per Standard

3. Dust all curtains or blinds

4. Dust all fire extinguishers

**3/Month**

1. Revitalization:( Floor Care Standards)

1.

**STAIRS**

**Weekly:**

1. Carpeted stairs: Vacuum carpets and check for spot cleaning. Use spot remover for carpet.

2. Non-carpeted stairs: Sweep stairs, damp mop.

3. Clean handrails. Use damp cloth and disinfectant detergent. Use green pad to remove excessive soil build up.

4. Sweep fire exit stairwells. Use a corn broom and dustpan. Then damp mop stairs and landing using a detergent solution, mop bucket and wringer and cotton mop. (Post wet floor signs).

5. Clean handrails; use damp cloth and disinfectant. Use green sponge pad to remove excessive soil build up.

6. Replace burnt out lights as needed.

**ELEVATORS**

**Three Days:  
M/W/F**

1. Sweep & damp mop, including edges and corners of floor. Spot clean tile for gum, paper, food, etc.

2. Clean door track with vacuum cleaner and damp clean once a week.

3. Damp clean elevator walls and all doors (on all floors) with a cloth or sponge dampened in a detergent solution. Dry with a clean dry cloth. Remove any graffiti with graffiti remover and a damp cloth then rinse with water and dry. (Post wet floor sign).

**TRASH**

**Daily:**

1. All trash collected from each floor shall be discarded from the building, taken to the appropriate outside waste bins.

2. Sweep and pick up debris around outside waste bin(s).

**Weekly:**

1. Trash Compactor –Clean concrete area around compactor on Friday.

**RESTROOM**

**Daily:**

1. Empty waste paper receptacles. Replace plastic can liners.
2. Dispensers: replenish supplies such as (hand towels, toilet paper, soap and seat covers, etc.).
3. Sweep floor, put debris in trash cart waste container. Use a corn broom and dust pan.
4. Clean all dispenser fixtures with a disinfectant detergent and wipe dry with a clean, dry cloth.
5. Clean stall partitions and doors, walls behind toilets and urinals. Use a disinfectant detergent in a spray bottle, green sponge pad, clean cloth and wipe dry.
6. Wash and disinfect toilet seats, hardware, inside and outside of toilet bowls and urinals. Remove lime and uric acids salt deposits from the inside of toilets and urinal, using a mess screen (**DO NOT use a pumice stone**), bowl cleaner and bowl mop.
7. Wash and disinfect sinks and hardware. Use a disinfectant detergent, sponge with green pad, clean cloth. Remove scale buildup in sink bowl and around hardware.
8. Rinse sinks and hardware, damp wipe walls around plumbing, damp wipe-plumbing pipes underneath sinks and urinals if visible.
9. Clean entrance door on both sides, hardware, kick - plates, etc. and polish brass, chrome, etc. Use an all purpose cleaner, dry cloth and polish.
10. Damp mop floor using a disinfectant detergent. (Post wet floor sign).

**Weekly:**

1. De- lime urinals and toilets.

**Monthly:**

1. Machine scrub floors using a disinfectant detergent, buffing machine and a scrubbing pad.
2. Baseboards: Remove excessive buildup of wax or debris from corners and bottom edges of baseboard.

**HOLDING CELLS**

**Three Days:  
M/W/F**

1. Clean and sanitize entire holding cell. Use a disinfectant detergent. Refill paper product dispensers if needed.

2. Clean glass with glass cleaner.
3. Clean doors, walls, sills or other surfaces with an all purpose cleaner.
4. Damp mop floor. (Post wet floor sign).

**COURTROOMS, OFFICES, JUDGES CHAMBERS AND**

**INTERVIEW BOOTHS**

- Daily:**
1. Trash to be emptied and liners to be replaced.
  2. Spot vacuum carpet.
  3. Restrooms to be cleaned daily
  4. Interview booths to be disinfected daily (floors, fixtures, doors, windows, etc.)
- Weekly:**
1. Vacuum entire carpeted areas.
  2. Dust all furniture and fixtures.
  3. Clean all glass windows.
  4. High and low dust corners, bookshelves, etc.
  5. Spot clean walls, doors and carpeted areas.
  6. Buff tile floors weekly.

**FLOOR MAINTENANCE:**

Floor maintenance (carpeted and hard floors) will be provided on a continuous basis to insure the highest quality of cleanliness, appearance and safety.

**CARPET MAINTENANCE:**

- Daily:**
1. Regular maintenance - Vacuuming: To remove dirt and grime.
  2. Treating/Removing - Spots and stains from carpet. As soon as a spill or spot appears on the carpet, it should be treated with the appropriate spot remover.
- Weekly:**
1. Interim Maintenance - Shampooing/Bonnet Cleaning: (Post wet floor sign)
    - a. Using a power scrubber with rotary brush or buffer and bonnet pad,

- b. Spray pre-spray solution on to heavy soiled areas of carpet.
- c. Shampoo solution. (use a low foam shampoo or anti -foam in solution).
- d. Do NOT water soak floor. Excessive water may cause damage to carpet.
- e. Test chemicals such as pre-spray and shampoo on a small inconspicuous area of carpet for decoloration of carpet fabric.

