EXHIBIT A BUILDING SUMMARY

Exhibit A			
Building Groupings and	d Square Footage		
Lot BUILDING	ADDRESS	Bldg Numbers	Approx Square Feet
Lot 1 - Buildings Currently Contracted Out			
1 610-PLAZA	2220 TULARE, FRESNO	610	206210
1 611-BRIX BUILDING-PUBLIC HEALTH	1221 FULTON MALL, FRESNO	611	
1 612-MERCER BUILDING-PUBLIC	1221 FULTON MALL, FRESNO	612	
HEALTH 1 864-	2135 FRESNO STREET, FRESNO	864	32494
CROCKER_PROPERTY_MANAGEMEN			
		Lot 1 Total	360704
Lot 2 - Metro/Downtown Fresno			000101
2 601-COURTHOUSE	1100 VAN NESS, FRESNO	601	17658
2 603-HALL OF RECORDS	2281 TULARE STREET, FRESNO	603	
2 604-SHERIFFS ADMINISTRATION	2200 FRESNO STREET, FRESNO	604	
BUILDING	,		
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		11383
2 615-CORONERS OFFICE-MORGUE-	760 W. NIELSON, FRESNO	615	13500
PUBLIC ADMIN-CORONERS 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	
2 639-MAGEC-L STREET	929 L OIREEI, FREONU	639	86001
2 884-CHILD PROTECTIVE SERVICES		884	28823
2 898-CENTER MALL COURT-CHILD &	2011 FRESNO STREET, FRESNO	898	
FAMILY SERVICES	2011 FRESHO STREET, FRESHO		
		Lot 2 Total	295951
Lot 3 - Kings Canyon			

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	
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	

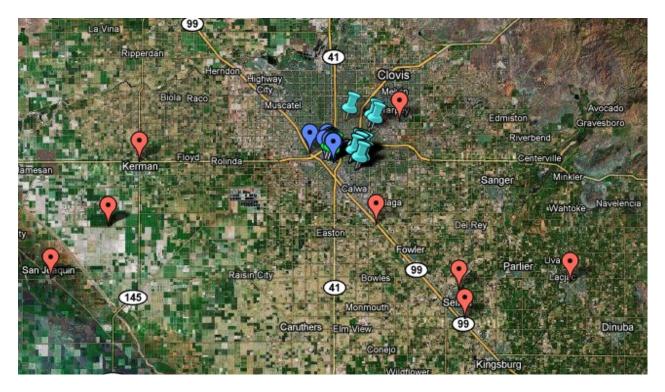
Lot BUILDING	ADDRESS	Bldg Numbers	Approx Square Feet
3	HAMLTN-AG Total	409 and 413	10922
3 420-OFFICE & PARTS-GSA-FLEET SERVICES	4551 E. HAMILTON, FRESNO	420	43185
3 426-RADIO SHOP OFFICE	4551 E. HAMILTON, FRESNO	426	425
3 433-RADIO SHOP-GSA-FLEET SERVICES	4551 E. HAMILTON, FRESNO	433	700
3 437-PURCHASING-WAREHOUSE- 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	24059
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
Lot 4 - Remote Locations			
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	18950 W. AMERICAN, KERMAN	446	
	BLDG-PW-RESOURCES			
4	494 - AMERICAN AVENUE DISPOSAL	18950 W. AMERICAN, KERMAN	494	7400
	SITE			
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-	21925 W MANNING, SAN JOAQUIN	893	4900
	STATION-SHERIFF			
			Lot 4 Total	125926
			Lot 1 Total	360704
			Lot 2 Total	295951
			Lot 3 Total	601376
			Lot 4 Total	125926
			TOTAL	1258031

EXHIBIT B BUILDING MAP

Exhibit B – Building Map

County of Fresno Janitorial Services Map



Lot #	Icon	Description
1		Buildings
	9	Currently
	-	Contracted Out
2	\bullet	Metro –
	γ	Downtown
		Fresno
2	Ś	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 Contracted Out Lot # 610 610-PLAZA Bldg 2220 TULARE, FRESNO **Exhibit** Notes: **Multiple Departments** Includes the Plaza tower, 310-P lower and **Departments Occupants** upper levels, Suites A & B, Kern Street -Probation and County Clerk's areas, Parking Garage, Mezzanine Level-Dept. 90 & 91 and the Ballroom. **COUNTY - FACILITY SERVICES** Janitorial Services Currently Provided by: Janitorial Service Days W ✓ *M* ✓ T ✓ *Th* ✓ **F** ✓ SA **Unique Cleaning Tasks** Scheduling Issues **Routine Cleaning Must Be Done:** Hours: **Periodic Cleaning Must Be Done:** Days Swing 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		SU □
Unique Cleaning Tasks							
Scheduling Issues							
Routine Cleaning Must Be Done:		Hours:			Period	ic Clean	ing Must Be Done:
During normal working hours							
After normal working hours							
Specialized Needs			Ра	urking No	tes:		
Comments							
		- BRIX JLTON				ING ((COUNTY)
Exhibit Notes: See Exhibi	tΕ	for Bl	dq In	form	ation		
<i>Departments</i> Dept of Public Health and Dept of Social Services		Оссир	ants	This is a around p	public he atients ir k of expo	ealth faci h the Che	lity you must work est Clinic and in the individuals with
Janitorial Services Currently Provided l	by:	PRIVATE	CONTR	RACTOR			
Janitorial Service Days	M	T	W	Th	F	SA	
Unique Cleaning Tasks							
Scheduling Issues							
Routine Cleaning Must Be Done:		Hours:			<i>Periodi</i> Swing	ic Clean	ing Must Be Done:
During normal working hours							
After normal working hours							
Specialized Needs			Ра	arking No	tes:		
Comments							

Bldg	864	864-C 2135	-	-				-	EMENT	
Exhibit Not	es: See Ex	chibit	E fo			g Info	orma	tion		
Departments Janitorial Ser	vices Currently Pr	ovided by:	PF	<i>Occupe</i> RIVATE	CONTR	ACTOR				
Janitorial Ser	vice Days	ĺ	M	T		Th	F		SU	
Unique Clear Scheduling I	-									
Routine Cl	eaning Must Be	Done:	Ha	ours:			Period	ic Clean	ing Must B	e Done:
During norma After normal v	l working hours									
Specialized Ne	-				Pa	rking Not	tes:			
Comments										

<i>Lot #</i> 2	Metro	- Do	ownto	own F	-r			
<i>Bldg</i> 601	601-COU	RTHC	DUSE					
	1100 VAN	I NES	S, FR	ESNC)			
Exhibit Notes:								
Departments Law Library		Оссира	ints					
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES								
Janitorial Service Days	<i>M</i> ✓	T ✓	₩ ✓	Th ✓	F ✓		<i>SU</i> □	
, j	Books are dispose lown the weight, it equired.							
	g on call for spills	and em	ergency	clean-up	S			
<i>Routine Cleaning Must E</i> Days	Be Done: H	ours:			<i>Period</i> Swing	ic Cleani	ing Must Be L	Done:
During normal working hours	Replacing bur	nt lamps	s, emerg	ency cle	an-ups a	and spills		
<i>After normal working hours</i> Floor care; stripping, waxing and buffing tile floors. Carpet and upholstery shampooing. Cleaning air vents.								
Specialized Needs	-	-	Pa	rking No	tes:			
Commonts								

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 Servi	ces Currently Provided by:	COUNTY - FACI	LITY SERVICES

Janitorial Service Days	M ✓	T ✓	₩ ✓	Th	F ✓	SA	

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

Routine Cleaning Must Be Days	Done: Hours: Periodic Cleaning Must Be Done: 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.

Bldg 603	603-HALL OF RECORDS
	2281 TULARE STREET, FRESNO

Exhibit Notes:									
Departments Multiple Depa	artments	Оссира	ants						
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES									
Janitorial Service Days	<i>M</i> ✓	T ✓	₩ ✓	Th ✓	F ✓	SA	<i>SU</i> □		
Unique Cleaning Tasks									
Scheduling Issues Swing	shift vacuuming								
Routine Cleaning Must Be Days (except vacuuming v		ours:			Period Swing	ic Clean	ing Must Be	Done:	
During normal working hours									
After normal working hours	Floor care- strij sanitizing.	oping, m	nopping,	waxing a	nd buffi	ng; carpe	et shampooir	ig and	
Specialized Needs Marble	floors		Pa	rking Not	es:				

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.

Bldg604604-SHERIFFS ADMINISTRATION BUILDING2200 FRESNO STREET, FRESNO

		2200 FRESNO STI	REET, FRESNO
Exhibit Note	rs:		
Departments	Sheriff	Occupants	Law enforcement facility, sensitive material present at all times

Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES

Page 6 of 45

Janitorial Service Days	<u>M</u> ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA			
Unique Cleaning Tasks									
Scheduling Issues P.M. shift									
Routine Cleaning Must Be Done: Days	H	lours:			<i>Period</i> Swing	ic Clean	ing Must Be Done:		
During normal working hours All jan	itorial								
<i>After normal working hours</i> Floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.									
Specialized Needs			Pa	rking Not	tes:				
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	it E f	or Bl	dq In	forma	ation				
Departments Jail Clinics		Оссир							
Janitorial Services Currently Provided	by: C	OUNTY	- FACILI	ITY SER	VICES				
Janitorial Service Days	M	T		Th	F	SA			
Janitorial Service Days Unique Cleaning Tasks	M		W	<i>Th</i>	F	SA			
		T	W	Th	F				
Unique Cleaning Tasks		T D Iours:	W		F D Period		SU		
Unique Cleaning Tasks Scheduling Issues		T	W		F D Period				
Unique Cleaning Tasks Scheduling Issues Routine Cleaning Must Be Done:		T	W		F D Period				
Unique Cleaning Tasks Scheduling Issues Routine Cleaning Must Be Done: During normal working hours		T D		Th rking Not					

Bldg615615-CORONERS OFFICE-MORGUE-PUBLIC ADMIN760 W. NIELSON, FRESNO

Exhibit Notes:									
Departments Coroner	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									
Bauting Clausing Mart Ba Dana	T				Period	ic Clean	ing Must Be Done:		
Routine Cleaning Must Be Done:	Б	lours:			1 01100				
During normal working hours	Б	ours:			1 01100				
	Б	ours:			1 01 104				
During normal working hours		ours:	Pa	rking Not					
During normal working hours After normal working hours		ours:	Pa	rking Not					

Bldg621621-GRAPHIC COMMUNICATION-GS844 VAN NESS AVENUE, FRESNO

Exhibit 1	Notes:
-----------	--------

Departments	GS-Graph Communi	-				This facility has a mail room and does graphic printing.				
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES										
Janitorial Servi	ice Days		<u>M</u> ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA		
Unique Cleani	ng Tasks	Working ar printers, ma		•		Room ar	id Graph	nic emplo	yees.You wo	rk around
Scheduling Iss	ues Wo	orking aroun	d people	in the I	Mail Roo	m and G	raphic e	mployee	S.	

<i>Routine Cleaning</i> Days	Must Be	Done: Hours:	Pe. Sw	riodic Cleaning Must Be Done: ing
During normal worki	ng hours	Routine cleaning, rep	placing burnt lamps an	d cleaning large front windows
After normal working		Floor care-strippping, sanitizing	mopping, waxing, buf	fing and carpet shampooing and
Specialized Needs	Black & flooring	White checkerboard	Parking Notes:	Side of building
Comments				

Bldg631631-SHERIFFS FORENSIC LAB1256 DIVISADERO, FRESNO

Exhibit Note	s:								
Departments	Sheriff's Dep	partment	Оссир		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 contaminaed. They will let you nknow which areas can be cleaned. Training Area-varing times, also do outside windows.				
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES									
Janitorial Serv	ice Days	M ✓	T ✓	₩ ✓	Th ✓	F ✓	SA		
Unique Clean	ing Tasks								
Scheduling Is		ding is closed for ng when they get		g or for s	ome reas	son they	/ open lat	e you will h	ave to do the
<i>Routine Cle</i> Days	aning Must B	e Done: H	ours:				<i>dic Clean</i> (by special	ing Must B	e Done:
During normal	working hours	All work. Build	ing is cl	osed at	night.				
After normal w	o <mark>rking hour</mark> s	Floor care, will with floor crew.		a time to	come in	and ha	ve a forer	nsic employ	ee stay
Specialized Nee		Lab area window / cleaning kit scre		Ра	Parking Notes: Crime Lab area windows, window cleaning kit screens				

Comments

This area has forensic evidence and every precautioin 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 Note	25:									
Departments	DISTRICT ATTORNEY	Occupants								
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES										
Janitorial Serv	vice Days		V Th 1							
Unique Cleaning Tasks										
<i>Scheduling Issues</i> 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.										
Routine Cle Days	eaning Must Be I	Done: Hours:		<i>riodic Cleanin</i> ing (to be sche	g Must Be Done:					
		During normal working hours All janitorial work								
	working hours	All janitorial work								
	-	All janitorial work Floor care must be schedu	ed because of e	vidence contair	ned in this facility.					
During normal	orking hours	-	ed because of e <i>Parking Notes:</i>	vidence contair Out front on	-					
During normal After normal w	orking hours	-			-					

Bldg 864 864-Crocker Property Management

Exhibit Notes: See Exhibit E for Bldg Information

Departments	Department of Social Services (DSS)	Occi	Occupants							
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES										
Janitorial Serv	ice Days		W	Th	F	SA				
Unique Clean	ing Tasks									
Scheduling Iss	sues									
Routine Cle	aning Must Be Done:	Hours:			Period	ic Clean	ing Must Be Done:			
Routine Clea During normal		Hours:			Period	ic Clean	ing Must Be Done:			
	working hours	Hours:			Period	ic Clean	ing Must Be Done:			
During normal	working hours orking hours	Hours:	Pa	rking Not		ic Clean	ing Must Be Done:			

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

Exhibit Note	s:									
Departments		artment of Socia ces (DSS)	s (DSS)			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 Serv	vices Cu	rrently Provided	<i>by:</i> C	OUNTY	- FACI	LITY SER	VICES			
Janitorial Serv	rice Day	5	<i>M</i> ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA	SU □	
Unique Clean	ing Tas	ks Cleaning	up bodily	/ fluids (l	olood, u	urine, fece	s, vomit	, etc)		
<i>Scheduling Issues</i> This is a 24-hour building and locked. When children are asle santize										

<i>Routine Cleaning</i> Days	Must Be Done:	Hours:	<i>Per</i> Swi	<i>riodic Cleaning Must Be Done:</i> ng
During normal worki	ng hours			
After normal working			ping, waxing and be and santizing carpe	uffing tile surfaces and et areas
Specialized Needs	Tile and carpet are only be done by sm at a time due to alle	nall areas	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. Santizing 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 Note	es:								
Departments	AND RVICES	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		<i>M</i> ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA	<i>SU</i> □	
Unique Clean Scheduling Is	<i>Unique Cleaning Tasks</i> 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.								
Scheuning 15	visitat	tions are over. B uring the day.							
<i>Routine Cle</i> Days	eaning Must B	e Done: H	lours:			P <i>eriodi</i> Swing	c Cleani	ng Must I	Be Done:
During normal	l working hours								
After normal w	<i>After normal working hours</i> 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 Ne	and toy	, chairs, walls, flo /s in the Children and Visiting Area	ı's	j	Parking Note		one on sit e area	e; meter p	parking in

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.

<i>Lot #</i> 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	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$								
Unique Cleaning Tasks									
Scheduling Issues		_							
Routine Cleaning Must Be	Done: Hours: Periodic Cleaning Must Be Done:								
<i>During normal working hours</i> 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									

Bldg311311-MAIN WELFARE-ET&A4455 E. KINGS CANYON, FRESNO

Exhibit Notes:								
Departments		Occup	<i>Occupants</i> This facility provides public frequented by adults and c numbers necessitating the of spills in the waiting area				children in l e constant d	arge
Janitorial Services Currently Prov	<i>ided by:</i> C	OUNTY	- FAC	LITY SER	VICES			
Janitorial Service Days	M ▼	T ✓	₩ ✓	<i>Th</i> ✓	F ✓		<i>SU</i> □	
Unique Cleaning Tasks We d	o all routine j	janitorial	work o	on all floors	s during	P.M. Shi	ft	

Page 14 of 45

			areas as needed which is once waiting area cleaned at night
<i>Routine Cleaning Mu</i> Swing	ust Be Done: Hours:	<i>Per</i> Swi	riodic Cleaning Must Be Done:
During normal working h	ours replacing burnt lamps	, delivering supplies	
After normal working hou	urs All routine janitorial wo buffing; carpet shamp		oping, mopping, waxing and
Specialized Needs		Parking Notes:	During P.M. hours most janitorial staff park in the lot in front of Main Welfare
Comments			

Bldg313313-COMMISSARY BUILDING-ET&A4449 E. KINGS CANYON, FRESNO									
Exhibit Note	es:								
DepartmentsSocial Services E&TAOccupantsThis 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 Ser	vice Days	M ✓	T ✓	₩ ✓	Th ✓	F ✓	SA		
Unique Clear	0	affiti removal rious spills	, rodent and	d insea	ct extermina	ation, cle	an-up of	urine, feces	and
Scheduling Is	ssues								
Routine Cla Both	eaning Must Be	Done:	Hours:			<i>Periodic</i> Swing	c Cleanii	ng Must Be	Done:
During norma	l working hours	replacing b	urnt lamps						
After normal w	vorking hours	Cleaning up buffing; carp					ig, moppi	ing, waxing	and
Specialized Ne	Specialized Needs Parking Notes:								
Comments									

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

Exhibit Notes:

Departments DSS		Оссира	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 -	FACI	LITY SER	VICES			
Janitorial Service Days		T		Th	F	SA	SU □	
Unique Cleaning Tasks Scheduling Issues								
Routine Cleaning Must B Days	e Done:	<i>Hours:</i> 7:00 a.m - 4:	00 p.m.		Period Swing	ic Clean	ing Must B	e Done:
During normal working hours		ent of burnt of ervice 7am-4		nps, movin	ig of furr	niture and	d delivering	supplies.
After normal working hours	Stairs, waiti	ng room, tile	and c	arpet floo	r care			
Specialized Needs	Parking Notes:							
Comments								

Bldg317317-MAIN MENTAL HEALTH-BEHAVIORAL HEALTH4441 E. KINGS CANYON, FRESNO

Exhibit Notes:		
<i>Departments</i> Behavioral H	ealth 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 P	<i>rovided by:</i> COUNTY - FA	CILITY SERVICES

Janitorial Service Days	M ✓	T ✓	₩ ✓	Th ✓	F ✓	SA	<i>SU</i> □

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

Scheduling Issues

Routine Cleaning Must Be Days	Done: Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing
During normal working hours	Deliver supplies; replace burnt lamps, provided 7am-4pm	furniture moves. Janitorial service
After normal working hours	Floor and carpet care	
Specialized Needs	Parking No	tes:
Comments		

Bldg 318 318-HUNTINGTON HALL-ET&A 435 S. BOYD, FRESNO

Exhibit Notes:

Departments	E&TA, Behav Health, Public			Оссира	ints					
Janitorial Servi	ices Currently P	rovided by:	СО	UNTY	- FACILIT	Y SER	VICES			
Janitorial Servi	ice Days			T	W	Th	F	SA	SU	
Unique Cleani	ing Tasks									
Scheduling Iss	ues									
Routine Cleaning Must Be Done: Hours: Periodic Cleaning Must Be Done: Swing Swing										
	aning Must Be	Done:	Ho	urs:				c Clean	ing Must Be	Done:
	Ŭ	Done:	Ho	urs:				c Clean	ing Must Be	Done:
Swing	working hours		al work	<. Floo		ipping, r	Swing		<i>ing Must Be</i> , buffing and	
Swing During normal	working hours orking hours	All janitori	al work	<. Floo	zing.	ipping, r king Not	Swing nopping			

