

**Custodial Services RFP – Attachment A**  
**Scope of Services**

**1. Restrooms**

The following is to be performed during the daily cleaning –

- a) Clean, sanitize and polish all toilet bowls, urinals and hand basins
- b) Clean and sanitize toilet seats
- c) Clean and polish chrome fittings and fixtures
- d) Clean and polish all glass and mirrors
- e) Sweep floors
- f) Damp mop floors with disinfectant
- g) Refill dispensers
- h) Spot clean walls and partitions
- i) Empty waste containers

**2. Lunchroom / Break Areas**

The following is to be performed during the daily cleaning –

- a) Wash tables and chairs
- b) Clean counter and sink area
- c) Empty garbage and change liner
- d) Sweep floors
- e) Damp mop floors with disinfectant
- f) Clean inside of microwaves
- g) Spot clean walls
- h) Fill dispensers if necessary

**3. General Cleaning**

The following is to be performed during the daily cleaning –

- a) Empty garbage and recycle containers
- b) Dust all furniture includes tables, filing cabinets, bookcases, counters and shelves
- c) Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
- d) Clean and sanitize drinking fountains
- e) Spot clean walls
- f) Spot clean partition glass
- g) Clean door glass
- h) Clean off elevator and polish stainless steel

The following is to be performed once weekly –

- a) Wash tables and chairs
- b) High dust above hand height all horizontal surfaces including shelving, ledges, etc
- c) Dust top of workstation partitions
- d) Dust window sills
- e) Dust pictures and frames, only in public areas (no personal items)

The following is to be performed once monthly –

- a) Vacuum chairs and clean legs
- b) Clean heating and restroom vents
- c) Dust walls (within 70" of floor)

The following is to be performed every six months –

- a) Clean upper partition glass at Shelter Care

The following is to be performed annually –

- a) Vacuum or dust all surfaces in the Building more than 70 inches from the floor, including light fixtures.

#### **4. Floor Service**

The following is to be performed during the daily cleaning –

- a) Vacuum carpet traffic lanes in all public areas
- b) Dust mop/sweep and spot wet mop tile floors

The following is to be performed once weekly –

- a) Thorough vacuuming
- b) Thorough mopping

The following is to be performed once monthly –

- a) Edge vacuum carpet
- b) Machine polish hard floors

The following is to be twice per year (to be done in April and October) –

- a) Shampoo carpets
- b) Scrub and recoat tile floors (or strip and recoat if needed)

The following is to be performed as needed –

- a) Spot clean carpeting