**PROJECTS:**

Quarterly/  
or as  
needed:

1. Restorative Maintenance - Steam/ Extraction Cleaning: (Post wet floor sign).
  - a. Use a steam or extraction cleaner.
  - b. Spray pre-spray solution on to heavily soiled areas of carpet.
  - c. Shampoo solution to be low foam or use an anti -foam in solution.
  - d. Do NOT water soak floor. Excessive water may cause damage to the carpet.
  - e. Test chemicals such as pre- spray and shampoo on small inconspicuous areas of the carpet to avoid discoloration of carpet fabric.
  - f. May need to use air blowers to help dry the carpet.

## FLOOR MAINTENANCE

### CARPET MAINTENANCE

#### CARPET: SPOT CLEANING PROCEDURE

- Daily:**
1. Read instruction of chemical, test chemical for colorfastness to avoid damage to fabric or color loss. (Post wet floor sign).
  2. Apply spot remover directly to the stain.
  3. Agitate with clean white cloth. Let chemical set per the instructions. Then blot with white cloth.
  4. If spot persists, apply a second time the spot remover, agitate and blot with a white cloth.
  5. Once the spot is gone, rinse area of carpet with water to remove any stain remover residue.

#### FLOOR MAINTENANCE:

#### HARD SURFACE FLOORS

(Vinyl tile, Terrazo, etc.)

- Daily:**
1. Dust mop floors with a treated dust mop.
  2. Damp mop floor using a wet mop and neutrals all purpose cleaner. (Post wet floor sign).
- Weekly:**
1. Restore the gloss on floors: by spray buffing/cleaning or burnishing. (Post wet floor sign).
- Removal of scuff marks, stains and the cleaning/removal of dirt and soil in between the nooks and crannies of the floor surface.
- a. Floor machine - buffer, red spray buffing pads and spray buff solution.
  - b. Burnishing -floor machine, red buffing pads and mop - on - restorer.
- 3/Months:**
1. Revitalization: (Post wet floor sign).
    - a. Remove the top one or two layers of old soiled floor finish.
    - b. Clean floor with neutral cleaner and let dry.
    - c. Apply two to three coats of floor finish. Each new coat of finish is applied with a mop and allowed to dry in between coatings.
    - d. Polish floor the next day with buffer and white pad and dust mop floor.

611-612 BRIX-MERCER

## **SCHEDULE OF JANITORIAL SERVICES**

### **BRIX / MERCER COMPLEX**

**TIMES OF CLEANING:** Cleaning of the Department of Public Health (DPH), Brix/Mercer Complex is to be done with as little hindrance of the COUNTY staff and clients as possible.

All work must be performed Monday through Friday unless otherwise scheduled and agreed upon between both parties.

All areas, except the Public Health Laboratory (Lab), are to be cleaned prior to 8:00 a.m. or after 5:00 p.m. unless otherwise requested by the COUNTY's DPH Coordinator. Historically, the COUNTY has only required the CONTRACTOR to perform work between 8:00 a.m. and 5:00 p.m. when the CONTRACTOR has failed to complete the work on the prior shift.

The Lab is to be cleaned from 3:45 p.m. to 5:00 p.m. due to the Bioterrorism status and security requirements. CONTRACTOR's janitors that are assigned to clean the Lab cannot have any felony convictions.

#### **ONCE PER DAY CLEANING:**

1. Vacuum all carpets thoroughly:
  - A. Under and around furniture.
  - B. Corners, behind doors and along the baseboards.
  - C. Spot clean spills, stains, remove gum, staples, paper clips and debris around/underneath furniture, corners, etc.
2. Empty all wastebaskets and waste containers and replace liners as needed. Replace liners daily in Specialty, Chest, and Immunization Clinics on the 1<sup>st</sup> floor of the Brix Building. Dispose of the recyclable waste and solid waste in the appropriate waste containers located in the outside waste enclosure in the alley.
3. Damp wipe and sanitize all counters (excluding the basement laboratory).
4. Dusting:
  - A. Top of desks - if desk has been cleared off by employee.
  - B. Window sills - if window sills have been cleared off by employees.
  - C. File cabinets, chairs, tables and miscellaneous furniture.
5. Dust (with treated mop), spot clean and damp mop hard surface floors. The Lab floors shall be treated according to the "Infection Control Cleaning Chart" (Exhibit C).
6. Clean, sanitize, and polish drinking fountains.