Bldg319319-PSYCHIATRIC HEALTH FACILITY-BEHAVIORA4411 E. KINGS CANYON, FRESNO

Exhibit Notes:

Departments Beh		Оссира	unts	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 Do	ays	M ✓	T ✓	₩ ✓	Th ✓	F ✓	SA ✓	SU ✓
<i>Unique Cleaning Tasks</i> Cleaning up bodily fluids (vomit, blood, urine, feces, etc) off of floor and walls in patient areas								
Scheduling Issues								on medication and esdays and Thursdays
<i>Routine Cleaning</i> Both Days and		e: I	Hours:			<i>Period</i> Swing	ic Cleani	ng Must Be Done:
During normal worki	ing hours rep	lacing bur	nt lamps					
After normal working	<i>After normal working hours</i> Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing							
Specialized Needs	Cleaning of I flooring.	orick type		P	arking Not	tes:		

Comments

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

Exhibit Note	·s:								
Departments Behavioral Health Occupants				nts	This facility has a "day care" area utilized by minors. Area must be cleaned to comply with health and safety codes.				
Janitorial Serv	ices Currently Provided	by: C	OUNTY -	FACI	LITY SERV	VICES			
Janitorial Serv	ice Days	<u>M</u> ✓	T ✓	W ✓	Th ✓	F ✓	SA	SU □	

Page 18 of 45

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

Routine Cleaning Must Be Days and Swing	Done: Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing
During normal working hours	replacing burnt lamps	
After normal working hours	All janitorial work. Floor care-sta shampooing and sanitizing.	ipping, mopping, waxing, buffing and carpet
Specialized Needs	Par	king Notes:
Comments		

Bldg	326	326-MOI 445 S. C				-ET&A	N								
Exhibit Notes:															
Departments	ET&A		Оссира	ints											
Janitorial Ser	vices Currently Pr	ovided by:	COUNTY	- FACILI	ΓY SER	VICES									
Janitorial Ser	Janitorial Service Days M T W Th F SA SU V V V V D														
Unique Clea	ning Tasks Rep	place lights, ir	sect cont	rol											
Scheduling Issues															
Scheduling I	ssues							Routine Cleaning Must Be Done: Hours: Periodic Cleaning Must Be Done: Days Swing							
_		Done:	Hours:			<i>Periodi</i> Swing	c Cleani	ing Must Be Done:							
Routine Class		Done:		Janitorial			c Cleani	ing Must Be Done:							
Routine Class	eaning Must Be		nt lamps.	Janitorial			c Cleani	ing Must Be Done:							
Routine Clu Days During norma	eaning Must Be l working hours vorking hours	Replace burr	nt lamps.		king No	Swing	c Cleani	ing Must Be Done:							

Bldg332332-MODULAR UNIT A-BEHAVIORAL HEALTH4409 E INYO AVENUE, FRESNO

Exhibit Notes:

Departments	Behavioral He	ealth	Оссир	ants					
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES									
Janitorial Servi	ce Days	M ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA	SU □	
Unique Cleani	Unique Cleaning Tasks								
Scheduling Iss	Scheduling Issues Done during P.M. shift								
Routine Cleaning Must Be Done: Hours: Periodic Cleaning Must Be Done: Swing Swing									
<i>Routine Clea</i> Swing	ning Must Be	Done:	Hours:			Period Swing	ic Clean	ing Must Be Do	ne:
	0	Done:	Hours:				ic Clean	ing Must Be Do	ne:
Swing	working hours		work. Flo		tripping, r	Swing		ing Must Be Do	
Swing During normal v	working hours rking hours	All janitorial	work. Flo	izing.	tripping, r rking Not	Swing mopping			

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

Exhibit Note	s:					
Departments	Behavioral Health	Occupants				
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES						
Janitorial Serv	ice Days		Th F	SA		
Unique Clean	ing Tasks					
Scheduling Iss	sues P.M. shift					
<i>Routine Clea</i> Swing	aning Must Be Done:	Hours:	<i>Periodi</i> Swing	ic Cleanin	eg Must Be Done:	

During normal working hours

Page 20 of 45

After normal working hours Specialized Needs Comments	All janitorial work. Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing. <i>Parking Notes:</i>
Bldg 334	334-MODULAR UNIT C-BEHAVIORAL HEALTH 4445 E INYO AVENUE, FRESNO
Exhibit Notes:	
Departments Health Depar Janitorial Services Currently P Janitorial Service Days	Provided by: COUNTY - FACILITY SERVICES
Unique Cleaning Tasks	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
Scheduling Issues P.M. s	hift
Routine Cleaning Must Be Swing	e Done: 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 Servi	ces Currently Provided by:	COUNTY - FACILITY SERVICES	

Page 21 of 45

Janitorial Service Days	<i>M</i> ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA	
Unique Cleaning Tasks							
Scheduling Issues P.M. shift							
Routine Cleaning Must Be Done: Swing	H	ours:			<i>Period</i> Swing	ic Clean	ing Must Be Done:
During normal working hours							
After normal working hours All janit	orial wo	rk					
Specialized Needs			Par	king Not	es:		
Comments							

Bldg	336		336-MODULAR UNIT F-ET&A 4463 E KINGS CANYON, FRESNO							
Exhibit Note	es:									
Departments	ts DSS			Occupants		This is a confidential site allowing access to DSS staff only, must knock to gain entrance to the facility.				
Janitorial Ser	vices Currently P	rovided by:	СС	DUNTY	- FACI	LITY SER	VICES			
Janitorial Ser	vice Days	[M ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓			
Unique Clear Scheduling Is	-									
<i>Routine Cle</i> Days	eaning Must Be	Done:		o <i>urs:</i> .m 4 p.	m.		<i>Period</i> Swing	ic Clean	ing Must Be	Done:
During norma	l working hours	Replacin	g burn	nt lamps	., Jan	itorial 3pm	n-4pm			
After normal w	vorking hours	Carpet sh	ampo	oing						
Specialized Ne	eds				I	Parking No	tes:			
Comments										

Bldg	340		340-INTAKE BUILDING-ET&A 4468 E. KINGS CANYON, FRESNO						
Exhibit Not	es:								
Departments	E&TA		Оссира	unts		f only, m		allowing access k to gain entrai	
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES									
Janitorial Ser	vice Days	M ✓	T ✓	₩ ✓	<i>Th</i> ✓	<i>F</i> ✓			
Unique Clear	0	Graffiti removal, various spills. In sanitize client se	terviewing	areas					
Scheduling Is	ssues P.M	. shift							
<i>Routine Cla</i> Swing	eaning Must	Be Done:	Hours:			Period Swing	ic Cleant	ing Must Be D	one:
During norma	l working hour	s replacing but	rnt lamps						
After normal w	<i>After normal working hours</i> Cleaning up waiting areas and cleaning and sanitizing public restrooms. Floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.								
Specialized Ne	eds			1	Parking Not	es:			

Comments

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

Exhibit Notes:								
Departments DSS	Occupants							
Janitorial Services Currently Pro	wided by: CC	DUNTY	- FACILI	TY SER\	/ICES			
Janitorial Service Days	<i>M</i> ▼	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA	SU	
<i>Unique Cleaning Tasks</i> Cleaning spills, waiting room; Breakroom is high maintenance area that needs constant cleaning.								
Scheduling Issues Janitoria	al provided 7am	-4pm						

Page 23 of 45

Routine Cleaning Must Be Days	<i>Done: Hours:</i> 7 a.m - 4 p.u	n.	<i>Periodic Cleaning Must Be Done:</i> Swing					
During normal working hours	Janitorial provided 7ar	n-4pm						
After normal working hours	<i>al working hours</i> Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing							
Specialized Needs	I Needs Parking Notes:							
Comments								
Bldg 343	343-MODULAF	R UNIT D-ET	·&A					
4452 E KINGS CANYON, FRESNO								
Exhibit Notes:								
Departments Child Suppor Services-Wei Fraud	-	ants						
Janitorial Services Currently P	<i>rovided by:</i> COUNTY	- FACILITY SER	VICES					
Janitorial Service Days	M T ✓ ✓	W Th ✓ ✓						
Unique Cleaning Tasks								
Scheduling Issues P.M. s	hift cleaning							
Routine Cleaning Must Be Swing	Done: Hours:		<i>Periodic Cleaning Must Be Done:</i> Swing					
During normal working hours								
After normal working hours	All janitorial work							
Specialized Needs		Parking Not	tes:					
Comments								

Bldg348348-FACILITY SERVICES OFFICE4590 E. KINGS CANYON, FRESNO

Exhibit Notes:

Departments	Facility Servic	es	Оссир	pants					
Janitorial Servi	ces Currently P	rovided by:	COUNTY	Y - FACILI	ITY SER'	VICES			
Janitorial Servi	ice Days	N.		W	Th ✓	F	SA		
Unique Cleani	ng Tasks								
Scheduling Iss	ues								
Routine Clea Days	uning Must Be	Done:	Hours:			<i>Period</i> Swing	ic Clean	ing Must B	e Done:
	, j	<i>Done:</i> Routine cl					ic Clean	ing Must B	e Done:
Days	working hours	Routine cl	eaning.	nopping, v	waxing, b	Swing		<i>ing Must B</i>	
Days During normal	working hours orking hours	Routine cl Floor care-	eaning.	11 0	waxing, b <i>rking Not</i>	Swing		t shampooir	

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

Exhibit Notes:			
Departments Facility Service	ces Occupa	unts	
Janitorial Services Currently P	<i>rovided by:</i> COUNTY	- FACILITY SERVICI	ES
Janitorial Service Days		W Th H	$\begin{bmatrix} SA & SU \\ \Box & \Box \end{bmatrix}$
Unique Cleaning Tasks			
Scheduling Issues			
Routine Cleaning Must Be Days	Done: Hours:	Per Swi	riodic Cleaning Must Be Done: ing
During normal working hours	Routine cleaning.		
After normal working hours	Floor care-stripping, mo	opping, waxing, buffir	ng.
Specialized Needs		Parking Notes:	Front parking lot

Page 25 of 45

Comments

Bldg400400-FARM & HOME-COOPERATIVE EXTENSION1720 S. MAPLE, FRESNO

Exhibit Notes:			
Departments Cooperative Extensio	n <i>Occupants</i>		
Janitorial Services Currently Provided l	by: COUNTY - FACILITY	SERVICES	
Janitorial Service Days		$\begin{array}{cccc} Th & F & SA & SU \\ \hline \checkmark & \hline \checkmark & \hline \end{array} & \hline \end{array}$	
<i>Unique Cleaning Tasks</i> 1) On site asked.	recycling. 2) Assist departm	ent user on various cleaning req	uest when
Scheduling Issues			
Scheduling Issues Routine Cleaning Must Be Done:	Hours:	Periodic Cleaning Must I	Be Done:
<u> </u>	<i>Hours:</i> 7 a.m 4 p.m.	Periodic Cleaning Must I Swing	Be Done:
Routine Cleaning Must Be Done: Days		Swing	Be Done:
Routine Cleaning Must Be Done: Days During normal working hours Replace	7 a.m 4 p.m.	Swing	Be Done:
Routine Cleaning Must Be Done: Days During normal working hours Replace	7 a.m 4 p.m. ce burnt lamps. Daily cleani cleaning	Swing	Be Done:
Routine Cleaning Must Be Done: DaysDuring normal working hoursReplaceAfter normal working hoursCarpet	7 a.m 4 p.m. ce burnt lamps. Daily cleani cleaning	Swing ng 7am-4pm.	Be Done:

<i>Bldg</i> 401	401-LABORATORY-COOPERATIVE EXTENSION
	1720 S. MAPLE, FRESNO

Exhibit Note	s:								
Departments	County & State Employees		Оссир	ants					
Janitorial Serv	ices Currently Provided	<i>d by:</i> C	OUNTY	- FACILI	TY SER	VICES			
Janitorial Serv	ice Days	M ✓	<i>T</i> ✓	₩ ✓	Th ✓	F ✓	SA	<i>SU</i> □	
Unique Clean	ing Tasks								
								Page 26	of 45

Scheduling Issues

<i>Routine Cleaning Must Be</i> Days	Done: Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing
During normal working hours	Replacing burnt lamps	
After normal working hours		
Specialized Needs		Parking Notes:
Comments		

Bldg404404-AGRICULTURE COMMISSIONER-AGRICULTU1730 S. MAPLE, FRESNO

Exhibit Notes:							
Departments Agriculture D	epartment	Occup	ants				
Janitorial Services Currently H	Provided by:	COUNTY	- FACIL	ITY SERV	/ICES		
Janitorial Service Days	<i>M</i> ✓		₩ ✓	Th ✓	F ✓	SA	
	espond to em ser on various					recycling	g. Assist department
Scheduling Issues							
Routine Cleaning Must Be Days	e Done:	<i>Hours:</i> 7 a.m 4 p.	.m.		<i>Period</i> Swing	ic Cleani	ng Must Be Done:
	e Done: replacing b	7 a.m 4 p.		leaning 7	Swing		ng Must Be Done:
Days	replacing b	7 a.m 4 p. urnt lamps.	Daily c	-	Swing am-4pm	1	ng Must Be Done: t shampooing and
Days During normal working hours	replacing b	7 a.m 4 p. urnt lamps.	Daily c	-	Swing am-4pm nd buffi	1	
Days During normal working hours After normal working hours	replacing b	7 a.m 4 p. urnt lamps.	Daily c	waxing a	Swing am-4pm nd buffi	1	
Days During normal working hours After normal working hours Specialized Needs	replacing b	7 a.m 4 p. urnt lamps.	Daily c	waxing a	Swing am-4pm nd buffi	1	

Bldg407407-AG WHSE/DETECTION TRAPPING-AG DEPT1730 S. MAPLE, FRESNO

Exhibit Notes:

Departments Agriculture Dep	artment Occup	ants				
Janitorial Services Currently Pro	vided by: COUNTY	- FACILITY SEF	RVICES			
Janitorial Service Days		W Th ✓ ✓	F ✓	<i>SA</i> □		
Unique Cleaning Tasks						
Scheduling Issues						
Routine Cleaning Must Be D Days	one: Hours:		<i>Period</i> i Swing	ic Cleani	ing Must Be Do	one:
During normal working hours	Replace burnt lamps,	Daily cleaning				
After normal working hours						
Specialized Needs		Parking No	otes:			
Comments						
	409-TRAFFIC 4551 E. HAMIL		_	LIC W	ORKS-ROA	ADS
			_	_IC W	ORKS-ROA	\DS
		TON, FRE	_	LIC W	ORKS-ROA	ADS
Exhibit Notes:	4551 E. HAMIL Occup	TON, FRE	SNO	LIC W	ORKS-ROA	ADS
<i>Exhibit Notes:</i> <i>Departments</i> Public Works	4551 E. HAMIL Occup	TON, FRES	SNO	LIC W	ORKS-ROA	ADS
Exhibit Notes: Departments Public Works Janitorial Services Currently Pro	4551 E. HAMIL Occup vided by: COUNTY M T	ants	SNO			ADS
Exhibit Notes: Departments Public Works Janitorial Services Currently Pro Janitorial Service Days	4551 E. HAMIL Occup vided by: COUNTY M T	ants	SNO			ADS
Exhibit Notes: Departments Public Works Janitorial Services Currently Pro Janitorial Service Days Unique Cleaning Tasks	4551 E. HAMIL Occup vided by: COUNTY M T	ants	SNO RVICES	SA		
Exhibit Notes: Departments Public Works Janitorial Services Currently Pro Janitorial Service Days Unique Cleaning Tasks Scheduling Issues Routine Cleaning Must Be D Days	4551 E. HAMIL Occup vided by: COUNTY M T	ants T = FACILITY SEF W = Th M = Th	SNO RVICES F V Perioda Swing	SA	SU □	
Exhibit Notes: Departments Public Works Janitorial Services Currently Pro Janitorial Service Days Unique Cleaning Tasks Scheduling Issues Routine Cleaning Must Be D Days	4551 E. HAMIL Occup vided by: COUNTY M T □ Done: Hours:	ants T = FACILITY SEF W = Th M = Th	SNO RVICES F V Perioda Swing	SA	SU □	

Comments

Bldg410410-TRAFFIC SIGH SHOP-PUBLIC WORKS-ROADS4551 E. HAMILTON, FRESNO

Exhibit Note	s:							
Departments	Public Works		Occup	ants				
Janitorial Serv	ices Currently Provide	d by: C	OUNTY	- FACIL	ITY SER	VICES		
Janitorial Serv	rice Days	M ✓		₩ ✓	Th	F ✓	SA	SU
Unique Clean	ing Tasks							
~ • • • •								
Scheduling Is	sues							
	sues aning Must Be Done	:: Е	Iours:			Period Swing	ic Clean	ing Must Be Done:
Routine Cle	aning Must Be Done	:: E		id two res	strooms.		ic Clean	ing Must Be Done:
Routine Clea Days	aning Must Be Done working hours Clea			id two res	strooms.		ic Clean	ing Must Be Done:
Routine Clea Days During normal	aning Must Be Done working hours Clea orking hours				strooms. rking No	Swing	ic Clean	ing Must Be Done:
Routine Cle Days During normal After normal we	aning Must Be Done working hours Clea orking hours					Swing	ic Clean	ing Must Be Done:

Bldg413413-MATERIALS TESTING-PUBLIC WORKS-ROAD4551 E. HAMILTON, FRESNO

Exhibit Notes	;								
Departments	Public Work	s		Occupan	nts				
Janitorial Servio	es Currently	Provided by	: CO	UNTY -	FACILIT	Y SERV	ICES		
Janitorial Servio	e Days		M ▼	T ✓	₩ ✓	Th ✓	<i>F</i> ✓	SU □	
Unique Cleanir	ng Tasks F	loor sweep	oing for a	asphalt r	emoval				

Page 29 of 45

Scheduling Issues

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

Bldg	415		eights & I HAMIL				le Ag		
Exhibit Note	?s:								
Departments	Agriculture De	epartment	Оссира	nts					
Janitorial Ser	vices Currently P	rovided by:	COUNTY -	- FACILIT	Y SER	VICES			
Janitorial Ser	vice Days	<i>M</i> ✓	T ✓	₩ ✓	Th ✓	F ✓	SA		
Unique Clean	ing Tasks								
Scheduling Is	ssues								
<i>Routine Cle</i> Days	eaning Must Be	Done:	<i>Hours:</i> 7 a.m 4 p.r	n.		<i>Periodic</i> Swing	c Cleani	ng Must B	e Done:
During normal	l working hours	Replace bu	rnt lamps, c	deliver sup	plies.	Daily clea	aning 7a	m-4pm.	
After normal w	orking hours	Floor care-s sanitizing.	tripping, mc	opping, wa	ixing, t	ouffing an	d carpet	shampooi	ng and
Specialized Ne	eds			Park	ing No	tes:			
Comments									

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

Page 30 of 45

Exhibit Notes:

