

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 23, 2019
Item No.: 9.h

Department Approval



City Manager Approval



Item Description: Approve Janitorial Services Contract

BACKGROUND

The City of Roseville contract for janitorial services for City facilities expired March 31, 2019. Three bids were obtained for cleaning City facilities including janitorial services for the City Hall Offices/Police Department, Fire Station, Harriet Alexander Nature Center, Skating Center, Public Works Building, and the License Center/Passport area. The current cost for these facilities is \$8,289 per month. The lowest bid received was from Linn Building Maintenance at a cost of \$9,854 per month.

The proposal is to enter into a contract for a period of three years.

Our current janitorial service is Linn Building Maintenance, a Roseville company. They have provided good and consistent service over the past eight years and have been responsive to our janitorial needs.

BUDGET IMPLICATIONS

The total annual cost is \$118,248 to be paid out of these Contractual Maintenance accounts: City Hall, Fire Station, Skating Center, Nature Center, License Center, and Public Works. This represents an increase of \$18,780 annually.

The 2020 proposed operating budget has \$118,250 budgeted for Janitorial Services.

| Contractor | Monthly Rate | Annual Rate |
|----------------------------------|----------------|------------------|
| MSI | \$14,591 | \$175,092 |
| Marsden | \$13,594 | \$163,128 |
| Linn Building Maintenance | \$9,854 | \$118,248 |

POLICY OBJECTIVE

The City budgets annually to maintain facilities that are clean, safe, and healthy for staff and other users. Janitorial services are bid competitively to ensure the best value for these services.

STAFF RECOMMENDATION

Staff recommends approving a janitorial services contract to the low bidder, Linn Building Maintenance.

24 **REQUESTED COUNCIL ACTION**

25 Motion to authorize approving a three-year contract for City janitorial services with Linn Building
26 Maintenance for the period of September 2019 through September 2022 in the amount of \$9,854 per
27 month.

Prepared by: Paul Coone
Attachments: A: Janitorial Services Agreement

Janitorial Services Contract

AGREEMENT, by and between **Linn Building Maintenance, INC.** (“CONTRACTOR”), and City of Roseville (“CLIENT”) shall be effective 9/23/2019 and remain in full force and effect for 36 months from such date.

PURPOSE OF AGREEMENT

The purpose of this agreement is to state the terms and conditions under which CONTRACTOR will provide janitorial and building maintenance services for the specific facilities of the City of Roseville.

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as follows:

Services to be Performed

1. CONTRACTOR agrees to perform the janitorial and building maintenance services for CLIENT, in accordance with the Exhibit A: City of Roseville Cleaning Schedule, attached hereto and incorporated into the Agreement.

Compliance with Applicable Statutes, Ordinances & Regulations

2. In performing the services required of it under this Agreement, CONTRACTOR shall comply with all applicable Federal, State, County and City statutes, ordinances and regulations. If such compliance is impossible for reasons beyond its control, CONTRACTOR shall immediately notify CLIENT of that fact and the reasons therefore.

Insurance & Bond

3. CONTRACTOR will carry complete and adequate Worker’s Compensation, Public Liability and Property Damage Insurance. All of its employees shall at all times, at the expense of CONTRACTOR be covered by a blanket fidelity bond. CONTRACTOR shall produce copies of all such insurance policies upon request of the CLIENT.

4. CONTRACTOR carries the following policies:

| <u>COVERAGE</u> | <u>LIMITS</u> |
|----------------------|--------------------|
| Workers Compensation | State Requirements |
| General Liability | \$1,000,000 |
| Auto & Truck | \$1,000,000 |
| Umbrella | \$5,000,000 |
| Fidelity Bond | \$ 100,000 |

HOLD HARMLESS

CONTRACTOR agrees and hereby undertakes to indemnify, defend and save harmless CLIENT, its directors, officers, employees and agents from and against any and all liability, damages, claims or suits suffered by CLIENT or its directors, officers, employees and agents on account of any injury to (personal or otherwise) or death of any persons or damages to or loss of property received or sustained by any person or persons including CLIENT, its directors, officers,

employees and agents directly arising out of or resulting from the furnishing of services pursuant to the Agreement, unless directly arising out of or resulting from the negligence or willful misconduct of CLIENT its directors, officers, employees and agents.

CLIENT agrees that it will give CONTRACTOR notice in writing within 30 days of any claim made or suit instituted which in any way, directly or indirectly, contingently or otherwise affects or might affect the CONTRACTOR and CONTRACTOR shall have the right to participate in the defense of the same to the extent of its own interest.

Compensation

5. CLIENT shall pay CONTRACTOR at the rate of \$9,854 per month for the services herein agreed to be performed. CONTRACTOR will send an invoice to CLIENT at the beginning of each month and CLIENT shall make payment within (30) days of the billing date. The rates for service may not change at any time in the event of an increase or decrease in the Union Wage Scale or other legislated benefits, such as Social Security or Worker's Compensation, the monthly service charge detailed above will be the payment.

(b) Extra work as requested by CLIENT will be billed at a fixed fee or on a time and material basis negotiated at time of request of extra work. Invoices for such extra work shall be payable within (30) days of invoice date.

Miscellaneous Provisions

6. (a) Minnesota Law to Apply: The Agreement shall be construed under and in accordance with the laws of the State of Minnesota.

(b) Parties Bound: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement. In the event CLIENT issues a Purchase Order or other similar document in connection with the service to be provided in accordance with this Agreement, and is acknowledged by CONTRACTOR the terms and conditions of this Agreement shall be controlling unless mutually agreed to by both parties.

(c) This Agreement may be amended absent the mutual written consent of the parties.