7. Clean elevators:
  - A. Stainless steel areas are to be cleaned with a metal polish.
  - B. Wood finish areas are to be cleaned with furniture wax.
  - C. Wipe and remove residue from walls.
  - D. Floors - carpets are to be vacuumed, hard surface floors will be dusted with a treated mop and damp mopped.
  - E. Elevator tracks are to be cleaned and vacuumed.
  - F. Handicap designated elevator (Mercer Building Basement) to be cleaned as needed.
8. Clean up all spillage.
9. Clean all entry/exit doors and door glass, inside and outside; includes front and back of the Brix and Mercer Buildings.
10. Dust with treated mop and damp mop all outside and inside entry tile and terrazzo floors.
11. Empty all trash into containers in the alley provided by the disposal service.  
NOTE: Building doors should not remain open during this procedure.
12. Restrooms:
  - A. Floors are to be mopped with a disinfectant approved by DPH.
  - B. Fixtures on the sinks, toilets, urinals, and the mirrors are to be cleaned with a disinfectant approved by DPH.
  - C. Toilets and urinals, plus the surrounding wall areas, are to be cleaned with a disinfectant approved by DPH.
  - D. Sinks are to be cleaned with a powder cleanser containing bleach, if permitted by the manufacturer.
  - E. Tile and marble areas, surrounding sinks, are to be cleaned using a disinfectant approved by DPH.
  - F. Empty wastebasket containers.
  - G. Refill toilet paper, paper towel, soap dispensers and seat covers.
  - H. Other cleaning agents to remove resistant soil, polish metal, or preserve floors should be used as needed, after any required treatment with disinfectant cleaner.
  - I. Clean/polish all toilet paper, paper towel and soap dispensers.
  - J. Unlock restroom stall doors.
  - K. Unclog toilets where needed.
13. Spot clean walls, doors, door knobs, door jams and area around light switches.
14. Remove graffiti on interior and exterior of building.
15. Dispose empty boxes, cardboard and miscellaneous materials that are identified as trash.
16. Dispose litter, etc. inside and outside of trash bin enclosure located outside in the alley.
17. Clean/vacuum plastic chair mats.



**Scope of Work for Services that are provided by County of Fresno Facility Services Janitorial staff as of the date of this RFP**

**Buildings 611/612**

**BRIX/MERCER**

One (1) janitor will be assigned to work eight (8) hours per day Monday through Friday.

The following duties will be performed:

**DAILY:**

1. Dust and damp mop terrazzo tile entrance area and outside front entrance.
2. Spot clean glass doors and windows.
3. Sweep and pick up trash in alley entrance.
4. Check conference rooms for cleanliness and clean dry boards, as required.
5. Change conference room sign board.
6. Replace inoperative light bulbs.
7. Respond to emergency calls (e.g., an overflowing toilet).
8. Routinely check and service restrooms throughout the day, as needed.
9. Check all drinking fountains for cleanliness.
10. Service 1<sup>st</sup> floor and basement public restrooms between 11:00 AM and 12:00 PM and between 2:30 PM and 3:00 PM and service, as required.
11. Report all safety hazards and any preventative maintenance work to the Facility Management, or designee.
12. Monitor work of the contract janitorial service and review with the Facility Management, or designee.
13. Log into contract janitorial complaint book areas that need to be addressed.
14. Perform other duties as assigned by Facility Management, or designee.

**MONTHLY:**

1. Conduct inspection with Facility Management as per schedule.
2. Attend monthly meeting with contract janitor supervisor.

**AS NEEDED:**

1. Clean lab supply areas in alley.
2. Wash pillars in front of facility.

3. Wash fingerprints from walls or remove any graffiti.
4. Polish woodwork and furniture.
5. Re-set clocks following time changes.
6. Perform small furniture moves.
7. Polish brass door.
8. Repair vertical blinds.
9. Clean roof top drain pipes.
10. Clean large vent in back of Brix building (located next to back door).
11. Put up and take down holiday signs.
12. Report burnt out light bulbs in high areas so the Facility Management, or designee, can contact Facility Services to replace.
13. Set up conference rooms as scheduled.

18. Damp wipe and clean waiting area chairs and benches in all first floor clinics.
19. Clean and polish metal corners on the 1st and 2nd Floors and the Mezzanine.
20. Remove cobwebs.
21. Clean thresholds, including glass entry, exit doors at front and back of the Brix and Mercer Buildings.
22. Clean trashcans and replace liners in food service areas of the basement.
23. Sweep and damp mop non-carpeted stairwells or spot clean-carpeted stairwells from basement to 2<sup>nd</sup> Floor.
24. Spot clean main display case window glass in front of receptionist area (Mercer Building Lobby) as well as all glass enclosed bulletin boards.
25. Spot clean side of desks adjacent to trash containers.
26. Vacuum floor slats within the entry door areas.
27. Clean and polish all sinks and sink fixtures.
28. Clean and polish brass door of the Brix Building, 1st Floor.
29. Clean and furniture polish the tabletops at the following conference room locations in the Brix Building:
  - A. Basement B02
  - B. Basement B03
  - C. Mezzanine M51
  - D. Room 120
  - E. Room 341
  - F. Room 342
  - G. Room 344
  - H. Room 346
  - I. Room 621
  - J. Room 649
  - K. Room 653
30. Spot clean daily Brix and Mercer Buildings front and rear exterior window glass (including window ledges) approximately eight (8) feet high, inside and out, on the 1st Floor only.
31. Laboratory - Room B62: Wash black board daily, or as needed.
32. Clean and disinfect infant diaper changing stations in Brix 1<sup>st</sup> Floor restrooms.
33. Clean all janitorial sinks.