Departments	Agriculture		Occup	ants				
Janitorial Servi	ices Currently Pr	ovided by:	COUNTY	- FACILI	TY SER	VICES		
Janitorial Servi	ice Days			W ✓	Th	F ✓	SA	
Unique Cleani	ing Tasks							
Scheduling Iss	sues							
<i>Routine Clea</i> Days	aning Must Be	Done:	Hours:			Period Swing	ic Clean	ing Must Be Done:
During normal	working hours	Replacing	burnt lamps	3				
After normal wo	orking hours							
Specialized Need	ds			Par	rking Not	tes:		
Specialized Need Comments	ds			Par	rking Not	tes:		
-	ds			Par	rking Not	tes:		
-	ds			Par	rking Not	tes:		
Comments	<i>ds</i> 419	419-TF	RAINING	_	_		CULTU	IRE DEPT
Comments		-	raining E. Hamil	TRAII	LER-A	GRIC	ULTU	IRE DEPT
Comments	419	-	_	TRAII	LER-A	GRIC	ULTU	IRE DEPT
Comments Bldg	419	4535 E	_	TRAII	LER-A	GRIC	ULTU	IRE DEPT

Janitorial Service Days

Unique Cleaning Tasks

Scheduling Issues

Routine Cleaning Must Be Days	Done: Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing
During normal working hours	Replacing burnt lamps	
After normal working hours	Carpet shampooing and sanitizing.	
Specialized Needs	Parking No	tes:

M

Page 31 of 45

Comments

Bldg420420-OFFICE & PARTS-GSA-FLEET SERVICES4551 E. HAMILTON, FRESNO

Exhibit Notes:								
Departments Fleet			Occupat	nts				
Janitorial Services Currently I	Provided b	y: C0	OUNTY -	FACILI	TY SER'	VICES		
Janitorial Service Days		<i>M</i> ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA	
Unique Cleaning Tasks								
Scheduling Issues								
Scheduling Issues Routine Cleaning Must Bo Days	e Done:	H	ours:			Period Swing	ic Clean	ing Must Be Done:
Routine Cleaning Must Be			<i>ours:</i> nt lamps				ic Clean	ing Must Be Done:
Routine Cleaning Must Be Days	Replac	ing buri		· care			ic Clean	ing Must Be Done:
Routine Cleaning Must Bo Days During normal working hours	Replac	ing buri	nt lamps		rking Not	Swing	ic Clean	ing Must Be Done:

Bldg	426	-				FFICE FRES				
Exhibit Not	es:									
Departments				Оссира	ints					
Janitorial Ser	vices Currently Pr	ovided by	: CC	DUNTY	- FACIL	ITY SERV	VICES			
Janitorial Ser	vice Days		M	T ✓	W	<i>Th</i> ✓	F	SA		
Unique Clear	ning Tasks									

Page 32 of 45

Scheduling Issues

Routine Cleaning Must Be Days	Done: Hours:	<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	Осси	ipants			
Janitorial Services Currently Pro	vided by: COUNT	Y - FACILITY	SERVICES		
Janitorial Service Days		W	Th F ✓ □	SA	SU □
Unique Cleaning Tasks					
Scheduling Issues					
<i>Routine Cleaning Must Be D</i> Days	one: Hours:		<i>Period</i> Swing	lic Clean	ing Must Be Done:
During normal working hours	replacing burnt lamp	s. Cleaning d	lone 2 days p	oer week	
After normal working hours					
After normal working hours Specialized Needs		Parkin	ng Notes:		
•		Parkin	ng Notes:		

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

Exhibit Notes:

Departments	Elections & GS- Purchasing		Оссира	ants					
Janitorial Serv	ices Currently Prov	vided by: C	OUNTY	- FACIL	ITY SER	VICES			
Janitorial Serv	ice Days	M ✓	T ✓	W ✓	<i>Th</i> ✓	F ✓			
Unique Clean	ing Tasks Eme	rgency clean-	-ups as r	needed					
Scheduling Is	sues								
Denting Cla			-			_			
Days	aning Must Be D		<i>lours:</i> a.m 4 p.	.m.		Period Swing	lic Clean	ing Must l	Be Done:
			a.m 4 p.		cleaning	Swing		ing Must I	Be Done:
Days	working hours F	7	a.m 4 p. mt lamps	s. Daily (cleaning	Swing		ing Must I	3e Done:
Days During normal	working hours F orking hours F	7 Replacing bur	a.m 4 p. mt lamps	s. Daily o	cleaning <i>rking No</i>	Swing 7am-4p		ing Must I	3e Done:
Days During normal After normal wa	working hours F orking hours F	7 Replacing bur	a.m 4 p. mt lamps	s. Daily o	-	Swing 7am-4p		ing Must I	3e Done:
Days During normal After normal we Specialized Nee	working hours F orking hours F	7 Replacing bur	a.m 4 p. mt lamps	s. Daily o	-	Swing 7am-4p		ing Must I	3e Done:

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

Exhibit Notes:								
Departments Agriculture D	epartment	Occup	ants					
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES								
Janitorial Service Days	<i>M</i> ✓	T ✓	₩ ✓	Th ✓	F ✓	SA	SU □	
Unique Cleaning Tasks El Scheduling Issues	mergency clea	n-ups						
Routine Cleaning Must Be Days		Hours: 7 a.m 4 p	o.m.		Period Swing	ic Clean	ing Must Be Done:	
During normal working hours	Replacing bu	urnt lamp	s. Daily	cleaning	7am-4p	m		
After normal working hours	Floor care-sti sanitizing	ipping, m	nopping, v	waxing, b	ouffing a	nd carpe	t shampooing and	
Specialized Needs			Pa	rking Not	tes:			

Page 34 of 45

Bldg509509-ITSD-INFORMATION TECH SERVICES1020 S. 10TH STREET, FRESNO

Exhibit Notes	s:									
Departments	Information Technology S Department	Services		Оссир	ants					
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES										
Janitorial Serve	ice Days		<i>M</i> ✓	T ✓	₩ ✓	Th ✓	<i>F</i> ✓	SA		
Unique Cleani	ng Tasks									
Scheduling Iss	ues									
-	ues uning Must Be	Done:		<i>ours:</i> a.m 4 p.	m.		Period Swing	ic Clean	ing Must Be Don	e:
Routine Clea	aning Must Be		7 :	a.m 4 p.		ial 7am-4	Swing	ic Clean	ing Must Be Don	e:
Routine Clea Days	aning Must Be working hours	replacir	7 : ng burn nre-strip	a.m 4 p. nt lamps,	janitor		Swing Ipm		ing Must Be Don shampooing and	e:
Routine Clea Days During normal	aning Must Be working hours orking hours	replacir Floor ca	7 : ng burn nre-strip	a.m 4 p. nt lamps,	janitor oping, w		Swing Ipm Iffing an			e:

Bldg515515-JUVENILE ADMINISTRATION890 S. 10TH STREET, FRESNO

Exhibit Notes:								
Departments Probation		<i>Occupants</i> Employees are required to clear background check before being assigned to this site.						
Janitorial Services Currently Provide	ed by:	COUNTY	- FAC	ILITY SER	VICES			
Janitorial Service Days	M ✓	T ✓	₩ ✓	<i>Th</i> ✓	F ✓	SA		
							Page	35 of 45

Unique Cleaning Tasks

Scheduling Issues

Routine Cleaning Must Be Days	<i>e Done: 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, sanitizing.	buffing and carpet shampooing and
Specialized Needs	Parking No.	otes:
Comments		

Bldg	628	628-ELIGIBILITY-ET&A 4944 E CLINTON AVE, FRESNO							
Exhibit Notes:									
Departments	DSS		Оссира	ints					
Janitorial Ser	vices Currently Pr	ovided by:	COUNTY	- FACILI	TY SER	VICES			
Janitorial Ser	Janitorial Service Days M T W Th F SA SU V V V V D								
Unique Clear Scheduling Is	-								
<i>Routine Cle</i> Days	eaning Must Be	Done:	<i>Hours:</i> 7 a.m 4 p.	m.		<i>Periodi</i> Swing	ic Cleani	ing Must Be Do	one:
During norma	l working hours	Delivering s	upplies, re	placing b	ournt lan	nps. Jan	itorial pro	ovided 7am-4pn	ו
After normal w	vorking hours	Delivering s	upplies, rep	lacing b	urnt lam	ps. Janit	torial pro	vided 7am-4pm	
Specialized Ne	eds			Pa	rking No	tes:			
Comments									

Bldg 64		48-ITSD-I 048 N. FI		RESN	C				
Exhibit Notes:									
Departments	Departments ITSD Occupants								
Janitorial Service	s Currently Provid	led by: CO	UNTY -	FACILITY	SER	/ICES			
Janitorial Service	Janitorial Service Days M T W Th F SA SU \checkmark \checkmark \checkmark \checkmark \checkmark \Box \Box								
Unique Cleaning	Tasks								
Scheduling Issue	\$								
<i>Routine Clean</i> Swing	ing Must Be Doi	ne: Hou	urs:			<i>Periodic</i> Swing	c Cleani	ng Must B	e Done:
During normal wo	rking hours								
After normal work	ing hours All	janitorial work	ζ.						
Specialized Needs				Parki	ng Not	es:			
Comments									

Bldg828828-GROVE INDUSTRIAL E&TA2536 N GROVE INDUSTRIAL WY, FRESNO

<i>Routine Cleaning Must Be Done:</i> Days	Hours:			<i>Periodi</i> Swing	c Cleani	ing Must Be Done:		
Scheduling Issues								
Unique Cleaning Tasks								
Janitorial Service Days		₩ ✓	Th ✓	F ✓	SA			
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES								
Departments DSS	Оссира	ints						
Exhibit Notes:								

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

After normal working hours Specialized Needs Comments	Floor care-stripping, mopping, waxing, buffing and carpet shampooing ar sanitizing. <i>Parking Notes:</i>				
Bldg 848	848-HERITAGE				
	3151 N. MILLBROO	OK AVE, FRESNO			
Exhibit Notes:					
Departments DSS & Health Department		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. CILITY SERVICES			
Janitorial Service Days	$ \begin{array}{ccc} M & T & W \\ \Box & \Box & \Box \end{array} $	$\begin{array}{ccccccc} Th & F & SA & SU \\ \Box & \Box & \Box & \Box \end{array}$			
		al matter; The Care Unit is a lockdown site that System access by using a County coded I.d.			
Routine Cleaning Must Be Days	Done: Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing			
During normal working hours	Furniture moves, replacing services are provided 8am-	ournt lamps and delivering supplies. Janitorial			
After normal working hours					
Specialized Needs		Parking Notes:			
Comments					

<i>Lot #</i> 4 Remote Location								
Bldg 151 151-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.								
Ianitorial Services Currently Provided by: COUNTY - FACILITY SERVICES								
Janitorial Service DaysMTWThFSASUImage: Service DaysImage: Service DaysImage: Service DaysImage: Service DaysImage: Service Days								
Unique Cleaning Tasks Keeping parking area around rear entrances clean								
<i>Scheduling Issues</i> Facility is owned by the State. The alarm system is controlled by Deputy or other Courstaff with an access code.	t							
Routine Cleaning Must Be Done:Hours:Periodic Cleaning Must Be Done:DaysSwing								
During normal working hours Cleaning outside windows and screens.	_							
<i>fter normal working hours</i> Floor care-stripping, mopping, waxing, buffing and carpet shampooing and sanitizing.								
pecialized Needs Parking Notes: Small parking lot or on the street								
<i>Comments</i>								
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 152 152-REEDLEY COURT								
815 G STREET, REEDLEY								
Exhibit Notes:								
Departments Courts Occupants								

Janitorial Service Days			W	Th ✓	F	SA	SU □
Unique Cleaning Tasks							
Scheduling Issues							
Routine Cleaning Must Be Days	Done:	Hours:			<i>Periodi</i> Swing	ic Clean	ing Must Be Done:
During normal working hours	All work.	Courthouse	closed, a	another ja	anitorial	service o	leans State areas.
After normal working hours	Floor care- sanitizing.	stripping, m	opping, v	waxing, b	ouffing ar	nd carpe	t shampooing and
Specialized Needs			Pa	rking Not	tes: Pu	iblic park	ing
Comments							
On Tuesdays and Thursdays comes in. Clean the restroom paper products. Wipe down of needed and clean microwave.	ns, wipe dow counters, de	vn the sinks	, toilets a	nd walls,	sweep a	and mop	floors, stock all
Bldg 446, 494	446/49	4 AMER	RICAN	AVEN	UE D	ISPOS	SAL SITE
Exhibit Notes: See E	xhibit E	E for Bl	dg In	forma	ation		
Departments Public Works Resources	-	Оссир	ants				
Janitorial Services Currently P	rovided by:	COUNTY	- FACIL	ITY SER	VICES		
Janitorial Service Days			W	Th	F	SA	SU □
Unique Cleaning Tasks							
Unique Cleaning Tasks Scheduling Issues							
	Done:	Hours:			Periodi Swing	ic Clean	ing Must Be Done:
Scheduling Issues Routine Cleaning Must Be	Done:	Hours:				ic Clean	ing Must Be Done:
Scheduling Issues Routine Cleaning Must Be Days	Done:	Hours:				ic Clean	ing Must Be Done:
Scheduling Issues Routine Cleaning Must Be Days During normal working hours	Done:	Hours:	Pa	rking Not	Swing	ic Clean	ing Must Be Done:
Scheduling Issues Routine Cleaning Must Be Days During normal working hours After normal working hours	Done:	Hours:	Pa	rking Not	Swing	ic Clean	ing Must Be Done:

Bldg701701-JJC-COUNTY AREAS ONLY3333 E. AMERICAN AVENUE, FRESNO

Exhibit Notes:

Departments	District Attorney, Probation & Public Works		Оссира	ents				
Janitorial Services Currently Provided by: COUNTY - FACILITY SERVICES								
Janitorial Serv	ice Days	<i>М</i> ✓	T ✓	₩ ✓	Th ✓	F ✓	SA	<i>SU</i> □

Unique Cleaning Tasks

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

Routine Cleaning Must Be Days	<i>Done: Hours:</i> 6 a.m 3 p.m.	<i>Periodic Cleaning Must Be Done:</i> Swing
During normal working hours	Furniture moves, delivering supplies, re services are provided 6am-3pm	eplacing burnt lamps. Janitorial
After normal working hours	Floor care-stripping, mopping, waxing, l sanitizing. Janitorial 6am3pm	buffing and carpet shampooing and
Specialized Needs	Parking No	tes:
Comments		

Bldg	853	853-E&TA FACILITY 15180 W WHITESBRIDGE RD, KERMAN							
Exhibit Not	tes:								
Departments			Occup	ants					
Janitorial Se	rvices Curren	tly Provided by: C	OUNTY	- FACIL	TY SER'	VICES			
Janitorial Se	rvice Days	M ✓	T ✓	₩ ✓	Th ✓	F ✓			
Unique Clea	ning Tasks								
Scheduling	Issues Clo	osed at night							

Page 41 of 45

Routine Cleaning Must Be Days	Done:	Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing
During normal working hours	Replacing bu	Irnt lamps and	re-cleaning and restocking restrooms
After normal working hours	Floor care-str sanitizing.	ipping, moppin	g, waxing, buffing and carpet shampooing and
Specialized Needs			Parking Notes: Front parking
Comments			
down boxes and put in the red of the doors. Change batterie refrigerator, clean microwave,	ows, mop, vac cycle bins outsi s to the spray take out trash	uum, refill pape de. Take dow fresheners in t . Wipe down t	Id overflowing toilets. For towels and toilet tissue, empty trash. Break In spider webs, change light bulbs, clean out side the restrooms. Wipe down the table, clean the toilets. Pick up trash outside of the doorway, I stains for the carpet and wipe down chairs.
Bldg 858	858-SEL	.MA SUB-S	STATION-SHERIFF
	1055 GC	DLDEN ST	ATE 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 P	rovided by: (COUNTY - FAG	CILITY SERVICES
Janitorial Service Days	<i>M</i> ✓	T ₩ ✓ ✓	$\begin{array}{cccc} Th & F & SA & SU \\ \checkmark & \checkmark & \square & \square & \end{array}$
Unique Cleaning Tasks			
Scheduling Issues Staff is	s not always the	ere and you ha	ve to go to and from to gain entry.
Routine Cleaning Must Be Days	Done:	Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing
During normal working hours	Regular routi	ne	
After normal working hours		ipping, moppin I whole floor va	g, waxing, buffing and carpet shampooing and cuuming.
Specialized Needs	-		Parking Notes: Front of facility
Comments			

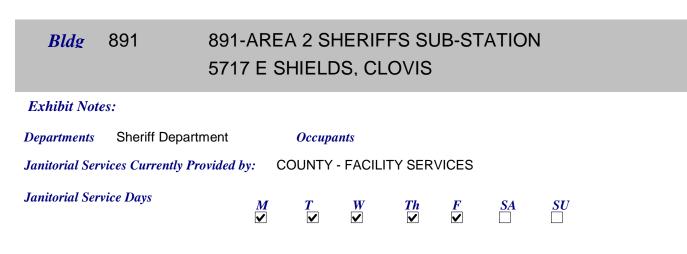
Trash, clean restrooms, wipe toilets, urinals, wipe down rails, walls around toilet and urinal, wipe sink, mirrors and paper towel dispensers. Check and fill towel, toilet and hand soap dispensers, sweep and mop floors. Sweep and mop all hallways.

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

Page 42 of 45

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		E. REGI						
Exhibit Not	es:								
Departments	DSS		Occup	ants					
Janitorial Ser	vices Currently	Provided by:	COUNTY	′ - FACIL	ITY SER	VICES			
Janitorial Ser	vice Days	<i>M</i> ✓		₩ ✓	Th ✓	F ✓	SA	<i>SU</i> □	
Unique Clear	<i>Unique Cleaning Tasks</i> 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 I	ssues Lobb	y waiting room	cleaned a	it night, c	pen door	s at 7:3	0am		
	eaning Must B ad Swing ???	e Done:	<i>Hours:</i> 7 a.m 4 p	o.m.		<i>Period</i> Swing	lic Clean	ing Must B	e Done:
During norma	l working hours	Replacing 7am-4pm	ournt lamp	s, deliver	ing suppl	ies. Ja	nitorial se	ervices are	provided
After normal v	<i>fter normal working hours</i> All routine janitorial work and floor care- stripping, mopping, waxing and buffing; carpet shampooing and sanitizing.								
	vorking hours	•					ig, moppi	ng, waxing	anu
s Specialized Ne	U U	•		poing and		ng.	ig, moppi	ng, waxing	anu



Page 43 of 45

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

Routine Cleaning Must Be Days	Done: Hours:	<i>Periodic Cleaning Must Be Done:</i> Swing					
During normal working hours Replacing burnt lamps, delivering supplies.							
After normal working hours	After normal working hours Floor care and carpet cleaning						
Specialized Needs		Parking Notes:					
Comments							

Bldg	893			OAQUIN SUB-STATION-SHERIF 6, SAN JOAQUIN		
Exhibit Note	es:					
Departments	Sheriffs Depar	tment	Occupants	This is a sub-station.		
Janitorial Serv	Ianitorial Services Currently Provided by: COUNTY - FACILITY SERVICES					

Janitorial Service Days	M ✓	T ✓	₩ ✓	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.

