

EXHIBIT A

SPECIFICATIONS

RFP 17-25 Community Campus Cleaning Services

FREQUENCY OF SERVICE

General Office Space

	Daily	Weekly	Monthly	Annual	Other
Empty all trash receptacles and recycle bins; replace liners as needed	1				
Dust and spot clean all horizontal surfaces of counter tops, chairs, tables, office equipment, window ledges, partitions and filing cabinets		1			
Spot clean interior glass, switch plates and walls	1				
Dust all wall pictures, charts, and similar wall hangings		1			
Dust/clean chair legs/bases, table legs and rungs		1			
Vacuum all open carpet areas and traffic lanes	1				
Vacuum all exposed corners and edges		1			
Inspect for and remove carpet spots		1			
Dust and Damp mop all hard surface flooring		1			
Dust all ceiling diffusers			1		
Report maintenance items	1				
(Above not to include clinic area)					

Lobby Areas, Entrances, Hallways, staircases, and common spaces

Sweep and mop Lobby floors	1				
Vacuum entry rugs	1				
Vacuum all main hallways	1				
Dust/Clean/Wipe down horizontal surfaces		1			
Dust wall furnishings		1			
Empty trash containers and recycling containers	1				
n inside & outside door class of fingerprints	1				
Clean receptionist area	1				
Dust all surfaces including furniture		1			
Vacuum/sweep staircases		1			
Remove small carpet stains			1		
Clean all staircase handrails		1			
Report maintenance items	1				

Dining area

Clean vending machine fronts and tops			1		
Empty trash cans / recycle bins, replace liners and disinfect	1				
Spot clean walls and switch plates			1		
Sweep and spot mop floors	1				
Machine scrub floors				1	
Report maintenance issues		1			

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Break rooms

Wipe down & disinfect counter surfaces	1				
Empty trash cans / recycle cans, replace liners, disinfect	1				
Disinfect sinks, knobs and shine faucet	1				
High Dust up to 72 inches			1		
Soot clean walls and switch plates	1				
Clean and disinfect tables, chairs	1				
Sweep and mop floors	1				
Report maintenance items	1				

Restrooms

Sweep & Mop full area	1				
Wipe down counter surfaces	1				
Empty trash containers	1				
Disinfect toilet seats	1				
Clean/disinfect all toilet bowls and urinals	1				
Clean mirrors and frames	1				
Re-Stock all dispenser	1				
Ensure all dispensers are properly cleaned	1				
Disinfect Sinks, knobs and shine faucets	1				
Remove any splash marks from walls	1				
Flush floor drains	1				
Dust ceiling diffusers	1				
Report maintenance items	1				

Classroom Areas

Sweep and mop VCT hard surfaces	1				
Vacuum open carpeted areas	1				
Vacuum corners and edges		1			
Dust/Clean/Wipe horizontal surfaces		1			
Dust wall furnishings		1			
Empty trash containers	1				
Clean inside & outside door glass of fingerprints	1				
Clean receptionist area	1				
Clean sinks and counter tops		1			
Vacuum Executive offices	1				
Remove small carpet stains			1		
Stock paper, hand soap, hand sanitizer	1				
Report maintenance items	1				

Kitchen Area

Sweep/mop disinfect hard floors		1			
Machine scrub hard floors			1		
Report maintenance items		1			

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Gym Area

Machine scrub gym floor using auto scrubber		1			
Sweep floors	1				
Dust and spot clean all horizontal surfaces		1			
Spot clean interior glass, switch plates, walls		1			
Clean door frames push and kick plates,	1				
Empty trash containers	1				
Report maintenance items	1				

Classroom Areas and Afterschool Areas

Sweep and moo VCT hard surfaces	1				
Vacuum open carpeted areas	1				
Vacuum corners and edges		1			
Dust/Clean/Wipe horizontal surfaces		1			
Dust wall furnishings		1			
Empty trash containers	1				
Clean inside & outside door glass of fingerprints	1				
Clean sinks and counter tops		1			
Vacuum Executive offices	1				
Remove small carpet stains			1		
Stock paper, hand soap, hand sanitizer	1				
Report maintenance items	1				

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