**WEEKLY CLEANING:**

1. Wash windows (including window ledges) in front and back of Brix and Mercer Buildings (1st Floor only), inside and out, approximately eight (8) feet high, including the two (2) large nine (9) foot high windows.
2. Sweep and damp mop or spot clean (carpeted) stairwells and stairwell landings for the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Floors. Also, clean safety handrails and banisters of stairwells.
3. Damp wipe all metal window ledges.
4. Clean both sides of all interior window glass.
5. Clean 2nd Floor windows, door glass, metal window ledges, and metal door frames which lead to the courtyard area (inside and out, approximately eight [8] feet high).
6. Clean and polish metal corners of the Basement, 3rd, 4th, 5th and 6th Floors.

**BI-MONTHLY CLEANING:** (Twice per Month)

1. Restrooms:
  - A. Without exception, floors are to be machine scrubbed with a disinfectant cleaner approved by the COUNTY's DPH Coordinator.
  - B. The partitions, walls and stainless steel are to be cleaned with a non-streaking disinfectant approved by the COUNTY's DPH Coordinator.
2. Mopping, stripping, waxing and buffing of 1st Floor terrazzo tile floors inside the building. Outside the building, mop with a metal soap absorbent to insure the floors are kept in the highest state of cleanliness, appearance and safety.
3. Mopping, stripping, waxing and buffing of tile and vinyl floors to insure the floors are kept in the highest state of cleanliness, appearance and safety. Following is the schedule:

1st and 3rd Week of Each Month:

Brix and Mercer - 1st Floor - stripped and waxed  
Brix - Basement - stripped and waxed

2nd and 4th Week of Each Month:

Brix and Mercer - 1st Floor - buffed  
Brix - Basement - buffed

This work may be performed on Saturdays if pre-arranged with the COUNTY's DPH Coordinator.

Rooms B73, B79, B83 have Altro abrasive vinyl flooring which requires brush cleaning with Altro 44 Cleaner only. Waxing is not necessary for this flooring. Stains are to be removed daily by hand utilizing a scouring pad or machine scrubber with a strong alkaline detergent solution.

4. Wash all blackboards

**MONTHLY CLEANING:**

1. Mopping, stripping, waxing and buffing of tile and vinyl floors to insure the floors are kept in the highest state of cleanliness, appearance and safety:

Brix and Mercer - 3rd Floor - stripped, waxed, buffed.  
Brix - 6th Floor - stripped, waxed, buffed.

All other floors have tile in bathrooms only. Bathroom schedules are included in the Bi-Monthly cleaning schedule.

2. Clean interior and exterior trash containers.
3. Clean all gas-tank rooms.
4. Wash all interior partition (modular furniture) window glass on both sides.
5. Clean heating and cooling intake/exhaust vents on floors and ceilings.
6. Clean light fixtures.
7. Clean 2<sup>nd</sup> Floor courtyard area (Brix Building).
8. Brix/Mercer Buildings - 1st Floor - clean baseboard monthly and/or as needed.

**OTHER CLEANING:**

Clean all clinic and laboratory areas according to the "Infection Control Cleaning Chart" (Exhibit C).

# INFECTION CONTROL CLEANING CHART

## HOUSEKEEPING:

### I. Cleaning Materials

#### A. Equipment

1. A floor cleaning machine incorporating a wet vacuum shall be used. This machine must be in good working order and must be maintained in sanitary condition.
2. When floor is not cleaned by machine, mops, cloths, and buckets should be maintained as follows:
  - a. Bucket should be cleaned, sanitized, and dried after use.
  - b. Mops should be hot-water laundered, sanitized, and dried after each day's use. This will require durable mops that can withstand laundering.
  - c. Cloths must be hot-water laundered, sanitized, and dried after use.
  - d. Disposables and sponges should be discarded after use, as they cannot be adequately cleaned or sanitized.

#### B. Cleaning Compounds for Clinic and Laboratory Areas

1. Disinfectant is used for cleaning spills, secretions, counter tops, and durable patient contact surfaces.
  - a. The specific disinfectant required for this application shall have proven activity against Hepatitis B virus and shall be used at recommended dilutions. Currently, it is recommended to use 0.5% hypochlorite, a 1/10 dilution of household bleach. This dilution must be made up fresh daily. Chlorine's disinfecting ability is destroyed by organic compounds, so the bleach solution needs to be kept in a clean container and not mixed with other cleaning compounds. If the Contractor is not permitted to use this solution, it will be indicated and an alternative will be submitted to DPH for approval.

- b. Because hypochlorite may degrade surfaces, another product may be substituted in the future with prior DPH approval. To be considered, a product must meet the following criteria:
  - It must be registered with the Environmental Protection Agency (EPA) as a disinfectant.
  - It must have documented cidal activity against Hepatitis B virus, HIV, and Tuberculosis.
  - It must be less harsh on surfaces than 0.5% hypochlorite.
  - It must be less toxic to users than 0.5% hypochlorite.
  - It must be more cost effective than 0.5% hypochlorite.

2. Disinfectant Cleaner is used for routine cleaning of floors, walls, and other non-patient contact or sensitive surfaces.