Routine Cleaning Must Be Days	Pone: Hours:	<i>Per</i> Swi	<i>riodic Cleaning Must Be Done:</i> ng
During normal working hours	All routine janitorial and yard wo	ork	
After normal working hours	Floor care-stripping, mopping, w carpet	axing, buffin	ng and shampooing and sanitizing
Specialized Needs	Par	king 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			R				
Exterior		Hose down cob webs, dirt, etc.	Р				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R				
Flooring	Hard Surface Floors		Р				
Flooring	Hard Surface Floors		Р				
Flooring	Carpeting		R				
Flooring	Carpeting	Spin-bonnet clean/buff	Р				
Flooring	Carpeting		Р				
Furniture			R				
Furniture			Р				
Lighting			R				
Maintenance			R				
Restrooms		Throughly clean, sanitize and polish all surfaces	R				
Stairs/Stairwells			R				
Surfaces	General		R				
Surfaces	Ash Trays		R				
Surfaces	Brass and Chrome		R				
		plates and push plates on doors or other pieces of door trim.					
0		Use a cloth and polish, wipe film dry.	<u> </u>				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	ĸ				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R				
	-	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R				
		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					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р				
	<i>a a a a a a a a a a</i>	within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P				
	U	in and on the fixtures.	1				

Surfaces Vents, Grills and Diffusers Clean/vacuum all supply and return air diffusers and any other vents. This includes those nounled on ceilings P Trash and Recycling Empty 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 ttP P Windows Clean/dust all window coverings. P D-Daily Image: Provide transport of all recyclables Image: Provide transport of all recyclables W.W.Weekly Image: Provide transport of all recyclables P M.Monthly Image: Provide transport of all recyclables Image: Provide transport of all recyclables W.W.Weekly Image: Provide transport of all recyclables P M.Monthly Image: Provide transport of all recyclables Image: Provide transport of all recyclables M.Monthly Image: Provide transport of all recyclables Image: Provide transport of all recyclables M.Monthly Image: Provide transport of all recyclables Image: Provide transport of all recyclables M.Monthly	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
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. Image: Control of Contr	Surfaces	Vents, Grills and Diffusers		Ρ				
Trash and RecyclingTransport of all recyclablesRIWindowsClean first floor exterior windows that are accessible from th Clean/dust all window coverings.PIWindowsClean/dust all window coverings.PIDebailyClean/dust all window coverings.PIDebailyImage: Clean/dust all window coverings.Image: Clean/dust all window coverings.Image: Clean/dust all window coverings.DebailyImage: Clean/dust all window coverings.Image: Clean/dust all window coverings.Image: Clean/dust all window coverings.DebailyImage: Clean/dust all window coverings.Image: Clean/dust all window coverings.Image: Clean/dust all window coverings.DebailyImage: Clean/dust all window coverings.Image: Clean/dust all window coveri	Trash and Recycling		trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles	R				
Windows Clean first floor exterior windows that are accessible from th P P Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. P Image: Clean/dust all window coverings. Image: Clean/du	Trash and Recycling	-		R				
Windows Clean/dust all window coverings. P I Image: Clean/dust all window coverings. P Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. P Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: D-Daily Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: D-Daily Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: D-Daily Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: Clean/dust all window coverings. Image: D-Daily Image: Clean/dust all window coverings. Image: O-Daily Image: Clean/dust all window coverings. Image: O-Daily Image: Clean/dust all		-						
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)	Windows							
W-Weekly M-Monthly Image: Constraint of the county of								
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)								
Q-Quarterly Q-Quarterly SA-Semi-Annually Image: Constraint of the control of the cont								
SA-Semi-Annually Image: Constraint of the control		,						
A-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 MON, TUE, WED, THU, FRI - one day per week on a specific day AN - As Needed (according to the County)								
#D - # Days Per Week (e.g. 3D = 3 days per week) Image: Comparison of the								
MON, TUE, WED, THU, FRI - one day per week on a specific day Image: AN - As Needed (according to the County) AN - As Needed (according to the County) Image: An - As Needed (according to the County)			BD = 3 days per week)					
AN - As Needed (according to the County)		MON TUE WED THU FRI	- one day per week on a specific day					

Building Name	611-BRIX BUILDING-PU	BLIC HEALTH				
			+			
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobb	I ramic Areas Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D	D	D Mop, clean tracks, clean walls
Exterior		Sweep, remove trash, etc.		D		
Exterior		Hose down cob webs, dirt, etc.		D		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D	D	D
Flooring	Hard Surface Floors	Spray buff		W		
Flooring	Hard Surface Floors	Strip and Wax	Ρ	М		
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AN	AN	
Flooring	Carpeting	Hot water extraction	Ρ	AN	AN	
Furniture		Dust and spot clean	R	D	D	D
Furniture		Vacuum fabric, polish wood, etc.		D	W	
Lighting		Replace burned out lamps		AN		AN average is 20 to 30 weekly
Maintenance		Report maintenance issues		AN		AN
Restrooms		Throughly clean, sanitize and polish all surfaces		D		D
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails		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		D	D	D
		plates and push plates on doors or other pieces of door trim	•			
0		Use a cloth and polish, wipe film dry.	-	A N I	A N I	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	ĸ	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. Spo clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors		D	D	D
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building		D		D
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	D	D	D

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	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	Ρ	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	hΡ	D		D	
Windows		Clean/dust all window coverings.	Ρ	D		D	or As Needed
					_		
	D D-it.						
	D-Daily W-Weekly						
	M-Monthly		-		-		
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	3D = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to		1			1	
	AR - As Requested		1			1	

Building Name	612-MERCER BUILDING	G-PUBLIC HEALTH				
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	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.	Р	D		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	
Flooring	Hard Surface Floors	Spray buff	Ρ	W		
Flooring	Hard Surface Floors	Strip and Wax	Ρ	М		
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AN	AN	
Flooring	Carpeting	Hot water extraction	Ρ	AN	AN	
Furniture		Dust and spot clean	R	D	D D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	W	
Lighting		Replace burned out lamps	R	AN		N average is 20 to 30 weekly
Maintenance		Report maintenance issues	R	AN	AN A	
Restrooms		Throughly 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	R	D	D D	
		plates and push plates on doors or other pieces of door trim	-			
Surfaces		Use a cloth and polish, wipe film dry.	Б	AN	AN	
Sunaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D D	
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	D	D D	
	Connegs and Corners	within the building	ľ	<u> </u>		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	D	D D	
		in and on the fixtures.	1	-		
		in and on the fixtures.		1	1 1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	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	Ρ	D	D	D	
Trash and Recycling		Empty 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	hΡ	D		D	
Windows		Clean/dust all window coverings.	Ρ	D		D	or As Needed
					_		
	D D-it.						
	D-Daily W-Weekly						
	M-Monthly		-		-		
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	3D = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to		1			1	
	AR - As Requested		1			1	

EXHIBIT D CLEANING SPECIFICATIONS BY BUILDING

Lot 2 – Metro – Downtown Fresno

Building Name	601-COURTHOUSE-LAW	VLIBRARY				
0	Law Library					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	ш		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.		D	DD	
Flooring	Hard Surface Floors	Spray buff	P	Q		, N
Flooring	Hard Surface Floors	Strip and Wax	P	Q		Most of the area is carpet
Flooring	Carpeting	Vacuum and spot clean	-	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	P	Q	Q	Breakdoom
Flooring	Carpeting	Hot water extraction	P	Q	Q	of As Request
Furniture	Carpenng	Dust and spot clean		AN	AN	of As Request
Furniture		Vacuum fabric, polish wood, etc.	P	W	W	
Lighting		Replace burned out lamps		AN	AN A	N
Maintenance		Report maintenance issues		AN	AN A	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	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	DD	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	D		N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick	R	W	WE	
Sullaces	Brass and Chrome			vv	VV L	
		plates and push plates on doors or other pieces of door trim	•			
Surfaces	Chalkboards and Whiteboards	Use a cloth and polish, wipe film dry. Clean board and trays. Use a damp cloth and carefully wipe	P			N/A
Sunaces	Chaikboards and whiteboards	tray and board.	IX.			
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	E)
	6	sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	DD	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	W	WC	or As Needed
		within the building				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	W	WV	V
		in and on the fixtures.	1	1	1 1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)		Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	D
Trash and Recycling		Empty 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				Located on 6th Floor
Windows		Clean/dust all window coverings.	Р	AN	AN	
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 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.		W			Veranda, on call to clean for meetings
Exterior		Hose down cob webs, dirt, etc.		Q			N/A
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D		D	
Flooring	Hard Surface Floors	Spray buff			AR		
Flooring	Hard Surface Floors	Strip and Wax	Ρ		AR	Q	Offices are mostly carpet
Flooring	Carpeting	Vacuum and spot clean	R	D	3D		
Flooring	Carpeting	Spin-bonnet clean/buff	Р	Μ	М		Breakdoom
Flooring	Carpeting	Hot water extraction			Q		or As Request
Furniture		Dust and spot clean			W		
Furniture		Vacuum fabric, polish wood, etc.			W		
Lighting		Replace burned out lamps				AN	
Maintenance		Report maintenance issues				AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces			D	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable		AN			outside on Veranda
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick	R	W	W	D	
		plates and push plates on doors or other pieces of door trim.					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R		AN		
Surfaces	Drinking Fountains	tray and board. Clean drinking fountains with germicidal detergent to	R	D	D	D	
Sunaces	Drinking Fountains		ĸ	U	U	U	
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
Surfaces	Glass	wipe dry Clean both sides of entrance door glass, clean door glass	R	П	D	D	
Currates	01055	frames and accompanying glass panels including transoms			5		
		(inside and outside), removing all fingerprints and dirt. Spo	+				
		clean all interior glass. Contractor shall clean all interior	Ľ				
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	AN	AN	AN	or As Needed
	_	within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t					Located on 8th floor
Windows		Clean/dust all window coverings.	Ρ	AN	AN		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		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)	Ways, Lobbi	I ramic Areas Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D			
Exterior		Sweep, remove trash, etc.		D			
Exterior		Hose down cob webs, dirt, etc.		AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D	
Flooring	Hard Surface Floors	Spray buff		D		Q	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q		or As Requested
Flooring	Carpeting	Vacuum and spot clean		D	1D	~	
Flooring	Carpeting	Spin-bonnet clean/buff		AN	AN		
Flooring	Carpeting	Hot water extraction	P	Q	Q		or As Requested
Furniture		Dust and spot clean		D		D	1st floor restroom has a lounging couch. Some restrooms have chairs &lockers
Furniture		Vacuum fabric, polish wood, etc.		W		W	
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN			Also get calls from staff or main office
Restrooms		Throughly clean, sanitize and polish all surfaces	-	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		D	D	D	Restroom done while cleaning
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable		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		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. Spo 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		D			or As Needed
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	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)	Ways, Lobbies Tra	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	Ρ	AR	AR	D	
Trash and Recycling		Empty 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 t		-	-		Contracted out
Windows		Clean/dust all window coverings.	Ρ	М	М	AN	
	D-Daily						
	W-Weekly		_				
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name	604-SHERIFFS ADMINIS	TRATION BUILDING					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobb	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.	Р	AR			staff will contact and schedule date
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D	D	D	
Flooring	Hard Surface Floors	Spray buff	Р	М	М	М	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q		Q	e-mail requests or phone calls
Flooring	Carpeting	Vacuum and spot clean		D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	Р	AR	AR		
Flooring	Carpeting	Hot water extraction	-	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.		М	М		
Lighting		Replace burned out lamps		AN	AN	AN	
Maintenance		Report maintenance issues		AN			also get calls from staff or main office
Restrooms		Throughly clean, sanitize and polish all surfaces		D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	_	D	D	_	2 stairways inside, 2 outside
Surfaces	General	Dust and spot clean all surfaces		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	-	D	D	D	
		plates and push plates on doors or other pieces of door trim			_		
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R		AR		Briefing/Media Room
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D		no drinking fountains in restroom
	-	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Ourfease			-	-		_	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	D	D	D	done during regular routine or when seen
		within the building	-				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	М	М	М	or As Needed
<u> </u>		in and on the fixtures.					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	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	Ρ	М	М	М	or As Requested-calls or e-mailed
Trash and Recycling		Empty 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.		D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from	thP				done by contract vendor
Windows		Clean/dust all window coverings.	Ρ	А	Α	А	or As Requested
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually					<u> </u>	
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day	_				
	AN - As Needed (according to		_				
	AR - As Requested		_				
				1		1	

Building Name	605-SOUTH ANNEX JAI	L					
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	ш			Work done by Inmate Labor
Exterior			R				Work done by Inmate Labor
Exterior			P			1	Work done by Inmate Labor
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D	D	D	
Flooring	Hard Surface Floors	Spray buff		AR		AR	
Flooring	Hard Surface Floors	Strip and Wax		Q			or As requested
Flooring	Carpeting	Vacuum and spot clean		D	D	_	
Flooring	Carpeting	Spin-bonnet clean/buff	P	AR	AR		
Flooring	Carpeting	Hot water extraction		Q	Q		or As needed
Furniture	Carponing	Dust and spot clean		D	D		
Furniture		Vacuum fabric, polish wood, etc.		W	W		
Lighting		Replace burned out lamps		AN	AN		
Maintenance		Report maintenance issues		AN	AN		
Restrooms		Throughly clean, sanitize and polish all surfaces		D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails		W	-	-	
Surfaces	General	Dust and spot clean all surfaces		D	D	D	or As needed
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	-	-	-	N/A
Surfaces	Brass and Chrome			D	D	D	or As Needed
		plates and push plates on doors or other pieces of door trim.				-	
		Use a cloth and polish, wipe film dry.	_				
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	R	D	D	D	
	e	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass		R	D	D	D	
		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					
Surfaces	Cailin as and Company	Domous columba from all collings, doors, or the mean	Р	N /	N.4	N.4	or An Nondord
Surfaces	Ceilings and Corners			М	М	М	or As Needed
Surfaces	Lisht fortenes	within the building	P		A N I		Sofety aprove
Surfaces	Light fixtures	chean nght initiates, as needed, to remove inseets, and, etc.,	۲ I	AN	AN	AN	Safety screws
		in and on the fixtures.			<u> </u>	<u> </u>	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	AN	AN	I AN	Safety screws
Trash and Recycling		Empty 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		-	-		No
Windows		Clean/dust all window coverings.	Р				No coverings
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually			<u> </u>			
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)				-	
		one day per week on a specific day				-	
	AN - As Needed (as determin	ed 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	ш			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.		D	D	D	
Flooring	Hard Surface Floors	Spray buff		AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax		AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean		D		D	
Flooring	Carpeting	Spin-bonnet clean/buff		AR	AR		
Flooring	Carpeting	Hot water extraction		AR	AR		
Furniture	Carpoing	Dust and spot clean	R	R		R	Locker in Restroom Area
Furniture		Vacuum fabric, polish wood, etc.	P	W	W		Chairs in Restroom Area
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly 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		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		W	W	D	
Cunabbo		plates and push plates on doors or other pieces of door trim.				-	
		Use a cloth and polish, wipe film dry.	•				
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	R	D	1	D	
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R		D	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	W	\٨/	1/1	or As Needed
Junales	Cennigs and Comers	within the building	F	vv	vv	VV	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P		۸Þ	ΔP	Light fixtures have special screws, done by Jail Services
Junales	Light fixtures		F		AR	AR	Light intures have special sciews, usile by Jali Services
		in and on the fixtures.		1	1		1

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	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	Ρ		AN	D	or As Requested
Trash and Recycling		Empty 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 t	thΡ				Done by inmates
Windows		Clean/dust all window coverings.		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. 3	D = 3 days per week)					
	MON, TUE, WED, THU, FRI -	one day per week on a specific day					
	AN - As Needed (according to						
	AR - As Requested						

Building Name	608-NORTH ANNEX JAI	L-INFIRMARY				
				1		
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobb	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.	R			
Exterior		Hose down cob webs, dirt, etc.	Ρ			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D
Flooring	Hard Surface Floors	Spray buff	Ρ			
Flooring	Hard Surface Floors	Strip and Wax	Ρ	А	А	A
Flooring	Carpeting	Vacuum and spot clean	R			
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ			
Flooring	Carpeting	Hot water extraction	Ρ			
Furniture		Dust and spot clean	R			
Furniture		Vacuum fabric, polish wood, etc.	Ρ			
Lighting		Replace burned out lamps		AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R			D
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails		D		D
Surfaces	General	Dust and spot clean all surfaces		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		D	D	D
		plates and push plates on doors or other pieces of door trim	•			
. <i>.</i>	~	Use a cloth and polish, wipe film dry.	_			
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	R	D	D	D
	C C	sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р			
		within the building				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN	AN
		in and on the fixtures.				

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	I AN	
Trash and Recycling		Empty 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	thP				
Windows		Clean/dust all window coverings.	Ρ				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	BD = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to	o 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.		D			
Exterior		Hose down cob webs, dirt, etc.	P	SA	1	1	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	Р	Q	Q		
Flooring	Carpeting	Hot water extraction	Р	Q	Q		or As Needed
Furniture		Dust and spot clean	R	W	Ŵ		
Furniture		Vacuum fabric, polish wood, etc.	Р	W	W		
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	1	-	Front and back
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	
Surfaces	Ash Travs	Empty and Clean outside ashtrays, if applicable	R	-	-	-	Emptied by Smokers
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick		W	W	D	
		plates and push plates on doors or other pieces of door trim.				_	
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	D	D	D	Done along with routine or As Needed
Sunaces	Cennigs and Corners	-	F	U			
Surfaces	Light fintures	within the building	D	W	W	۱۸/	
Sunaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	٧V	vv	vv	
		in and on the fixtures.				1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	AN	AN	I AN	or As Requested
Trash and Recycling		Empty 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 t		W			
Windows		Clean/dust all window coverings.	Ρ	AN	AN	I	or As Requested
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name	621-GRAPHIC COMMUN	NICATIONS-GS				
			-			
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	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.	Ρ	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	
Flooring	Hard Surface Floors	Spray buff	Ρ	AN	AN	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AN	AN	
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q	
Furniture		Dust and spot clean	R	W	W	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W	
Lighting		Replace burned out lamps	R	AN	AN AN	
Maintenance		Report maintenance issues	R	AN	AN AN	١
Restrooms		Throughly 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	R	W	W AN	N
		plates and push plates on doors or other pieces of door trim.				
. <i>.</i>		Use a cloth and polish, wipe film dry.	_			
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	ĸ		AR	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D		Break area
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo-	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN D	
	6	within the building				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN AN	1
		in and on the fixtures.				
					1. I.	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t		D	-	-	
Windows		Clean/dust all window coverings.		AN	AN		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to						
	AR - As Requested						

Building Name	631-SHERIFFS FORENSI	C LAB					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobb	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.	Ρ	2xY	2xY	ĺ	When windows are done
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	All
Flooring	Hard Surface Floors	Spray buff		AR	AR		Floor care neds to be scheduled
Flooring	Hard Surface Floors	Strip and Wax	Ρ	AR	AR		
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AR	AR		
Flooring	Carpeting	Hot water extraction	Ρ	AR	AR		
Furniture		Dust and spot clean	R	3D	3D	D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W		
Lighting		Replace burned out lamps		AN	AN		
Maintenance		Report maintenance issues		AN	AN		1
Restrooms		Throughly 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		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		3D	3D	D	
		plates and push plates on doors or other pieces of door trim					
		Use a cloth and polish, wipe film dry.					
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	R	D	D	D	
	C	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	R	R	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	R	R	R	Also as seen during routine
Cundoes	Connegs and Corners	within the building	ľ	· `			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	+			
Cundood	Light lixtuics	in and on the fixtures.	ľ				
		in and on the fixtures.				1	

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	Ρ	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 t	hΡ	2xY			
Windows		Clean/dust all window coverings.	Ρ	AN	AN		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually		1		1		
	A-Annually		1		1		
	#D - # Days Per Week (e.g. 3	BD = 3 days per week)	1		1		
	MON. TUE, WED. THU, FRI	- one day per week on a specific day	1		1		
	AN - As Needed (according to	o County)	1		1		
	AR - As Requested	**	1		1		