- a. The product used must be a one-step cleaner and disinfecting agent that has good cleaning and disinfecting properties, without staining or hazard.
- b. The product used must be among those EPA registered as a hospital disinfectant. It must be capable of one-step cleaning and disinfecting. It must be non-hazardous and non-staining.
- c. With prior DPH approval, other compounds that can demonstrably meet these criteria may be added to this list of possibilities. DPH reserves the right to remove compounds from this list, for reasons of cost or inefficiency.

C. Other Cleaning Equipment and Compounds

1. Broken glass should never be picked up by hand. Brooms and dustpans shall be utilized for this chore.
2. Other cleaning agents to remove resistant soil, polish metal, or preserve floors and cabinetry must be used as needed, after any required treatment with disinfectant cleaner.

D. Apparel

1. Sandals shall not be worn. Only closed toe footwear is allowed.
2. Plastic or rubber gloves shall be worn when handling contaminated material or disinfectant/cleaning compounds.

3. Other coverings may be worn to protect clothing from harsh cleaning compounds.

## II. Cleaning Procedures for Clinic and Laboratory Areas

### A. Coordination of Work

1. Cleaning crew will check the Janitorial Communication Log Book at the end of the Clinic hours to see if special cleaning is needed.
2. Cleaning done routinely in blood drawing areas will be scheduled for times when clinics are not in progress.

### B. Floors

1. Clinic area carpets will be thoroughly dry vacuumed daily and shampooed quarterly. All sheet vinyl will be mopped daily with a disinfectant. Carpeting in clinic areas should not be moistened more than is necessary. Moisture in carpets increases odors and volume of microorganisms.
2. Linoleum floors in Lab and Clinic areas:
  - a. Treated dust mops shall not be used. Daily vacuuming is preferred for picking up gross soil. Any wet vacuuming shall use a disinfectant solution from the EPA approved list of hospital disinfectants.
  - b. Floors should be wet mopped daily with a disinfectant-cleaner solution to effect one-step cleaning and disinfection. Only if there is heavy soil deposition would preliminary cleaning be indicated.
  - c. Floors should be lightly scrubbed, spot-waxed and re-polished as needed between stripping.
  - d. Floors should be stripped and waxed once per month.

### C. Counter Tops

1. Counter tops in clinic areas should be cleaned and sanitized daily with a disinfectant (1/10 bleach solution).
2. Counter tops in lab areas should be cleaned and sanitized with a disinfectant (1/10 bleach solution) upon request and after counters have been cleared.



D. Infectious Waste

1. Red plastic bag liners in the clinic and lab areas should **not** be picked up.
2. Red plastic "sharps" containers should not be emptied. Clinicians are responsible for sealing them and placing them into infectious waste cans. Please immediately report any open "sharps" containers left unlocked after Clinic hours, or any "sharps" (needles, lancets) loose in the large infectious waste containers.

E. Walls

Walls shall be cleaned weekly and when visibly soiled using a detergent. In the following areas, a disinfectant cleaner solution shall be utilized for cleaning.

1. Any wall next to an exam table, where body secretions may be found on the wall.
2. Wall near infectious waste can.
3. Wall behind counter tops.

G. Sinks

1. Sinks in clinic areas shall be cleaned daily with disinfectant cleaner and polished as needed. Any body secretion residues should be first treated as spills. (See below.)
2. Sinks in Lab areas shall be cleaned daily with disinfectant cleaner and polished as needed, provided that the sinks are empty.

H. Paper towels, exam table paper, and liquid hand soap must be kept stocked daily.

I. Exam furniture should be cleaned weekly and as needed using a disinfectant cleaner to remove visible soil.

J. Spills and Special Cleaning

1. During Clinic hours, the Clinic manager shall be notified of any obvious spills of blood or other body secretions. DPH staff shall handle immediate disinfection and cleaning of such spills.
2. If apparent spills are discovered after hours, Clinic manager shall be notified the following day and this procedure should be used immediately.

- a. Gloves shall be worn during all spill clean-ups.
- b. Drop paper towels onto the area to blot and contain spill.
- c. Deposit all contaminated disposable clean-up materials in the infectious waste containers.
- d. Flood with disinfectant (1/10 bleach), working from the spill or stain perimeter inward.
- e. Remove used gloves and dispose of them into infectious waste containers.
- f. Wash hands for 10-15 seconds using soap and running water.

K. Designated Clinic/Laboratory Areas

The following room numbers and locations are designated Clinic/Lab areas, requiring infection control cleaning as outlined in Sections I and II above. With one (1) week prior notification, rooms may be added to or deleted from the following list.

Specialty Clinic	Rooms 177, 179, 180, 181, 182, 183, 184
Chest Clinic	Rooms 187, 189, 192
Immunization	Rooms 141, 144, 149
1 <sup>st</sup> Floor, Brix Building	Rooms 127, 129, 130, 131, 132
Laboratory	Entire Mercer Building Basement Area

# CARPET CLEANING SCHEDULE

## SERVICE AREA / SERVICE FREQUENCY

The following floor plans pertain to the carpet cleaning schedule and indicate the frequency of service and area of service for each floor.

The frequency of service shall be indicated in each floor legend.

Frequencies are as follows:

Quarterly – Four (4) times a year or every three (3) months.

Monthly\* – Once every calendar month.

\*This also includes the high traffic carpeted areas, Room 120 and Brix/Mercer Building Lobby area in front of Room 120, 3<sup>rd</sup> Floor Brix Building, Brix/Mercer Building Front Lobby area, 3<sup>rd</sup> Floor Brix Building, rear elevator landing and hallway, 3<sup>rd</sup> Floor Mercer Building back waiting area and the hallway from the back elevator to the front elevator.

Bi-Monthly – Twice every calendar month.

No Service – No floor maintenance service necessary.

Scope of Work for services that are provided by a private contractor as of  
the date of this RFP

864 – CROCKER

LOT 1

**SPECIFICATIONS / JANITORIAL STANDARDS**

**ONCE PER DAY CLEANING**

1. Empty all wastebaskets and containers, wipe out with a damp cloth and replace liners.
2. Damp wipe and sanitize all counters, exterior of refrigerators, vending machines and outside tables.
3. Clean water fountains with germicidal detergent; remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry.
4. Spot clean finger marks, smudges on walls, doors (interior and exterior), door facings (interior and exterior) and around light switches. Use an all-purpose cleaner solution in a spray bottle and a sponge. Spray surface and wipe with damp sponge.
5. Spot clean glass doors (both sides) main entry (Fresno Street) and entry from parking lot, sweep or vacuum mats at entry doors. Empty ash trays and waste cans at entrances to building.
6. Dust mop resilient and hard floors.
7. Damp mop resilient and hard floors.
8. Spot clean spills and stains on resilient floors.

**9. WASHROOMS**

- A. Clean all dispenser fixtures with a disinfectant detergent and wipe dry with a clean, dry cloth. Empty and sanitize interior of sanitary container.
- B. Clean all glass and mirrors.
- C. Empty all containers and disposals, insert liners as required, spot clean and sanitize container.
- D. Refill all dispensers to normal limits – napkins, soap, tissue, towel, liners, seat holders, cups. **VENDOR TO PROVIDE ALL CLEANING SUPPLIES.  
COUNTY TO PROVIDE PAPER SUPPLIES.**
- E. Spot clean stall partitions and doors, walls behind toilets and urinals. Use a disinfectant detergent in a spray bottle, sponge with green pad (or equivalent), clean and wipe dry.
- F. Wash and disinfect toilet seats, hardware, inside and outside of toilet bowls and urinals. Remove lime and uric acids salt deposits from the inside of toilets and urinals, using a mesh screen (DO NOT use a pumice stone), bowl cleaner and bowl mop.
- G. Wash and disinfect sinks. Use a disinfectant detergent, sponge with green pad (or equivalent) and a clean cloth. Remove scale buildup in sink bowl, hand wash stations and around hardware. Dry with a dry cloth.
- H. Clean entrance door on both sides, hardware, kick-plates, etc. and polish brass, chrome, etc. Use an all-purpose cleaner, dry cloth and polish.

- I. Sweep and damp mop floor using a disinfectant detergent hard floor.

#### 10. EATING AREAS

- A. Damp clean and sanitize table tops, seats and back of chairs.
- B. Damp clean pedestals or legs.
- C. Clean, polish and refill napkin holders.
- D. Empty all containers and disposals. Spot clean exterior.
- E. Clean and sanitize drinking fountains.
- F. Clean entire interior glass in partitions and doors.
- G. Dust mop resilient and hard floors.
- H. Damp mop resilient and hard floors.

#### WEEKLY CLEANING

1. De-lime urinals and toilets.
2. Dust all furniture including desks chairs, tables.
3. Dust all exposed filling cabinets, bookcases and shelves.
4. Clean and sanitize telephones.
5. Remove dust and cobwebs from ceiling areas.
6. Low dust all horizontal sub-surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets.
7. High dust about hand height all horizontal surfaces including shelves, ledges, moldings.
8. Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass.
9. Low dust (below 36") and high dust (above 72") all horizontal surfaces.
10. Top of desks – if desk has been cleared off by employee.  
Window sills – if window sills have been cleared off by employee,  
File cabinets, chairs, tables and miscellaneous furniture.

#### 11. WASHROOM

- A. Low dust all horizontal surfaces below 36" including sills, moldings ledges, shelves, frames, ducts and heating outlets.
- B. High dust above hand height all horizontal surfaces including shelves, ledges and moldings.

## 12. EATING AREAS

- A. Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass.
- B. Low dust (below 36") and high dust (above 72") all horizontal surfaces.
- C. Carpet cleaning once per week for Main Lobby first floor and outside each of the elevators on floors 2, 3 and 4. (QUOTE A SEPARATE PRICE FOR THIS WORK.)

## MONTHLY CLEANING

- 1. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts and radiators, etc.

- 2. Strip all waxed floors and re-wax.