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)	Ways, Lobbies	Traffic Areas Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	3D		
Exterior		Sweep, remove trash, etc.		3D		
Exterior		Hose down cob webs, dirt, etc.		AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		3D	3D	3D
Flooring	Hard Surface Floors	Spray buff		AN		AN
Flooring	Hard Surface Floors	Strip and Wax		AR	AR	AR
Flooring	Carpeting	Vacuum and spot clean	R	3D	3D	
Flooring	Carpeting	Spin-bonnet clean/buff	Р	AR	AR	
Flooring	Carpeting	Hot water extraction	Р	AR	AR	
Furniture		Dust and spot clean	R	3D	3D	3D
Furniture		Vacuum fabric, polish wood, etc.	Р	2D	2D	
Lighting		Replace burned out lamps	R	AN	AN	AN
Maintenance		Report maintenance issues	R	AN		AN
Restrooms		Throughly clean, sanitize and polish all surfaces	R			3D
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails		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	R	3D	3D	3D
		plates and push plates on doors or other pieces of door trim				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R		AR	
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	3D		3D
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	3D	3D	3D
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	AN
Cundood	conness and conners	within the building	1		,	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN	AN
	Light lixtures	in and on the fixtures.	l.			
		in and on the fixtures.	_	1		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	AN	AN	I AN	
Trash and Recycling		Empty 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		3D	3D		
Windows		Clean/dust all window coverings.	Р				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	BD = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to						
	AR - As Requested						
	·						

Building Name	884-CHILD PROTECTIV	E 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.	-	5			
Exterior		Sweep, remove trash, etc.		5			Check parking lot and front of building
Exterior		Hose down cob webs, dirt, etc.		٩N			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		 D	D	D	D
Flooring	Hard Surface Floors	Spray buff		C		Q	or As Requested
Flooring	Hard Surface Floors	Strip and Wax		2			or As Requested
Flooring	Carpeting	Vacuum and spot clean		<u> </u>	D	_	
Flooring	Carpeting	Spin-bonnet clean/buff			AN		
Flooring	Carpeting	Hot water extraction		٩N	AN		
Furniture	Calpoinig	Dust and spot clean		BD	3D	D	
Furniture		Vacuum fabric, polish wood, etc.		2D	2D		
Lighting		Replace burned out lamps		AN	AN	AN	
Maintenance		Report maintenance issues		AN	AN		
Restrooms		Throughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails		3D		—	2 set of stairs
Surfaces	General	Dust and spot clean all surfaces)	D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable		5			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick	R		D	D	
bunabbo	Bruss und Chrome	plates and push plates on doors or other pieces of door trim.	·`	-			
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R		D		Conference Rooms (make sure to ask staff before cleaning boards)
Cunatoo	chanteourus and Winteoourus	tray and board.			-		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	ר	D	D	
		sanitize. Remove calcium deposits with an environmental				_	
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass		R	C	D	D	
	Childs	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					
		Subs partitions, more exertor glass, display cases, minors					
<u> </u>	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	P 3	3D	3D	3D	and as seen
Surfaces		0 1 1	r r	-			
Surfaces		within the building					
Surfaces	Light fixtures	within the building Clean light fixtures, as needed, to remove insects, dirt, etc.,	P /	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	М	М	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	thP	AN	AN	
Windows		Clean/dust all window coverings.	Ρ	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. 3	D = 3 days per week)				
	MON, TUÉ, WED, THU, FRI -	one day per week on a specific day				
	AN - As Needed (according to					
	AR - As Requested					

Building Name	898-CENTER MALL COU	URT-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		
Flooring	Hard Surface Floors	Strip and Wax	P 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	Calpeting	Dust and spot clean	R W		W		
Furniture		Vacuum fabric, polish wood, etc.	P	v	M		
Lighting		Replace burned out lamps	R A	N	AN	ΔΝ	
Maintenance					AN		
Restrooms		Throughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R W	V			
Surfaces	General	Dust and spot clean all surfaces	R D		D	D	
Surfaces	Ash Travs	Empty and Clean outside ashtrays, if applicable	R	,		-	N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick	R W	V	W		
oundoes	brass and chrome	plates and push plates on doors or other pieces of door trim.		v			
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R		D		Located only in the Conference Room
ounaces	Charles and Winteboards	tray and board.	·``				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R D)	D		
oundoes	Drinking Fountains	sanitize. Remove calcium deposits with an environmental		•			
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass		R D)	D	D	
Cullaboo	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	1				
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	ΡA	N	AN	AN	
	U	-					
		within the building					
Surfaces	Light fixtures	within the building Clean light fixtures, as needed, to remove insects, dirt, etc.,	ΡW	V	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t		D			Small Entry
Windows		Clean/dust all window coverings.	Ρ		Μ		or As Requested
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day	1		1		
	AN - As Needed (according to	the County)	1		1		
	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	Ш			N/A
Exterior		Sweep, remove trash, etc.		3D	3D	3D	
Exterior		Hose down cob webs, dirt, etc.	P	3D	3D	3D	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		3D	3D	3D	
Flooring	Hard Surface Floors	Spray buff		Q	Q		
Flooring	Hard Surface Floors	Strip and Wax		Q			
Flooring	Carpeting	Vacuum and spot clean		3D	3D		
Flooring	Carpeting	Spin-bonnet clean/buff		Q	Q		
Flooring	Carpeting	Hot water extraction		Q	_		
Furniture		Dust and spot clean		SD	3D	3D	
Furniture		Vacuum fabric, polish wood, etc.		3D		3D	
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		3D		3D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	02			N/A
Surfaces	General	Dust and spot clean all surfaces		3D	3D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	02			N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick		3D	3D		
Curracee		plates and push plates on doors or other pieces of door trim		02			
		Use a cloth and polish, wipe film dry.	•				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	3D	3D	3D	
	6	sanitize. Remove calcium deposits with an environmental		-	-	-	
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R		1		
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
o (0 D	0.7	0.7	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	3D	3D	3D	
a (within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN	AN	
		in and on the fixtures.					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	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	thP				
Windows		Clean/dust all window coverings.	Ρ				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	3D = 3 days per week)					
		 one day per week on a specific day 					
	AN - As Needed (according t	o the County)					
	AR - As Requested			1	1	1	

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)	Ways, Lobbies Tra	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.	Ρ	AN	D	D	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	Ρ	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	SA	SA	SA	or As Needed
Flooring	Carpeting	Vacuum and spot clean	R	D		D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	М	Q	
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q	Q	
Furniture	· · ·	Dust and spot clean	R	D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	М	М	М	or As Needed
Lighting		Replace burned out lamps	R	AN		AN	
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	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		D	D	D	
		plates and push plates on doors or other pieces of door trim.	-				
		Use a cloth and polish, wipe film dry.					
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	R	D	D	D	
Sunaces	Diffiking Fountains			U		U	
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
Surfaces	Glass	wipe dry Clean both sides of entrance door glass, clean door glass	R	D	D	D	
Cullaces	01055	frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	+				
		clean all interior glass. Contractor shall clean all interior	u l				
		glass partitions, inside exterior glass, display cases, mirrors					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	AN	
	comigo una comoro	within the building	l.				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN	AN	
	Englie Interios	in and on the fixtures.	. 				
1.0		in and on the fixtures.		1	1	1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	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	Ρ	М	М	М	or As Needed
Trash and Recycling		Empty 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	thΡ	W	W	W	
Windows		Clean/dust all window coverings.	Ρ	М	Μ	Μ	or As Needed
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly		_				
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)	_				
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name	313-COMMISSARY BUI	DING-ET&A					
				+	-		
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Ρ	AN	AN	1	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D	
Flooring	Hard Surface Floors	Spray buff	Ρ	М			
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D		
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	М	Μ		or As Needed
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q		
Furniture		Dust and spot clean	R	D		D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D		D	
Lighting		Replace burned out lamps		AN		I AN	
Maintenance		Report maintenance issues	R	AN	AN	I AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	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		D	D	D	
		plates and push plates on doors or other pieces of door trim.					
. <i>.</i>		Use a cloth and polish, wipe film dry.	_				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	к				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
	2 minung 1 oundaring	sanitize. Remove calcium deposits with an environmental		_	-	-	
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	or As Needed
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Ourfa a sa				A N I			
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	I AN	
Curtosoo	T 1 . C .	within the building	_		A N 1		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	۲	AN	AN	AN	
L		in and on the fixtures.	<u> </u>	1			

(regular) or	Entry Ways, Lobt	Offices	Restroom	Comments
	AN	AN	AN	Twice monthly
"trash", etc.) Deposit the posal containers. Empty utside of trash receptacles	D	D	D	Nightly
	AN	AN	AN	
	AN	AN	AN	
		_		
		-		
		-		
fic day				
	-	-		
	eturn air diffusers and any se mounted on ceilings cluding wastebaskets, d "trash", etc.) Deposit the sposal containers. Empty outside of trash receptacles removed.	uo uo <td< td=""><td>a) re <td< td=""><td>in the second second</td></td<></td></td<>	a) re re <td< td=""><td>in the second second</td></td<>	in the second

Building Name	315-BARTON BUILDING	G-E&TA					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Р	AN`	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	Ρ	AN		AN	
Flooring	Hard Surface Floors	Strip and Wax	Ρ				
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AN	AN		
Flooring	Carpeting	Hot water extraction	Ρ	AN	AN		
Furniture		Dust and spot clean	R	D	D		or As Needed
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D		or As Needed
Lighting		Replace burned out lamps	R	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN A	AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D			or As Needed
Surfaces	General	Dust and spot clean all surfaces	R	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	R	D	D	D	
		plates and push plates on doors or other pieces of door trim					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R	AN			
0		tray and board.	R	D	D	D	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	ĸ	D	ין ט	D	
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
Curtanaa		wipe dry	R	D	D	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	ĸ	U		D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	τ				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	AN	
		within the building	ľ				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN	AN	
		in and on the fixtures.					
		in and on the fixtures.		1			1

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	Offices	
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	AN
Trash and Recycling		Empty 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	thP	AN	AN	
Windows		Clean/dust all window coverings.	Р	AN	AN	
	D-Daily W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 3 days per week)				
	MON, TUE, WED, THU, FRI	- one day per week on a specific day				
	AN - As Needed (according to					
	AR - As Requested	**				

Building Name	317-MAIN MENTAL HEA	ALTH-BEHAVIORAL HEALTH					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Trai	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	ш			N/A
Exterior		Sweep, remove trash, etc.	R	AN	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	or As Requested
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D		D	or As Needed
Flooring	Carpeting	Spin-bonnet clean/buff	Р	Q		Q	
Flooring	Carpeting	Hot water extraction	P	Q		Q	
Furniture		Dust and spot clean	R	D			or As Needed
Furniture		Vacuum fabric, polish wood, etc.	P	D			or As Needed
Lighting		Replace burned out lamps	R	AN		AN	
Maintenance		Report maintenance issues	R	AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	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	R	D	D		or As Needed
		plates and push plates on doors or other pieces of door trim		_		_	
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R	AN	AN	AN	
		tray and board.				/	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
		sanitize. Remove calcium deposits with an environmental			_	_	
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	or As Needed
		frames and accompanying glass panels including transoms	1				
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
					1		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	AN	AN	AN	
		within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN	AN	or As Requested
		in and on the fixtures.					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)		Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	AN
Trash and Recycling		Empty 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			D	D D
Windows		Clean/dust all window coverings.	Р	AN`	AN	
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 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 HA	LL-ET&A				
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	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.	Р			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R		D	
Flooring	Hard Surface Floors	Spray buff		М		
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q		
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ			
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q	
Furniture		Dust and spot clean	R		D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W	
Lighting		Replace burned out lamps	R	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN	
Restrooms		Throughly 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		D	D D	
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
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	R	D	D	
	C C	sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spot	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	W	w w	
Cullades	Conners and Conners	within the building	l'			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN AN	
Culluooo	Light lixtures	in and on the fixtures.	l'			
				1	1 1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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	thP				Daily
Windows		Clean/dust all window coverings.	Ρ	А	А	А	
	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						
1							

Building Name	319-PSYCHIATRIC HEA	LTH 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.		D	D	D	
Flooring	Hard Surface Floors	Spray buff		Q		-	or As Needed
Flooring	Hard Surface Floors	Strip and Wax	P	SA	SA.	SA	
Flooring	Carpeting	Vacuum and spot clean		D	D	0A	
Flooring	Carpeting	Spin-bonnet clean/buff	P	AN	AN		
Flooring	Carpeting	Hot water extraction		M	M		
Furniture	Carpeting	Dust and spot clean		D	D		
Furniture		Vacuum fabric, polish wood, etc.	_	D	D		
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	U			N/A
Surfaces	General	Dust and spot clean all surfaces		D	D	D	
Surfaces	Ash Travs	Empty and Clean outside ashtrays, if applicable		D			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick		D	D	D	
Sunaces	Brass and Chrome	plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.		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		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 Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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.		D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from	thP	AN	AN	AN	
Windows		Clean/dust all window coverings.	Ρ	А	А	А	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	3D = 3 days per week)					
		- 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)	Ways, Lobbies Tra	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.	Ρ	AN	AN AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	
Flooring	Hard Surface Floors	Spray buff	Ρ	A		or As Requested
Flooring	Hard Surface Floors	Strip and Wax	Ρ	SA	SA	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	М	M M	or As Needed
Flooring	Carpeting	Hot water extraction	Ρ	М	М	or As Needed
Furniture		Dust and spot clean	R	D	D d	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	М	М	
Lighting		Replace burned out lamps	R	AN	AN AN	
Maintenance		Report maintenance issues	R	AN	AN AN	
Restrooms		Throughly 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	R	D	D D	
		plates and push plates on doors or other pieces of door trim				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R			
Surfaces	Drinking Fountains	tray and board. Clean drinking fountains with germicidal detergent to	R	D	D D	
Sunaces	Diffiking Fountains	sanitize. Remove calcium deposits with an environmental	r.	U		
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	
Gunaces	Glass	frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior	ⁱ			
		glass partitions, inside exterior glass, display cases, mirrors				
		Saus partitions, more exterior glass, display cases, minors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	М	M M	or As Needed
		within the building				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	М	M M	or As Needed
	-	in and on the fixtures.				
	1			1	· · ·	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	М	М	M or As Needed
Trash and Recycling		Empty 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		AN	AN	AN
Windows		Clean/dust all window coverings.	Ρ	A	А	A
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 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 BUILDI	NG-ET&A					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.		AN	AN	I AN	
Exterior		Hose down cob webs, dirt, etc.	Р	AN		I AN	
	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D	
	Hard Surface Floors	Spray buff	Р				N/A
	Hard Surface Floors	Strip and Wax	Р				N/A
Ų	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	Ρ	Q		Q	
Furniture	· · · ·	Dust and spot clean	R	D		D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN		I AN	
Maintenance		Report maintenance issues	R	AN	AN	I AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	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		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	R	D	D	D	
		plates and push plates on doors or other pieces of door trim					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	AN	AN	I AN	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	I AN	
	<i>o</i> ,	within the building	ſ				
	T is het Container	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	AN	AN	I AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove fisects, unit, etc.,					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)		Offices	Restrooms	nments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 A	s Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D or A	s Needed
Windows		Clean first floor exterior windows that are accessible from	thP			N/A	
Windows		Clean/dust all window coverings.	Ρ				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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				
			1	1		
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	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.	Ρ			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D	D D	
Flooring	Hard Surface Floors	Spray buff	Ρ	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	SA	SA	A
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AN	AN	
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q	
Furniture		Dust and spot clean	R	D	D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W	
Lighting		Replace burned out lamps		AN	AN AI	
Maintenance		Report maintenance issues		AN	AN AI	N
Restrooms		Throughly 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		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		D	D D	
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
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	R	D	DD	
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	W	ww	
Sullaces	Cernings and Corners	-	P	vv	vv vv	
Surfaces	Light fixtures	within the building Clean light fixtures, as needed, to remove insects, dirt, etc.,	Þ	AN	AN AI	
Sullaces	Light fixtures	÷				N
ļ		in and on the fixtures.	1	1	1 1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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	thP				
Windows		Clean/dust all window coverings.	Ρ	A	А	Α	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	BD = 3 days per week)					
		 one day per week on a specific day 					
	AN - As Needed (according to	o the County)					
	AR - As Requested						

Building Name	333-MODULAR UNIT B-	BEHAVIORAL HEALTH				
				1		
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			N/A
Exterior		Sweep, remove trash, etc.	R			
Exterior		Hose down cob webs, dirt, etc.	Р			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	
Flooring	Hard Surface Floors	Spray buff	Р		Q	
Flooring	Hard Surface Floors	Strip and Wax	Ρ		Q	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AN	AN AN	1
Flooring	Carpeting	Hot water extraction	Ρ	SA	SA	
Furniture	·	Dust and spot clean	R	D	D D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W W	
Lighting		Replace burned out lamps	R	AN	AN AN	
Maintenance		Report maintenance issues	R	AN	AN AN	1
Restrooms		Throughly 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	R	D	D D	
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R			
0		tray and board.	R	D	D D	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D D	
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Ourfease			_	14/		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	W	ww	
0		within the building	-	4.5.1		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN AN	N
		in and on the fixtures.	<u> </u>	<u> </u>		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	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	thP			
Windows		Clean/dust all window coverings.	Ρ	A	А	Α
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 3 days per week)				
		\cdot 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)		Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			N/A
Exterior		Sweep, remove trash, etc.	R			
Exterior		Hose down cob webs, dirt, etc.	Р			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	
Flooring	Hard Surface Floors	Spray buff	Р	Q	QQ	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	SA	SA	A
Flooring	Carpeting	Vacuum and spot clean	R	D	D D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	Q	
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q	
Furniture		Dust and spot clean	R	D	D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W W	
Lighting		Replace burned out lamps	R	AN	AN AN	
Maintenance		Report maintenance issues	R	AN	AN AN	1
Restrooms		Throughly 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	R	D	D D	
		plates and push plates on doors or other pieces of door trim	-			
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R			
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D D	
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	w	w w	
		within the building	1			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN AN	1
		in and on the fixtures.	1			
L	1	in and on the fintures.	1	1	<u> </u>	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	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				
Windows		Clean/dust all window coverings.	Р	А	А	A
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 3 days per week)				
		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			1	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D	D	D	
Flooring	Hard Surface Floors	Spray buff		 Q		Q	
Flooring	Hard Surface Floors	Strip and Wax		Q		Q	
Flooring	Carpeting	Vacuum and spot clean		D	D		
Flooring	Carpeting	Spin-bonnet clean/buff		AN	AN		
Flooring	Carpeting	Hot water extraction		Q	Q		
Furniture		Dust and spot clean		D	D		
Furniture		Vacuum fabric, polish wood, etc.		W	W		
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly 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		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		D	D	D	
		plates and push plates on doors or other pieces of door trim.		_		_	
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				
Curtana	Deinhing Franzis	tray and board.		D			
Surfaces	Drinking Fountains	8	R	U	D	D	
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and wipe dry					
Surfaces	Glass		R	D	D	D	
	51455	frames and accompanying glass panels including transoms	`` '	-	۲	[
		(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					
<u> </u>							
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	P١	W	W	W	
<u> </u>		within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN	AN	
		in and on the fixtures.					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	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	thP				
Windows		Clean/dust all window coverings.	Ρ	A	А	А	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	3D = 3 days per week)					
	MON, TUE, WED, THU, FRI	 one day per week on a specific day 					
	AN - As Needed (according to	o the County)					
	AR - As Requested						