## 3. WASHROOM

- A. Damp wipe plumbing pipes underneath sinks and urinals if visible.
- B. Low dust all horizontal surfaces below 36", including sills, moldings, ledges, shelves, frames, ducts, heating outlets.

## QUARTERLY

- 1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.

## AS REQUESTED

- 1. Dust venation blinds.
- 2. Vacuum furniture.
- 3. Spot clean furniture.
- 4. Carpet cleaning.

## GENERAL

- 1. Notify building Administrator of any irregularities (e.g. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies).
- 2. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization.
- 3. Review/Check communication log
- 4. Monthly – Quality Control – Meeting with Crocker Building Administrator – 1<sup>st</sup> Weekday of each Month. Schedule by phone ((559) 488-1721 or email [lwages@co.fresno.ca.us](mailto:lwages@co.fresno.ca.us)) each month. Schedule by phone ((559) 488-1721 or email [lwages@co.fresno.ca.us](mailto:lwages@co.fresno.ca.us)).
- 5. Quarterly – Full Time Employee Schedule – email to [lwages@co.fresno.ca.us](mailto:lwages@co.fresno.ca.us).

**Scope of Work for Services that are provided by County of Fresno Facility Services Janitorial staff as of the date of this RFP**

**Buildings 605, 607, and 608**

**JAIL MEDICAL FACILITIES  
(Infirmaries and Psychiatric Services 605, 607 and 608)**

One (1) janitor will be assigned to work eight (8) hours per day Monday through Sunday seven (7) days a week in the locations below:

Main Jail – 1225 M Street (607)

First floor exam room, office and restroom. Second floor treatment room, administrative offices, medical records office, staff lounge and restrooms, laboratory, pharmacies (2), hallways, nurses' stations and tub rooms. Third, Fourth, Fifth and Sixth floor treatment rooms and restrooms.

South Annex – 2204 Fresno Street (605)

Second floor treatment rooms, medical records area, staff lounge, pharmacy, hallways and restrooms.

One (1) janitor will be assigned to work one (1) hour per day Monday through Friday for the following location:

South Annex – Jail Psychiatric Services (JPS) - 2204 Fresno Street (605)

Office area, administrative office, medical records, staff lounge, hallways and restrooms.

One (1) janitor will be assigned to work eight (8) hours per day Sunday through Thursday – five (5) days a week for the following location:

North Annex – 1265 M Street (608)

Floors 2, 3, 4, and 5: treatment rooms, medication rooms, clerical area, offices, restrooms, and waiting areas.

On a daily basis or as stated, the janitor will perform the following job duties:

The Supervising Janitor shall inspect all jail medical facilities once a month to insure an acceptable level of cleanliness and compliance with contract terms. The Manager or Jail Medical Services shall notify the Supervising Janitor of the overall condition at the medical facility or of any condition that may need immediate attention.

Items to be inspected are listed below:

**DAILY:**

1. Empty all trash containers and replace liners.
2. Damp mop using a disinfectant all tile, vinyl or concrete floors.
3. Spot clean doors, windows, walls, and furniture.
4. Sanitize all drinking fountains.

**JAIL MEDICAL FACILITIES CONTINUED...**

**DAILY (continued):**

5. Clean and service restrooms – using disinfectant cleaner.
6. Vacuum all carpeted areas.
7. Replace burnt out lights as needed.
8. Clean chairs and tables in employee's lunchroom.
9. Fill towel, soap, toilet tissue and seat cover dispensers.
10. Perform other miscellaneous as requested by staff or manager.

**WEEKLY:** Dust/polish furniture.

**MONTHLY:** Buff tile floor, as needed.

**QUARTERLY:**

1. Shampoo carpeted areas, as needed.
2. Restore/wax tile floors, as needed.



**Scope of Work for Services that are provided by County of Fresno Facility Services Janitorial staff as of the date of this RFP**

**Buildings 446 and 494  
American Avenue Disposal Site**

**JANITORIAL SERVICES**

American Avenue Janitorial services will be as noted below:

General Services will replace all light bulbs, fluorescent tubes, rest/locker room paper, can liners, disinfectant hand soap for dispenser and foot bacteria mats in the showers as needed.

**ONCE PER DAY CLEANING**

Empty all wastebaskets and containers, wipe out with a damp cloth and replace liners.

1. Damp wipe and sanitize all counters, exterior of refrigerators, vending machines and outside tables (including the seats and legs).
2. Dusting
  - A. Top of desks – if desk has been cleared off by employee.
  - B. Window sills – if window sills have been cleared off by employee.
  - C. File cabinets, chairs, tables and miscellaneous furniture.
3. Clean and disinfect all telephones. Use a cloth and approved disinfectant for surfaces.
4. Spot clean finger marks, smudges on walls, doors (interior and exterior), door facings (interior and exterior) and around light switches. Use an all-purpose cleaner solution in a spray bottle and a sponge. Spray surface and wipe with damp sponge.
5. Sweep (or use a blower) sidewalks and floor mats (including breezeway, patio area, and outside fenced storage area).
6. Sweep Maintenance Building, electrical and mechanical rooms with an industrial push-broom/dust mop. **Note: Do not sweep debris into water drainage areas in Maintenance Building.**
7. Clean all sinks, hand wash stations and other fixtures in accordance with the restroom cleaning procedure.
8. Vacuum all floor surfaces (excluding the Maintenance Building).

9. Vacuum, sweep, dust walls, ducts, other surfaces, and roll-up door inside fenced storage area in the Maintenance Building.
10. Dust tops of lube machines hanging from ceiling in maintenance area.
11. Pick up litter within 50 feet around buildings.
12. Clean and sanitize all restrooms, locker rooms and showers.
  - A. Clean all dispenser fixtures with a disinfectant detergent and wipe dry with a clean, dry cloth.
  - B. Clean stall partitions and doors, walls behind toilets and urinals. Use a disinfectant detergent in a spray bottle, sponge with green pad (or equivalent), clean and wipe dry.
  - C. Wash and disinfect toilet seats, hardware, inside and outside of toilet bowls and urinals. Remove lime and uric acids salt deposits from the inside of toilets and urinals, using a mesh screen (**DO NOT use a pumice stone**), bowl cleaner and bowl mop.
  - D. Wash and disinfect sinks, hand wash stations and hardware (entire units). Use a disinfectant detergent, sponge with green pad (or equivalent) and a clean cloth. Remove scale buildup in sink bowl, hand wash stations and around hardware. Dry with a dry cloth.
  - E. Damp wipe plumbing pipes underneath sinks, hand wash stations and urinals if visible.
  - F. Clean entrance door on both sides, hardware, kick-plates, etc. and polish brass, chrome, etc. Use an all-purpose cleaner, dry cloth and polish.
  - G. Damp mop floor using a disinfectant detergent. (Post wet floor sign).
  - H. Unclog toilets when needed.
  - I. Clean lockers using a disinfectant detergent in a spray bottle, sponge with green pad (or equivalent), clean and wipe dry.
  - J. Damp wipe all benches including sitting surfaces and bases.
  - K. Wash and disinfect shower stalls including floors, walls, ceilings and fixtures. Use a disinfectant detergent, sponge with green pad (or equivalent) and a clean cloth. Remove scale buildup on tile and around hardware. Remove calcium deposits on fixtures. Dry with a dry cloth.
13. Damp mop all floors to remove heavy soil (excluding Maintenance Building). Follow attached floor care instructions for the flooring in the offices, lunch/conference room and common areas of the Office Building.
14. Clean the inside and outside of the microwaves.
15. Wax all floors in the scalehouse with non-slip wax. (Any wax residue will be disposed of in the appropriate area as designated by County staff.)
16. Sweep clean the removable floor grates at the north, south, and east entrances to the Office Building. Remove the floor grates and clean-out the dirt compartments.

### **WEEKLY CLEANING**

1. De-lime urinals and toilets.
2. Wipe down vertical blinds with a damp cloth.
3. Wash all door and window glass, inside and outside, using glass cleaner in a spray bottle and a clean lint-free cloth.
4. Sweep the scales, collecting a pile and removing it with a broom and dustpan. (No dirt or debris can be swept off of the scales).
5. Damp mop all floors of the Maintenance Building to remove heavy soil.
6. Clean interior and exterior doors and door facings. Use an all-purpose cleaner solution in a spray bottle and a sponge with green pad (or equivalent). Spray surface and wipe clean with damp sponge, scrubbing when necessary.

### **SEMI-MONTHLY CLEANING**

1. Clean cobwebs inside and outside of both buildings (excluding Maintenance Building).
2. Restroom, locker room and shower room floors are to be machine scrubbed with a disinfectant cleaner. The partitions, walls and stainless steel are to be cleaned with a non-streaking disinfectant.

### **MONTHLY CLEANING**

1. Damp wipe all light fixture covers and air conditioning vents.
2. Clean all baseboards removing any wax build-up, scuff marks and debris.
3. Strip all waxed floors and re-wax. (Any wax residue will be disposed of in the appropriate area as designated by County staff.)

### **QUARTERLY**

1. Wash all interior light fixtures (excluding the Maintenance Building but including the restroom in the Maintenance Building) and walls. Remove fixture covers and wash thoroughly with detergent, rinse and dry with a clean lint-free cloth.

### **SEMI-ANNUALLY (every six months)**

1. Remove, clean and reinstall all window blinds
2. Seal all floors in the Maintenance Office (Do not use wax cleaner, oil-based detergents or sealants)
3. Sweep, mop, and wax or seal all concrete floors in the Maintenance Building. (Do

not wax steel diamond plate flooring. Any wax residue will be disposed of in the appropriate area as designated by County staff.)

**ANNUALLY (During Summer Months)**

1. Maintenance Building – Wash walls from floor to yellow beams which support crane & roll-up doors in maintenance area (includes storage area behind fence). Do not wash above beams.
2. Cover electrical roll-up door motors, switches, and other exposed electrical devices as appropriate to protect from wash water.

\* Janitorial staff may utilize the roll staircase located in the shop storage area to facilitate cleaning the Maintenance building.