Building Name	336-MODULAR UNIT F-	ET&A					
			1	1			
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Р	AN	AN A	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	Ρ				N/A
Flooring	Hard Surface Floors	Strip and Wax	Ρ				N/A
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	Q (Q	
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q (
Furniture		Dust and spot clean	R	D		D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN A		
Maintenance		Report maintenance issues	R	AN	AN /	AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	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		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	R	D	D	D	
		plates and push plates on doors or other pieces of door trim.	-				
		Use a cloth and polish, wipe film dry.					
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	R	D	D	D	or As Needed
	8	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	or As Needed
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN /	ΔΝ	
Cullaces	Comings and Comers	within the building	ľ			/11N	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	AN	AN /	ΔN	
Candood	Light lixtuics	in and on the fixtures.	ľ		/ 11/		
l		ווו מות סוו חול ווגנעולא.	1	1			1

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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		AN		AN	
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)	_				
		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	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.		AN	AN	AN
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D		D
Flooring	Hard Surface Floors	Spray buff		AN		AN
Flooring	Hard Surface Floors	Strip and Wax		AN		AN Heavy traffic
Flooring	Carpeting	Vacuum and spot clean		D		D
Flooring	Carpeting	Spin-bonnet clean/buff		AN	AN	
Flooring	Carpeting	Hot water extraction		Q	Q	or As Needed
Furniture		Dust and spot clean		D		D
Furniture		Vacuum fabric, polish wood, etc.		D		D
Lighting		Replace burned out lamps		AN	AN	
Maintenance		Report maintenance issues		AN	AN	
Restrooms		Throughly 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		D	D	D
Cunacco		plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.				
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. Spo 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		AN	AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	М	М	M or As Needed

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	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	Ρ	М	М	М	or As Needed
Trash and Recycling		Empty 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		AN		AN	
Windows		Clean/dust all window coverings.	Р				
	D-Daily						
	W-Weekly		_				
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name	341-INTAKE ANNEX BU	JIL DING-ET&A					
J 1			-				
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Р	AN	AN	I AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D	
Flooring	Hard Surface Floors	Spray buff	Ρ				
Flooring	Hard Surface Floors	Strip and Wax	Ρ				
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ				
Flooring	Carpeting	Hot water extraction	Ρ				
Furniture		Dust and spot clean	R	D		D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D			or As Needed
Lighting		Replace burned out lamps	R	AN		I AN	
Maintenance		Report maintenance issues	R	AN		I AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	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		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.	R	D	D	D	
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
Surfaces	Drinking Fountains	tray and board. Clean drinking fountains with germicidal detergent to	R				No drinking fountain
Sunaces	Drinking Fountains	sanitize. Remove calcium deposits with an environmental	R				No drinking fountain
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	I AN	
	comers	within the building	ľ				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN	I AN	
		in and on the fixtures.	[1		
L	l.	in and on the finance.	1	1	1	1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	I AN
Trash and Recycling		Empty 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		AN		
Windows		Clean/dust all window coverings.	Р			
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 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				
-			+	1	-	
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	I rathc Areas Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.	R			
Exterior		Hose down cob webs, dirt, etc.	Ρ			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D
Flooring	Hard Surface Floors	Spray buff	Ρ	AN	AN	AN
Flooring	Hard Surface Floors	Strip and Wax	Ρ	SA		SA
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	Q	
Flooring	Carpeting	Hot water extraction		Q	Q	
Furniture		Dust and spot clean		D	D	
Furniture		Vacuum fabric, polish wood, etc.		W	W	
Lighting		Replace burned out lamps		AN		AN
Maintenance		Report maintenance issues	R	AN	AN	AN
Restrooms		Throughly 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	R	D	D	D
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R			
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	W	W	W
Junaces	Cernings and Corners	within the building	F	vv	vv	V V
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	М	М	M or As Needed
Guilades	Light fixtures	in and on the fixtures.		IVI	IVI	
ļ		in and on the fixtures.	1	1		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	I rathc 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	Ρ	М	М	М	or As Needed
Trash and Recycling		Empty 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					
Windows		Clean/dust all window coverings.	Ρ	А	Α	А	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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 SERVICE	SOFFICE				
J 1			-			
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Ρ	AN	AN AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	2D	2D	
Flooring	Hard Surface Floors	Spray buff	Ρ	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R		2D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ		Q	
Flooring	Carpeting	Hot water extraction	Ρ		Q	
Furniture		Dust and spot clean	R		2D 2D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ		AN	
Lighting		Replace burned out lamps	R	AN	AN AN	
Maintenance		Report maintenance issues	R	AN	AN AN	
Restrooms		Throughly 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	R	2D	2D	
		plates and push plates on doors or other pieces of door trim.	-			
0 (Use a cloth and polish, wipe film dry.	_			N//A
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	R	2D		
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	AN		
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	2D	2D 2D	
		within the building				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN AN	
		in and on the fixtures.				
	1				· · · · ·	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t	hΡ				
Windows		Clean/dust all window coverings.	Р		А		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day					
	AN - As Needed						
	AR - As Requested						

Building Name	349-CARPENTER & PAI	NT 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	ш			
Exterior			R			1	
Exterior			P			1	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R 21	D	2D	1	
Flooring	Hard Surface Floors		P A		A	-	
Flooring	Hard Surface Floors	Strip and Wax	P A		A	1	
Flooring	Carpeting		R				
Flooring	Carpeting		P				
Flooring	Carpeting		P				
Furniture	Carpoing		R				
Furniture			P				
Lighting		Replace burned out lamps	R A	N	AN	AN	
Maintenance			R A			AN	
Restrooms			R 2		2D	2D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	0	20	20	
Surfaces	General	Dust and spot clean all surfaces	R 21	D	2D	2D	
Surfaces	Ash Travs		R	-			
Surfaces	Brass and Chrome		R				
Curracee		plates and push plates on doors or other pieces of door trim.					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				
		tray and board.					
Surfaces	Drinking Fountains		R 2	D			
	C C	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass		R			1	
		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					
Surfaces	Cailings and Company	Demous schwebs from all software dataset at the	P 21		20	2D	
Surfaces	Ceilings and Corners	itemo ve eos veos nom un eenings, doors, and eomers	^P 2	U	20	20	
Surfaces	Link for trans	within the building		NI	Λ N I		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	ΡA	IN	AN	AN	
		in and on the fixtures.				<u> </u>	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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.		2D	2D	2D	
Trash and Recycling		Transport of all recyclables	R				
Windows		Clean first floor exterior windows that are accessible from	thP				
Windows		Clean/dust all window coverings.	Р				
		¥					
	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, FR	l - one day per week on a specific day					
	AN - As Needed (according	to the County)					
	AR - As Requested						

Building Name	400-FARM & HOME-CO	OPERATIVE EXTENSION				
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN A	1
Exterior		Hose down cob webs, dirt, etc.	Ρ	AN	AN A	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	DD	or As Needed
Flooring	Hard Surface Floors	Spray buff	Ρ	Q	QC	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q	QC	
Flooring	Carpeting	Vacuum and spot clean	R	D	D D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	QC	
Flooring	Carpeting	Hot water extraction	Ρ	Q	QC	
Furniture	· · · ·	Dust and spot clean	R	D	DD	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	DD	or As Needed
Lighting		Replace burned out lamps	R	AN	AN A	
Maintenance		Report maintenance issues	R	AN	AN A	
Restrooms		Throughly 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	DD	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	R	D	DD	
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R			N/A
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	DD	or As Needed
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	DD	or As Needed
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN A	1
	conners and corners	within the building	ľ			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN A	1
		in and on the fixtures.	·	1		
μ		in and on the fixtures.	1	1	1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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		A			N/A
Windows		Clean/dust all window coverings.	Р				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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-COO	OPERATIVE EXTENSION					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	D	D		
Exterior		Hose down cob webs, dirt, etc.	Р	AN	AN A		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	DD		
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	Р				
Flooring	Carpeting	Hot water extraction	Р				
Furniture		Dust and spot clean	R	D	DD	D	
Furniture		Vacuum fabric, polish wood, etc.	Р	AN	AN A	٩N	
Lighting		Replace burned out lamps	R	AN	AN A	٩N	
Maintenance		Report maintenance issues	R	AN	AN A		
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	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	R	D	DD	D	
		plates and push plates on doors or other pieces of door trim					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R				N/A
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	AN	AN A	٩N	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN A	ΔΝ	
Cullabes	Connigs and Conners	within the building	1			U N	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	AN	AN A	ΔN	
Canadood	Light lixtuics	in and on the fixtures.	ľ		/ * * /		
L		in and on the fixtures.		1	<u> </u>		1

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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		AN		AN	
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)	_				
		one day per week on a specific day	_		_		
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name	404-AGRICULTURE CO	MMISSIONER-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.		D			
Exterior		Hose down cob webs, dirt, etc.	P	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D		D	
Flooring	Hard Surface Floors	Spray buff	P		-	_	N/A
Flooring	Hard Surface Floors	Strip and Wax	P			1	N/A
Flooring	Carpeting	Vacuum and spot clean	-	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff		AR		AR	
Flooring	Carpeting	Hot water extraction		AR	AR	AR	
Furniture		Dust and spot clean		D		D	
Furniture		Vacuum fabric, polish wood, etc.		D		D	
Lighting		Replace burned out lamps		AN	AN	AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	-	-	-	N/A
Surfaces	General	Dust and spot clean all surfaces		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		D	D	D	or As Needed
		plates and push plates on doors or other pieces of door trim.				_	
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
	8	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		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	1				
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	AN	AN	AN	
		within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN	AN	
		in and on the fixtures.	1	1	1	1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	AN
Trash and Recycling		Empty 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.		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		AN		AN
Windows		Clean/dust all window coverings.	Р			N/A
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually		_			
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 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/DETECTI	ON TRAPPING-AG DEPT				
			1			
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN A	N
Exterior		Hose down cob webs, dirt, etc.	Ρ	AN	AN A	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	or As Needed
Flooring	Hard Surface Floors	Spray buff	Ρ			
Flooring	Hard Surface Floors	Strip and Wax	Ρ			
Flooring	Carpeting	Vacuum and spot clean	R	D	D D	or As Needed
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ			
Flooring	Carpeting	Hot water extraction	Ρ			
Furniture	· · ·	Dust and spot clean	R	D	D D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN A	N
Maintenance		Report maintenance issues	R	AN	AN A	N
Restrooms		Throughly 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	R	D	D D	or As Needed
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
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	R			N/A
Sunaces	Drinking Fountains		ĸ			IN/A
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	or As Needed
Candood	Giass	frames and accompanying glass panels including transoms	 ``			
		(inside and outside), removing all fingerprints and dirt. Spo	f			
		clean all interior glass. Contractor shall clean all interior	1			
		glass partitions, inside exterior glass, display cases, mirrors				
		Emos partitions, more exterior glass, display cases, milliors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	D	D D	or As Needed
		within the building	ľ			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Ρ	AN	AN A	N
		in and on the fixtures.				
	1		-	1	I	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)		Offices	Restrooms	nments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 A	s Needed
Trash and Recycling		Transport of all recyclables	R	D	D	D or A	s Needed
Windows		Clean first floor exterior windows that are accessible from	thP			N/A	
Windows		Clean/dust all window coverings.	Ρ				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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 SHO	P-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.		AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P				
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D	D	D	
Flooring	Hard Surface Floors	Spray buff	P			1	
Flooring	Hard Surface Floors	Strip and Wax	P			1	
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		D	D	D	
Furniture		Vacuum fabric, polish wood, etc.	P	-	-	-	
Lighting		Replace burned out lamps		AN	AN	AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		D.		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R .	-			
Surfaces	General	Dust and spot clean all surfaces		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	R				
Cunabbo		plates and push plates on doors or other pieces of door trim.					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
		sanitize. Remove calcium deposits with an environmental				_	
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R			1	N/A
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spot	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	P /	AN	AN	AN	
		within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P /	AN	AN	AN	
		in and on the fixtures.					

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	Ρ				
Trash and Recycling		Empty 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 t	hΡ				N/A
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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 SHO	P-PUBLIC WORKS-ROADS				
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Trai	Offices Restroms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.	R	AN	AN AN	1
Exterior		Hose down cob webs, dirt, etc.	Ρ			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	or As Needed
Flooring	Hard Surface Floors	Spray buff	Ρ			
Flooring	Hard Surface Floors	Strip and Wax	Ρ			
Flooring	Carpeting	Vacuum and spot clean	R			
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ			
Flooring	Carpeting	Hot water extraction	Ρ			
Furniture		Dust and spot clean	R	D	D D	or As Needed
Furniture		Vacuum fabric, polish wood, etc.	Ρ			
Lighting		Replace burned out lamps	R	AN	AN AN	1
Maintenance		Report maintenance issues	R	AN	AN AN	1
Restrooms		Throughly 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	R			
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R			
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D D	
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R			
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN AN	J
	compound comors	within the building	ľ.			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN AN	
	Eight Instates	in and on the fixtures.				
L		in and on the lixtuics.	<u> </u>	1		

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	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ			
Trash and Recycling		Empty 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	thΡ			
Windows		Clean/dust all window coverings.	Ρ			
		Ť				
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 3 days per week)				
		one day per week on a specific day				
	AN - As Needed					
	AR - As Requested					

Building Name	413-MATERIALS TESTI	NG-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.		AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN		AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D		D	
Flooring	Hard Surface Floors	Spray buff		AR		AR	
Flooring	Hard Surface Floors	Strip and Wax		AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R				N/A
Flooring	Carpeting	Spin-bonnet clean/buff	Р				N/A
Flooring	Carpeting	Hot water extraction	Р				N/A
Furniture		Dust and spot clean		D	D	D	
Furniture		Vacuum fabric, polish wood, etc.		D		D	
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	-		-	N/A
Surfaces	General	Dust and spot clean all surfaces		D	D	D	
Surfaces	Ash Travs	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick		D	D	D	
		plates and push plates on doors or other pieces of door trim.					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
	e	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R			1	N/A
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spot	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Cailings and Company	Demons schwiche from all ea th read demonstration	Р			A N 1	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	P /	AN	AN	AN	
Surfaces	Lisht fintenes	within the building				A N 1	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	AN	AN	AN	
		in and on the fixtures.					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	N AN
Trash and Recycling		Empty 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				N/A
Windows		Clean/dust all window coverings.	Р			N/A
		Č.				
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 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 & MEASU	URES-PESTICIDE-AGRICULTURE					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Р	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	Р	Q		Q	or As Requested
Flooring	Carpeting	Hot water extraction	P	Q			or As Requested
Furniture		Dust and spot clean	R	D		D	
Furniture		Vacuum fabric, polish wood, etc.	P	D		D	
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	-	-	-	N/A
Surfaces	General	Dust and spot clean all surfaces		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		D	D	D	
Cundooo		plates and push plates on doors or other pieces of door trim.		-	-	-	
		Use a cloth and polish, wipe film dry.	•				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
	8	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spot	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	D	D	D	
		within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN	AN	
		in and on the fixtures.					

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN		I AN	
Trash and Recycling		Empty 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	I AN	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from t		SA	SA		
Windows		Clean/dust all window coverings.	Р				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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 & MEASU	JRES-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	ш			N/A
Exterior		Sweep, remove trash, etc.		AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN		AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		AN	AN	AN	
Flooring	Hard Surface Floors	Spray buff	P			1	N/A
Flooring	Hard Surface Floors	Strip and Wax	P		1	1	N/A
Flooring	Carpeting	Vacuum and spot clean	R		-	1	N/A
Flooring	Carpeting	Spin-bonnet clean/buff	P				N/A
Flooring	Carpeting	Hot water extraction	P				N/A
Furniture	Calpeting	Dust and spot clean	R				NA
Furniture		Vacuum fabric, polish wood, etc.	-	AN	ΔΝ	AN	
Lighting		Replace burned out lamps	R	AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		AN		AN	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R				N/A
Surfaces	General	Dust and spot clean all surfaces		AN	ΔΝ	AN	
Surfaces	Ash Travs	Empty and Clean outside ashtrays, if applicable	R				N/A
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick		AN	ΔN	AN	
ounaces	brass and enrome	plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.					
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	t	AN	AN	AN	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building		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 Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t	hΡ	SA	SA	SA	
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually		-		-	-	
	A-Annually		+				
		SD = 3 days per week)	+				
	#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					-	
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Building Name	419-TRAINING TRAILE	R-AGRICULTURE DEPT					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbi	Traffic Areas Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN	I AN	
Exterior		Hose down cob webs, dirt, etc.		AN		I AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D		
Flooring	Hard Surface Floors	Spray buff	Р	Q	Q	Q	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q	Q	Q	
Flooring	Carpeting	Vacuum and spot clean	R	D		D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q	Q	
Furniture		Dust and spot clean	R				
Furniture		Vacuum fabric, polish wood, etc.		D		D	
Lighting		Replace burned out lamps		AN		I AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly 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		D	D	D	
		plates and push plates on doors or other pieces of door trim	l .				
		Use a cloth and polish, wipe film dry.	_				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN	I AN	
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
	-	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	ot				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	I AN	
	0	within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	AN	AN	I AN	
	5	in and on the fixtures.					
<u> </u>		in and on the fixtures.				1	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t	hΡ				N/A
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name	420-OFFICE & PARTS-G	SA-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
llevators		Clean, vacuum, sweep, mop, etc.	R	ш			
xterior			R				
Exterior			P				
Flooring	Hard Surface Floors		r R [ר ר	D	D	
Flooring	Hard Surface Floors		P	,			
Flooring	Hard Surface Floors		P			+	
Flooring	Carpeting		r R D	`	D	D	
Flooring	Carpeting		P	<i>,</i>			
looring	Carpeting		P				
Furniture	Carpening		RD	<u>۱</u>	D	D	
Furniture			P C			D	
-ighting				AN		AN	
Vaintenance		Report maintenance issues				AN	
Restrooms			RE			D	
Stairs/Stairwells			R	,			N/A
Surfaces	General		R D	`	D	D	
Surfaces	Ash Travs		R	,			N/A
Surfaces	Brass and Chrome		RE	`	D	D	
Junaces	brass and chrome	plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.		J			
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R				
Surfaces	Drinking Fountains	sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	RE			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	RE)	D	D	
Surfaces	Ceilings and Corners	within the building	PC			D	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P A	۸N	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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	
Vindows		Clean first floor exterior windows that are accessible from t				_	
Windows		Clean/dust all window coverings.	Р				
	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						
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Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t	hΡ				N/A
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name	433-RADIO SHOP-GSA-F	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	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.	R			
Exterior		Hose down cob webs, dirt, etc.	Ρ			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D
Flooring	Hard Surface Floors	Spray buff	Ρ			
Flooring	Hard Surface Floors	Strip and Wax	Ρ			
Flooring	Carpeting	Vacuum and spot clean	R			
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ			
Flooring	Carpeting	Hot water extraction	Ρ			
Furniture		Dust and spot clean	R			
Furniture		Vacuum fabric, polish wood, etc.	Ρ			
Lighting		Replace burned out lamps	R			
Maintenance		Report maintenance issues	R			
Restrooms		Throughly clean, sanitize and polish all surfaces		D	D	D
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R			
Surfaces	General	Dust and spot clean all surfaces		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	R			
		plates and push plates on doors or other pieces of door trim.	•			
Surfaces	Chalkboards and Whiteboards	Use a cloth and polish, wipe film dry. Clean board and trays. Use a damp cloth and carefully wipe	D			
Sunaces	Charkooarus and winteboarus	tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D
	C	sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R			
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Demons schwichs from all sailings, doors, or 4 compare	Р		D	or As Needed
Sullaces	Cennigs and Corners	Remove cobwebs from all ceilings, doors, and corners			U	
Surfaces	Light firsturge	within the building	D	AN	AN	
Sundces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	F	AIN	AN	
ļ		in and on the fixtures.	1	1		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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	
Vindows		Clean first floor exterior windows that are accessible from t				_	
Windows		Clean/dust all window coverings.	Р				
	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-WAR	EHOUSE-ELECTIONS					
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	D	D	D	or As Needed
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	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	
Maintenance		Report maintenance issues	R	AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D	D	D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	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		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. Spo clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	t	D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	Ρ	AN		AN	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	D	D	D
Trash and Recycling		Empty 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	thP			N/A
Windows		Clean/dust all window coverings.	Ρ			N/A
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 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					

Artsa Sub Area Summary of task(s); refer to Scope of Work for details Top Sup Sup Sup Comments Bewann Comments Sup Sup <th>Building Name</th> <th>438-AGRICULTURE CO</th> <th>MMISSIONER ANNEX-AG DEPT</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Building Name	438-AGRICULTURE CO	MMISSIONER ANNEX-AG DEPT					
Silenators Clean, vacuum, sweep, mop, etc. R N NA Stefor Sweep, rowe trash, etc. R AN AN AN Flooring Hard Surface Floors Sweep, spot clean, mop, etc. R N AN AN Flooring Hard Surface Floors Spiray buff P Q Q Image: Spiray	Area	Sub Area		(regular) or "P"	Entry Ways, Lobbies and High Traffic Areas	Offices	Restrooms	Comments
Interform Sweep, remove trash, etc. R AN AN AN Sterior Hard Surface Floors Sweep, spot clean, mop, etc. R N AN AN Tooring Hard Surface Floors Streep and Max P Q Q Q Tooring Hard Surface Floors Strip and Max P Q Q Q Tooring Carpeling Vacuum and spot clean R D D Q Q Tooring Carpeling Spin-bornet clean/buff P Q Q Q Q Toring Carpeling Not water extraction R D D D D D Turnture Vacuum fabric, polish wood, etc. P D	Elevators		Clean, vacuum, sweep, mop, etc.	R	-			N/A
Exterior Herds					AN	AN	AN	
Icoring Hard Surface Floors Sweep, spot clean, mop, etc. R D D Icoring Hard Surface Floors Strip and Wax P Q Q Q Icoring Carpeting Vacuum and spot clean R D D Icoring Carpeting Spin-Anonet clean/Vuff P Q Q Icoring Carpeting Spin-Anonet clean/Vuff P Q Q Icoring Carpeting Hot water extraction P Q Q Umiture Vacuum fabric, polish wood, etc. P D D D Umiture Vacuum fabric, polish wood, etc. P D D D Stairs/Stainwells Replace burned out lamps R AN AN Sectorom Throughly clean, sanitize and polish handrails R D D Surfaces General Dust and spot clean all surfaces R D D Surfaces Anh Trays Empty and Clean outside astripticable R D D Surfaces Chear all white fount and runs. Surfaces of door trim. R D D Surfaces Chakhoards and Whiteboards Clean dinking fountains with gernicidal detergent to sanitize. Remove cal								
Tooring Hard Surface Floors Spray buff P Q Q Q Tooring Carpeting Vacuum and spot clean P Q Q Q Tooring Carpeting Spin-bonnet clean/buff P Q Q Q Tooring Carpeting Mater extraction P Q Q Q Tooring Carpeting Hot Water extraction P Q Q Q Turniture Dust and spot clean R D D D urniture Vacuum fabric, polish wood, etc. P D D D urniture Report maintenance issues R AN AN AN Staris/Stariwells Streep remove trash; scrub and polish handrails R D D Surfaces General Dust and spot clean all surfaces R D D D Surfaces Beneral Dust and spot clean all surfaces R D D D Surfaces Brass and Chrome Polish (trass, chrome, etc.) downkohs, handrails R D D D Surfaces Chalkboards and Whiteboard Clean draha drays, tirg applicable R D D D <t< td=""><td></td><td>Hard Surface Floors</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>		Hard Surface Floors						
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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., P AN AN AN								
(inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass, display cases, mirrors Image: Contractor shall clean all interior glass, display cases, mirrors Surfaces Ceilings and Corners Remove cobwebs from all ceilings, doors, and corners within the building P AN AN Surfaces Light fixtures Clean light fixtures, as needed, to remove insects, dirt, etc., P AN AN AN	Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors Image: Contractor shall clean all interior glass Surfaces Ceilings and Corners Remove cobwebs from all ceilings, doors, and corners within the building P AN AN Surfaces Light fixtures Clean light fixtures, as needed, to remove insects, dirt, etc., P AN AN AN			frames and accompanying glass panels including transoms					
glass partitions, inside exterior glass, display cases, mirrors Image: Ceilings and Corners Surfaces Ceilings and Corners Remove cobwebs from all ceilings, doors, and corners P AN AN Surfaces Light fixtures Clean light fixtures, as needed, to remove insects, dirt, etc., P AN AN AN			(inside and outside), removing all fingerprints and dirt. Spot	t				
Surfaces Ceilings and Corners Remove cobwebs from all ceilings, doors, and corners within the building P AN AN Surfaces Light fixtures Clean light fixtures, as needed, to remove insects, dirt, etc., P AN AN			clean all interior glass. Contractor shall clean all interior					
within the building Image: Constraint of the building Surfaces Light fixtures Clean light fixtures, as needed, to remove insects, dirt, etc., P AN AN								
within the building Surfaces Light fixtures Clean light fixtures, as needed, to remove insects, dirt, etc., P AN AN	Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	P	ΔΝ	ΔΝ	ΔΝ	
Surfaces Light fixtures Clean light fixtures, as needed, to remove insects, dirt, etc., P AN AN AN	Junales	Connigs and Conners		T				
	Surfaces	Light fixtures		P	ΔΝ	ΔΝ	ΔΝ	
in and an the firstness	Junaces	Light fixtures	in and on the fixtures.	F		AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	I AN	
Trash and Recycling		Empty 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.		D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	
Windows		Clean first floor exterior windows that are accessible from	thP	AN	AN	AN	
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly		_				
	M-Monthly		_			+	
	Q-Quarterly						
	SA-Semi-Annually A-Annually		_				
	#D - # Days Per Week (e.g. 3	BD – 3 days per week)	_				
	MON THE WED THILED	- one day per week on a specific day	-		+	+	
	AN - As Needed (according to		_	-	-	+	
	AR - As Requested		_	-	-	+	
	AN - AS NEQUESIEU				-		
				1		1	

Building Name	509-ITSD-INFORMATIO	N TECH SERVICES				
				1		
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Р	AN	AN AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	
Flooring	Hard Surface Floors	Spray buff	Ρ	Q	Q Q	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q	QQ	
Flooring	Carpeting	Vacuum and spot clean	R	D	D D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	Q Q	
Flooring	Carpeting	Hot water extraction	Ρ	Q	Q Q	
Furniture		Dust and spot clean	R	D	D D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D D	
Lighting		Replace burned out lamps		AN	AN AN	
Maintenance		Report maintenance issues	R	AN	AN AN	
Restrooms		Throughly 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	R	D	D D	
		plates and push plates on doors or other pieces of door trim	-			
		Use a cloth and polish, wipe film dry.				
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	R	D	D D	
	Č	sanitize. Remove calcium deposits with an environmental		1		
		stain remover. Wipe off with a dry cloth, then polish and		1		
		wipe dry		1		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D D	
		frames and accompanying glass panels including transoms		1		
		(inside and outside), removing all fingerprints and dirt. Spo	t	1		
		clean all interior glass. Contractor shall clean all interior		1		
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN AN	
	conings and corners	within the building	l.			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN AN	
		in and on the fixtures.	. 			
	1	in and off the fixtures.		1	<u> </u>	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t	hΡ				N/A
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

ADMINISTRATION Summary of task(s); refer to Scope of Work for details	(c)				
	()			1	
	(regular)	Ways, Lobbies Tra	Offices	Restrooms	Comments
Clean, vacuum, sweep, mop, etc.	R		D	D	
Hose down cob webs, dirt, etc.	Р	AN			
	R	D	D	D	
	Р	Q	Q	Q	
	Р	Q			
Vacuum and spot clean	R	D	D	D	
Spin-bonnet clean/buff	Ρ	Q	Q	Q	
Hot water extraction	Ρ	Q		Q	
Dust and spot clean	R	D	D	D	
Vacuum fabric, polish wood, etc.	Ρ	D			
Replace burned out lamps	R				
Report maintenance issues					
				-	
		D	D		
					N/A
Polish (brass, chrome, etc.) doorknobs, handrails, kick	R	D	D	D	
	m.				
	pe R				N/A
	_	-	_	_	
		D	U	D	
wipe dry	Р	D			
		U	U		
	ροι				
glass partitions, inside exterior glass, display cases, mirro	rs				
Remove cobwebs from all ceilings, doors and corners	Р	AN	AN	AN	
	-				
	P	AN	AN	AN	
in and on the fixtures.	, ,				
00000000000000000000000000000000000000	bors Sweep, spot clean, mop, etc. bors Spray buff bors Strip and Wax Vacuum and spot clean Spin-bonnet clean/buff Hot water extraction Dust and spot clean Vacuum fabric, polish wood, etc. Replace burned out lamps Report maintenance issues Throughly clean, sanitize and polish all surfaces Sweep; remove trash; scrub and polish handrails Dust and spot clean all surfaces Empty and Clean outside ashtrays, if applicable Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door tri Use a cloth and polish, wipe film dry. Vhiteboards Clean board and trays. Use a damp cloth and carefully wip tray and board. s 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 Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transom (inside and outside), removing all fingerprints and dirt. Sp clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirro	Clean, vacuum, sweep, mop, etc. R Sweep, remove trash, etc. R Hose down cob webs, dirt, etc. P pors Sweep, spot clean, mop, etc. R pors Spray buff P pors Spray buff P pors Spray buff P pors Spray buff P vacuum and spot clean R Spin-bonnet clean/buff P Hot water extraction P Quum fabric, polish wood, etc. P Replace burned out lamps R Report maintenance issues R Throughly clean, sanitize and polish all surfaces R Dust and spot clean all surfaces R Dust and spot clean all surfaces R Dust and spot clean all surfaces R Polish (brass, chrome, etc.) doorknobs, handrails, kick R plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry. Vhiteboards Clean board and trays. Use a damp cloth and carefully wipe fray and board. R s Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transo	Clean, vacuum, sweep, mop, etc. R D Sweep, remove trash, etc. R AN Hose down cob webs, dirt, etc. P AN vors Sweep, spot clean, mop, etc. R D vors Spray buff P Q vors Spray buff P Q vors Strip and Wax P Q Vacuum and spot clean R D Spin-bonnet clean/buff P Q Dust and spot clean R D Vacuum fabric, polish wood, etc. P D Replace burned out lamps R AN Report maintenance issues R AN Throughly clean, sanitize and polish all surfaces D Sweep; remove trash; scrub and polish handrails D Dust and spot clean all surfaces R D Empty and Clean outside ashtrays, if applicable R P Vhiteboards Clean board and trays. Use a damp cloth and carefully wipe tray and board. R D s Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a	Clean, vacuum, sweep, mop, etc.RDDSweep, remove trash, etc.RANANHose down cob webs, dirt, etc.PANANnorsSweep, spot clean, mop, etc.PQQoorsSpray buffPQQoorsStrip and WaxPQQVacuum and spot cleanRDDSpin-bonnet clean/buffPQQUast and spot cleanRDDDust and spot cleanRDDVacuum fabric, polish wood, etc.PDDReplace burned out lampsRANANReport maintenance issuesRANANThroughly clean, sanitize and polish all surfacesRDDSweep; remove trash; scrub and polish handrailsRDDDust and spot clean all surfacesRDDDust and spot clean all surfacesRDDSweep; remove trash; scrub and polish handrailsRDDSweep; remove trash; scrub and polish handrailsRDDStript and Clean outside ashtrays, if applicableRDDStript and polish, wipe film dry.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 dryClean 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 dryD	Clean, vacuum, sweep, mop, etc.RDDDSweep, remove trash, etc.RANANANHose down cob webs, dirt, etc.PANANANnorsSweep, spot clean, mop, etc.RDDDsorsStrip and WaxPQQQQVacuum and spot cleanRDDDDSpin-bonnet clean/buffPQQQQHot water extractionPQQQQDust and spot cleanRDDDDVacuum fabric, polish wood, etc.PDDDDReplace burned out lampsRANANANThroughly clean, sanitize and polish all surfacesRDDDSweep; remove trash; scrub and polish handrailsRDDDDust and spot clean all surfacesRDDDSweep; remove trash; scrub and polish nadrails, kickRDDDDust and spot clean all surfacesRDDDSweep; and Clean outside ashtrays, if applicableRPolish (brass, chrome, etc.) doorknobs, handrails, kickRDDDust and polish, wipe film dryVhiteboardsClean bord and trays. Use a damp cloth and carefully wipe tray and board.RDDSClean both sides of entrance door glass, clean door glass frames and accompanying g

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (reaular) or "P" (periodic)	Entry Ways, Lobbies	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	Ρ	AN		I 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		SA		SA	
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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)	Ways, Lobb	I railic Areas Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R				N/A
Exterior		Sweep, remove trash, etc.		AN	AN		
Exterior		Hose down cob webs, dirt, etc.	Ρ	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D	
Flooring	Hard Surface Floors	Spray buff		AR	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AR	AR	AR	
Flooring	Carpeting	Hot water extraction	Ρ	AR	AR	AR	
Furniture		Dust and spot clean	R	D		D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D	D	
Lighting		Replace burned out lamps		AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Throughly 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	R	D	D	D	
		plates and push plates on doors or other pieces of door trim					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R				No drinking fountain
		sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		frames and accompanying glass panels including transoms					
		(inside and outside), removing all fingerprints and dirt. Spo	t				
		clean all interior glass. Contractor shall clean all interior					
		glass partitions, inside exterior glass, display cases, mirrors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	AN	
	conners and conners	within the building	ľ				
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN	AN	
		in and on the fixtures.	1			1	
		in and on the fixtures.	1	1		I	1

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies	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	Ρ	AN		I AN	4
Trash and Recycling		Empty 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 t	hΡ				N/A
Windows		Clean/dust all window coverings.	Ρ				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3						
		one day per week on a specific day					
	AN - As Needed (according to	the County)					
	AR - As Requested						

Building Name 64	48-ITSD-FINE					
			+			
Area Su	ub 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	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.	R			
Exterior		Hose down cob webs, dirt, etc.	Ρ			
Flooring Ha	ard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D
		Spray buff		Μ	Μ	
Flooring Ha	ard Surface Floors	Strip and Wax	Ρ	SA	SA	SA
		Vacuum and spot clean		D	D	
Flooring Ca	arpeting	Spin-bonnet clean/buff	Ρ	AN	AN	AN
Flooring Ca	arpeting	Hot water extraction	Ρ	AN	AN	AN or quarterly
Furniture		Dust and spot clean		D	D	
Furniture		Vacuum fabric, polish wood, etc.		W	W	
Lighting		Replace burned out lamps		AN	AN	
Maintenance		Report maintenance issues		AN	AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	R			D
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R			
		Dust and spot clean all surfaces		D	D	D
		Empty and Clean outside ashtrays, if applicable	R			
Surfaces Br	rass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick	R	D	D	D
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.	_			
Surfaces Ch		Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R	AN	AN	
Surfaces Dr	rinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces GI	lass	Clean both sides of entrance door glass, clean door glass	R	D	D	D
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spot	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces Ce	eilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	W	W	W
	-	within the building				
	aht fintures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	М	М	M
Surfaces Li	ight fixtures	clean light fixtures, as needed, to remove filsects, dift, etc.,				

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t					
Windows		Clean/dust all window coverings.	Ρ	AN	AN	AN	
		Ť					
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		one day per week on a specific day	\perp				
	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.		AN	AN	AN	
Exterior		Hose down cob webs, dirt, etc.	P	AN		AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.		D		D	
Flooring	Hard Surface Floors	Spray buff	Р				N/A
Flooring	Hard Surface Floors	Strip and Wax	P				N/A
Flooring	Carpeting	Vacuum and spot clean		D	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Р				N/A
Flooring	Carpeting	Hot water extraction	P				N/A
Furniture		Dust and spot clean		AN	AN	AN	
Furniture		Vacuum fabric, polish wood, etc.		AN		AN	
Lighting		Replace burned out lamps		AN		AN	
Maintenance		Report maintenance issues		AN		AN	
Restrooms		Throughly clean, sanitize and polish all surfaces	-	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	-	-	-	N/A
Surfaces	General	Dust and spot clean all surfaces		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		D	D	D	
		plates and push plates on doors or other pieces of door trim.		_	_		
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				N/A
		tray and board.					
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	D	
	6	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
		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					
		Subs particulo, morae exterior glass, display cuses, milliors					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	AN	
		within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN	AN	
Sunaces	Light fixtures						

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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		AN		AN	
Windows		Clean/dust all window coverings.	Р				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly				1		
	SA-Semi-Annually				1		
	A-Annually				1		
	#D - # Days Per Week (e.g. 3	D = 3 days per week)	_				
		one day per week on a specific day	_				
	AN - As Needed (according to	the County)	_		1		
	AR - As Requested		_		-		

EXHIBIT D CLEANING SPECIFICATIONS BY BUILDING

Lot 4 – Remote Sites

Area Sub Area						
Area Sub Area						
	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbi	Traffic Areas Offices	Restrooms	Comments
Elevators	Clean, vacuum, sweep, mop, etc.	R			N	lo elevators in this area
Exterior	Sweep, remove trash, etc.	R	3D		P	Parking areas
Exterior	Hose down cob webs, dirt, etc.	Р	1D			
Flooring Hard Surface	Floors Sweep, spot clean, mop, etc.	R	D		D	
Flooring Hard Surface		Р	AR			loor care needed to be scheduled
Flooring Hard Surface		Ρ	AR		AR	
Flooring Carpeting	Vacuum and spot clean	R	D		D	
Flooring Carpeting	Spin-bonnet clean/buff	Р	AR	AR		
Flooring Carpeting	Hot water extraction	Р	AR	AR		
Furniture	Dust and spot clean	R	D		D	
Furniture	Vacuum fabric, polish wood, etc.		AN	AN		
Lighting	Replace burned out lamps		AN		AN	
Maintenance	Report maintenance issues	R	AN	AN	AN	
Restrooms	Throughly clean, sanitize and polish all surfaces	R			D	
Stairs/Stairwells	Sweep; remove trash; scrub and polish handrails	R				Back entrance
Surfaces General	Dust and spot clean all surfaces		D	D	D	
Surfaces Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
Surfaces Brass and Chro	me Polish (brass, chrome, etc.) doorknobs, handrails, kick	R	W	W	D	
	plates and push plates on doors or other pieces of door tri	im.				
	Use a cloth and polish, wipe film dry.					
Surfaces Chalkboards and	d Whiteboards Clean board and trays. Use a damp cloth and carefully wi tray and board.	pe R	AN	AN		
Surfaces Drinking Foun	clean drinking fountains with germicidal detergent to	R	D	D	D	
	sanitize. Remove calcium deposits with an environmenta	1				
	stain remover. Wipe off with a dry cloth, then polish and					
	wipe dry					
Surfaces Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D	
	frames and accompanying glass panels including transom	ıs				
	(inside and outside), removing all fingerprints and dirt. S	pot				
	clean all interior glass. Contractor shall clean all interior					
	glass partitions, inside exterior glass, display cases, mirro	ors				
Surfaces Ceilings and C	orners Remove cobwebs from all ceilings, doors, and corners	Р	W	W	W o	r As Needed
	within the building					
Surfaces Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, et	c., P	W	W	W	
6	in and on the fixtures.	·	1			

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies	Offices	Comments
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	Ρ	AN	AN	AN Restroom vents are done during routine
Trash and Recycling		Empty 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.		D	D	D
Trash and Recycling		Transport of all recyclables	R	D	D	D
Windows		Clean first floor exterior windows that are accessible from		D	W	W Outside windows
Windows		Clean/dust all window coverings.	Ρ	W	W	
	D-Daily					
	W-Weekly					
	M-Monthly					
	Q-Quarterly					
	SA-Semi-Annually					
	A-Annually					
	#D - # Days Per Week (e.g. 3	D = 3 days per week)				
		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)	Ways, Lobb	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.	R			
Exterior		Hose down cob webs, dirt, etc.	Ρ			
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D
Flooring	Hard Surface Floors	Spray buff		AR	AR	AR
Flooring	Hard Surface Floors	Strip and Wax	Ρ	AR	AR	AR
Flooring	Carpeting	Vacuum and spot clean	R	D	D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AR	AR	
Flooring	Carpeting	Hot water extraction		AR	AR	
Furniture		Dust and spot clean		2D	2D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W	
Lighting		Replace burned out lamps	R	AN	AN	AN
Maintenance		Report maintenance issues	R	AN	AN	AN
Restrooms		Throughly 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	R	D	D	D
		plates and push plates on doors or other pieces of door trim				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R		AN	
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	D	D	
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	D	D	D
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	AN	AN	
Cundood	Connegs and Corners	within the building	l'			
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	1		
	Eight lixtures	in and on the fixtures.	l.			
		in and on the fixtures.		1		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	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	thP	D			
Windows		Clean/dust all window coverings.	Ρ		2D		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly				-		
	SA-Semi-Annually				1		
	A-Annually				1		
	#D - # Days Per Week (e.g. 3	D = 3 days per week)			1		
	MON, IUE, WED, IHU, FRI-	one day per week on a specific day			-		
	AN - As Needed (according to	o the County)			-		
	AR - As Requested				1		
					<u> </u>	<u> </u>	

Building Name	446-KERMAN MTCE & O	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			R				
Exterior		Hose down cob webs, dirt, etc.	P				
	Hard Surface Floors	Sweep, spot clean, mop, etc.		D	D	D	
	Hard Surface Floors	Spray buff	P				
	Hard Surface Floors	Strip and Wax		М	М		
	Carpeting	Vacuum and spot clean		D			
	Carpeting	Spin-bonnet clean/buff	P				
	Carpeting	Hot water extraction	P				
Furniture	Calpoining	Dust and spot clean		D	D		
Furniture			P \		W		
Lighting		Replace burned out lamps			AN	AN	
Maintenance					AN		
Restrooms			R			D	
Stairs/Stairwells			R			_	
	General	Dust and spot clean all surfaces		D	D	D	
	Ash Trays	Empty and Clean outside ashtrays, if applicable	R				
	Brass and Chrome			D	D	D	
		plates and push plates on doors or other pieces of door trim.					
		Use a cloth and polish, wipe film dry.					
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R				
		tray and board.					
Surfaces	Drinking Fountains		R	D	D	D	
	e	sanitize. Remove calcium deposits with an environmental					
		stain remover. Wipe off with a dry cloth, then polish and					
		wipe dry					
Surfaces	Glass		R[D	D	D	
		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					
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	P١	W	W	w	
	0	within the building					
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P۱	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)	Ways, Lobbies	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	Ρ	W		W	or As Needed
Trash and Recycling		Empty 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					
Windows		Clean/dust all window coverings.	Ρ	AN	AN	I AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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					
	, or side been goen of the				+		
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Р	D	D	D	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D	D	
Flooring	Hard Surface Floors	Spray buff	Р	AR	AR		
Flooring	Hard Surface Floors	Strip and Wax	Р	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	D		D	
Flooring	Carpeting	Spin-bonnet clean/buff	Р	Q	Q	Q	
Flooring	Carpeting	Hot water extraction	Ρ	Q		Q	
Furniture	· · ·	Dust and spot clean	R	D		D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D	D	
Lighting		Replace burned out lamps	R	AN	AN		
Maintenance		Report maintenance issues	R	AN	AN	AN	
Restrooms		Throughly 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	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	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	R	D	D	D	
		Use a cloth and polish, wipe film dry.					
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		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. Spo clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors		D	D	D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building		AN	AN .		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (reaular) or "P" (periodic)	Entry Ways, Lobbies	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	Ρ	AN		I AN	1
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 t	hΡ				N/A
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 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 INDUSTRIA	L E&TA				
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			N/A
Exterior		Sweep, remove trash, etc.	R	AN	AN A	N
Exterior		Hose down cob webs, dirt, etc.	Р	AN	AN A	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	D D	
Flooring	Hard Surface Floors	Spray buff	Ρ	AR		
Flooring	Hard Surface Floors	Strip and Wax	Ρ	AR		
Flooring	Carpeting	Vacuum and spot clean	R	D	D D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AR	AR A	२
Flooring	Carpeting	Hot water extraction	Ρ	AR	AR A	२
Furniture		Dust and spot clean	R	D	D D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D D	
Lighting		Replace burned out lamps		AN	AN A	
Maintenance		Report maintenance issues	R	AN	AN A	N
Restrooms		Throughly 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	R	AN	AN AI	N
2 (Use a cloth and polish, wipe film dry.	_			
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.				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		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. Spo clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors		D	D D	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building		AN	AN A	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	AN	AN AI	N

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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 t		AN	AN	AN	
Windows		Clean/dust all window coverings.	Р	AN		AN	
		ž					
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to	o the County)					
	AR - As Requested						

Building Name	853-E&TA FACILITY					
			1	1		
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies	Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			No elevators
Exterior		Sweep, remove trash, etc.	R	3D		
Exterior		Hose down cob webs, dirt, etc.	Ρ	3D		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	3D	3D	3D
Flooring	Hard Surface Floors	Spray buff		AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	AR	AR	AR
Flooring	Carpeting	Vacuum and spot clean	R	3D	3D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AR	AR	
Flooring	Carpeting	Hot water extraction		AR	AR	
Furniture		Dust and spot clean		R	R	
Furniture		Vacuum fabric, polish wood, etc.		W	W	
Lighting		Replace burned out lamps		AN	AN	
Maintenance		Report maintenance issues		AN	AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		3D	3D	3D
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R			No stairs
Surfaces	General	Dust and spot clean all surfaces		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	R	W	W	3D
		plates and push plates on doors or other pieces of door trim.				
		Use a cloth and polish, wipe film dry.				
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	R	3D	3D	3D
	C	sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	3D	3D	3D
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	W	W	W or As Needed
	compound comors	within the building	ľ	1		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р	AN	AN	AN
		in and on the fixtures.	ſ	[
		in und on the fixtures.		1		

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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	thP	3D			
Windows		Clean/dust all window coverings.	Р	W	W		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to	o the County)					
	AR - As Requested						

Building Name	e 858-SELMA SUB-STATION-SHERIFF					
U -			-			
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	Offices Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			
Exterior		Sweep, remove trash, etc.	R	3D		
Exterior		Hose down cob webs, dirt, etc.	Ρ	AN		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R		3D 3D	
Flooring	Hard Surface Floors	Spray buff	Ρ	AR	AR	
Flooring	Hard Surface Floors	Strip and Wax	Ρ		AR	
Flooring	Carpeting	Vacuum and spot clean	R	3D	3D	
	Carpeting	Spin-bonnet clean/buff	Ρ	AR	AR	
Flooring	Carpeting	Hot water extraction	Ρ	AR	AR	
Furniture		Dust and spot clean	R	3D	3D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W	
Lighting		Replace burned out lamps			AN AN	
Maintenance		Report maintenance issues	R	AN	AN AN	J
Restrooms		Throughly clean, sanitize and polish all surfaces	R	3D	3D 3D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R			
	General	Dust and spot clean all surfaces	R	3D	3D 3D	
	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.	R	3D	3D 3D	
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R	3D	3D 3D	
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	3D	3D	
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	3D	3D 3D	
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Ρ	W	w w	
	-	within the building				
	1			AN	AN AN	4
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	Р			

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	Ρ	AN	AN	3D	
Trash and Recycling		Empty 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 t	hΡ	AN	AN		
Windows		Clean/dust all window coverings.	Ρ	AN	AN	AN	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly		_		1		
	SA-Semi-Annually		_		1		
	A-Annually		_		1		
	#D - # Days Per Week (e.g. 3	D = 3 days per week)	_		1		
		- one day per week on a specific day	_		1		
	AN - As Needed (according to the County)						
	AR - As Requested						
					1		

Building Name	882-S.E. REGIONAL CEN	JTFR-FT&A					
	002-5.L. REGIONAL CEN						
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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.	Р	AN	AN	AN	
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D		D	
Flooring	Hard Surface Floors	Spray buff	Р	AR	AR		
Flooring	Hard Surface Floors	Strip and Wax	Ρ	AR	AR	AR	
Flooring	Carpeting	Vacuum and spot clean	R	D			or As Needed
Flooring	Carpeting	Spin-bonnet clean/buff	Р	AR	AR	AR	
Flooring	Carpeting	Hot water extraction	Ρ	AR	AR		
Furniture		Dust and spot clean	R	D		D	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D	D	or As Needed
Lighting		Replace burned out lamps	R	AN	AN	AN	
Maintenance		Report maintenance issues	R	AN	AN		
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D		D	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails		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		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. Spo clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors		D	D	D	or As Needed
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building		AN	AN .		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	AN	AN	AN	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	obbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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		M	M		
Windows		Clean/dust all window coverings.	Р				
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
	MON, TUE, WED, THU, FRI	- one day per week on a specific day					
	AN - As Needed (according to	o the County)					
	AR - As Requested						

Building Name	891-AREA 2 SHERIFFS S	SUB-STATION					
	671-MILLY 2 SHEKILTS S			+	+ +	+	
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	Offices	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	-		1	N/A
Exterior		Sweep, remove trash, etc.	R	2D	2D 2	2D	
Exterior		Hose down cob webs, dirt, etc.	Р	2D	2D 2		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	D	DD		
Flooring	Hard Surface Floors	Spray buff	Р	Q	QC	Ç	
Flooring	Hard Surface Floors	Strip and Wax	Ρ	Q	QC		
Flooring	Carpeting	Vacuum and spot clean	R	D	D D)	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	Q	QC	ב	
Flooring	Carpeting	Hot water extraction	Ρ	Q	QC	ב	
Furniture		Dust and spot clean	R	D	D D	2	
Furniture		Vacuum fabric, polish wood, etc.	Ρ	D	D D	2	
Lighting		Replace burned out lamps	R	AN	AN A		
Maintenance		Report maintenance issues	R	AN	AN A	١N	
Restrooms		Throughly clean, sanitize and polish all surfaces	R	D	D D	-	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails	R	D	DD		
Surfaces	General	Dust and spot clean all surfaces	R	D	D D	-	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	D	DD		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.		AN	AN A	٩N	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R			ſ	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		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. Spo clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors		D	DD	0	
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building		AN	AN A		
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	Ρ	AN	AN A	٩N	

Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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	thP	SA		SA	
Windows		Clean/dust all window coverings.	Ρ				N/A
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually				-		
	A-Annually						
	#D - # Days Per Week (e.g. 3	= 3 days per Week)		+			
		- one day per week on a specific day	_	+			
	AN - As Needed (according to			+			
	AR - As Requested		_				
				<u> </u>			

Building Name	893-AREA 1 SAN JOAQU	UIN SUB-STATION-SHERIFF				
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobb	I ramic Areas Offices	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R			No elevators
Exterior		Sweep, remove trash, etc.	R	3D		
Exterior		Hose down cob webs, dirt, etc.	Р	3D		
Flooring	Hard Surface Floors	Sweep, spot clean, mop, etc.	R	5D	5D	5D
Flooring	Hard Surface Floors	Spray buff	Р	AR	AR	AR
Flooring	Hard Surface Floors	Strip and Wax	Р	AR	AR	AR
Flooring	Carpeting	Vacuum and spot clean	R	5D	5D	
Flooring	Carpeting	Spin-bonnet clean/buff	Ρ	AR	AR	
Flooring	Carpeting	Hot water extraction	Ρ	AR	AR	
Furniture		Dust and spot clean		3D	3D	3D
Furniture		Vacuum fabric, polish wood, etc.	Ρ	W	W	
Lighting		Replace burned out lamps		AN	AN	
Maintenance		Report maintenance issues		AN	AN	
Restrooms		Throughly clean, sanitize and polish all surfaces		5D	5D	5D
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails		3D		
Surfaces	General	Dust and spot clean all surfaces	R	5D	5D	5D
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable		3D		
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick	R	W	W	5D
		plates and push plates on doors or other pieces of door trim				
		Use a cloth and polish, wipe film dry.				
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe	R	3D	3D	
		tray and board.				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to	R	5D	5D	5D
		sanitize. Remove calcium deposits with an environmental				
		stain remover. Wipe off with a dry cloth, then polish and				
		wipe dry				
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass	R	5D	5D	5D
		frames and accompanying glass panels including transoms				
		(inside and outside), removing all fingerprints and dirt. Spo	t			
		clean all interior glass. Contractor shall clean all interior				
		glass partitions, inside exterior glass, display cases, mirrors				
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners	Р	W	W	W or As Needed
Cullabes	Conness and Conners	within the building	 		~~	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc.,	P	W	W	W
Canadood	Ligin intuics	in and on the fixtures.	l.		~~	
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Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Ways, Lobbies Tra	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	Ρ	AN	AN	AN	
Trash and Recycling		Empty 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		
Vindows		Clean first floor exterior windows that are accessible from		W	W	W	
Windows		Clean/dust all window coverings.	Р	W	W	W	
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3	D = 3 days per week)					
		- 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 <u>private contractor</u> as of the date of this RFP

610 - PLAZA

LOT 1

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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.
- Floors three through twelve are estimated to have 9,500 square feet of hall and office space per floor.
- 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.

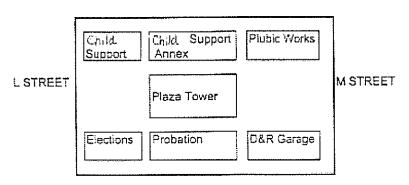
Lower Level is estimated to have 9,209 square feet of hall, office space and restrooms.

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.



TULARE STREET

KERN STREET

ATTACHMENT A SCHEDULE OF SERVICES

Routine Janitorial Procedures Schedule

Entrances, Lobbies, Hallways or Corridors

DAILY:

- 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.
 - Damp mop non-carpeted floors to remove heavy soil. (Post wet-floor sign).
 - 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.
 - 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:

- 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.
 - Spray buff resilient tile of 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 eves 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

- 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.
 - 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.
 - 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.

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	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 ,114	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.
	З.	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.
	 Dispensers: replenish supplies such as (hand towels, toilet paper, soap and seat covers, etc.).
	Sweep floor, put debris in trash cart waste container. Use a corn broom and dust pan.
	 Clean all dispenser fixtures with a disinfectant detergent and wipe dry with a clean, dry cloth.
	 Clean stall partitions and doors, walls behind tollets and urinals. Use a disinfectant detergent in a spray bottle, green sponge pad, clean cloth and wipe dry.
	 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.
	 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.
	 Rinse sinks and hardware, damp wipe walls around plumbing, damp wipe-plumbing pipes underneath sinks and urinals if visible.
	 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:	 Machine scrub floors using a disinfectant detergent, buffing machine and a scrubbing pad.
	Baseboards: Remove excessive buildup of wax or debris from corners and bottom edges of baseboard.
	HOLDING CELLS
Three Days: M/W/F	 Clean and sanitize entire holding cell. Use a disinfectant detergent. Refill paper product dispensers if needed.

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- 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
- 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.
 - 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.
- Test chemicals such as pre-spray and shampoo on a small inconspicuous area of carpet for decoloration of carpet fabric.

PROJECTS:

 Quarterly/
 1. Restorative Maintenance - Steam/ Extraction Cleaning: (Post wet floor or as sign).

 needed:
 Image: Steam of the steam

- a. Use a steam or extraction cleaner.
- b. Spray pre-spray solution on to heavily solled 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, lest chemical for colorfastness to avoid damage to fabric or color loss. (Post wet floor sign).
- 2. Apply spot remover directly to the stain,
- 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 n	nop floors with a treated dust mop.
	2.		mop floor using a wet mop and neutrals all purpose cleaner. wet floor sign).
Weekly:	1.		re the gloss on floors: by spray buffing/cleaning or burnishing. wet floor sign).
			val of scuff marks, stains and the cleaning/removal of dirt and soil veen the nooks and crannies of the floor surface.
		а.	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.	Revita	lization: (Post wet floor sign).
		а.	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.

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

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.
- Empty all wastebaskets and waste containers and replace liners as needed. Replace liners daily in Specialty, Chest, and Immunization Clinics on the 1st 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.
- 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 <u>County of Fresno Facility</u> <u>Services Janitorial staff</u> 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 1st 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 2nd 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 1st Floor restrooms.
- 33. Clean all janitorial sinks.

WEEKLY CLEANING:

- 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 3rd, 4th, 5th, and 6th 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. <u>Without exception</u>, 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 2nd 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. <u>Cleaning Materials</u>

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:
 - 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. <u>Cleaning Compounds for Clinic and Laboratory Areas</u>

- 1. <u>Disinfectant</u> 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. <u>Disinfectant Cleaner</u> 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. <u>Apparel</u>
 - 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
 - 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:
 - 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. <u>Counter Tops</u>

- 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.
- 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

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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 st 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, 3rd Floor Brix Building, Brix/Mercer Building Front Lobby area, 3rd Floor Brix Building, rear elevator landing and hallway, 3rd 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 <u>private contractor</u> 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.
- Clean water fountains with germicidal detergent; remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, lhen 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.
- 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.
- 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.
- 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.
- 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

- 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
- Monthly Quality Control Meeting with Crocker Building Administrator 1st Weekday of each Month. Schedule by phone ((559) 488-1721or email <u>lwages@co.fresno.ca.us</u>) each month. Schedule by phone ((559) 488-1721 or email <u>lwages@co.fresno.ca.us</u>).
- 5. Quarterly Full Time Employee Schedule email to lwages@co.fresno.ca.us.

Scope of Work for Services that are provided by <u>County of Fresno Facility</u> <u>Services Janitorial staff</u> as of the date of this RFP

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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:

<u>Main Jail</u> – 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.

<u>South Annex</u> – 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:

<u>South Annex – Jail Psychiatric Services (JPS)</u> - 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:

<u>North Annex</u> – 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.

LOT 4

Scope of Work for Services that are provided by <u>County of Fresno Facility</u> 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.
- 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.
- Sweep (or use a blower) sidewalks and floor mats (including breezeway, patio area, and outside fenced storage area).
- 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.
- 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.)
- 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.
- 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).
- 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)

- 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.