(d) Legal Construction: In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

(e) Prior Agreements Superseded: This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

(f) Relationship of the Parties: It is expressly understood that the relationship between CONTRACTOR and CLIENT is that of an independent contractor. There is no employer/employee relationship between the employees of CONTRACTOR and CLIENT.

(g) Right of Corrective Action: In the event CLIENT believes the service provided does not conform with the terms or standards contained in the contract, CLIENT will notify

CONTRACTOR in writing. If within thirty days CONTRACTOR has not resolved contract or service problem either party may terminate Agreement by giving (30) thirty days written notice.

All notices required under this Agreement shall be sent by Registered Mail to:

To: CLIENT
City of Roseville
Attn: Public Works Director
2660 Civic Center Drive
Roseville, MN 55113

To: CONTRACTOR
Linn Building Maintenance
Attn: Vice President
1899 Rice Street
Roseville, MN 55113

Executed at:

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| <p>LINN BUILDING MAINTENANCE 1899 Rice Street Roseville, MN 55113</p> <p>By:</p> <p>_____</p> <p>Jeff Kissell</p> <p>Title: Vice President</p> | <p>CITY OF ROSEVILLE 2660 Civic Center Drive Roseville, MN 55113</p> <p>By:</p> <p>_____</p> <p>Patrick Trudgeon Title: City Manager</p> <p>_____</p> <p>Dan Roe Title: City of Roseville Mayor</p> |
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CITY OF ROSEVILLE CLEANING SCHEDULE

City Hall, License Center, Public Works, & Fire Station Buildings

Frequency

| ENTRANCES | |
|--|-----------|
| Spot wipe interior partition glass removing prints and smudges | Daily |
| Spot wipe glass doors removing prints and smudges | Daily |
| Vacuum walk off mats. | Daily |
| Dust mop all hard surface floors. | Daily |
| Damp mop all hard surface floors. | Daily |
| Dust all high and low surfaces within normal reach | Weekly |
| Squeegee both sides of partition glass and wipe sills | Weekly |
| Squeegee both sides of glass doors and wipe frames | Weekly |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges and spills | Weekly |
| Pickup trash in area outside entrance to include: papers, bottles, cans, wrappers, and other debris | Weekly |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor | Monthly |
| Machine scrub hard surface floors | Quarterly |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled | Daily |
| LOBBY | |
| Vacuum carpeted floors and spray and blot any carpet spots | Daily |
| Dust mop all hard surface floors | Daily |
| Damp mop all hard surface floors | Daily |
| Dust all high and low surfaces within normal reach | Weekly |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly |
| Brush or vacuum chairs/upholstered furniture in need | Monthly |
| Vacuum or brush edges and corners of carpeted floors | Monthly |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor | Monthly |
| Machine scrub hard surface floors | Quarterly |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled | Daily |
| Spot wipe interior partition glass removing prints and smudges | Daily |
| Vacuum carpeted floors and spray and blot any carpet spots | Daily |
| Damp wipe countertops | Daily |
| Dust all high and low surfaces within normal reach | Weekly |
| Spot wipe all walls, light switches, and doors removing fingerprints, | Weekly |

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| smudges, and spills | Attachment A |
| Brush or vacuum chairs/upholstered furniture in need | Monthly |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor | Monthly |
| RESTROOMS | |
| Prepare to safely clean each restroom by putting on protective gloves and having splash glasses available | Daily |
| Fill all dispensers in need including hand towels, toilet tissue, hand soap, etc. Wipe/polish dispensers as needed. | Daily |
| Spray sinks, faucets, and vanity with restroom cleaner. Clean and wipe dry. Spray and wipe all mirrors streak free. | Daily |
| Apply bowl cleaner into toilets and urinals. Carefully swab. Spray and wipe exterior surfaces using restroom cleaner. | Daily |
| Empty all waste receptacles including sanitary boxes. Damp wipe inside as needed. Replace liners and polish exterior as needed. | Daily |
| Spray and spot wipe as needed on doors, walls, and partitions removing any splatter or smudges. | Daily |
| Dust any horizontal surfaces in need such as partition tops, dispenser tops, ledges, ceiling vents, etc. | Daily |
| Sweep or dust mop hard surface restroom floor. | Daily |
| Damp mop hard surface restroom floor using disinfecting cleaner. | Daily |
| Report any restroom repairs needed to the Maintenance Department. | Daily |
| Dust and clean all restroom return air vents. | Monthly |
| Hand wash all restroom partitions on both sides. | Monthly |
| Machine scrub hard surface floors. | Quarterly |
| HALLWAYS | |
| Clean drinking fountains removing water marks, scale, and splashes on sides and front. Damp wipe surrounding walls. | Daily |
| Vacuum carpeted floors and spray and blot any carpet spots. | Daily |
| Dust all high and low surfaces within normal reach. | Weekly |
| Spot wipe interior partition glass removing prints and smudges. | Weekly |
| Spot wipe all walls, light switches, and doors removing finger prints, smudges, and spills. | Weekly |
| Vacuum or brush edges and corners of carpeted floors. | Monthly |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly |
| LOCKER ROOM(S) | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily |
| Dust mop all hard surface floors. | Daily |
| Damp mop all hard surface floors. | Daily |
| Damp wipe locker room benches using a disinfecting cleaner. | Daily |
| Dust all high and low surfaces within normal reach | Weekly |
| Fully clean shower(s): wipe walls, polish chrome, and mop floor. | Weekly |
| Dust tops of all lockers. | Weekly |
| Machine scrub hard surface floors. | Quarterly |
| Hand wash all ceramic tile walls and wipe dry. | Quarterly |

| BREAK ROOM(S) | | Attachment A |
|---|-----------------|--------------|
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Dust mop all hard surface floors. | Daily | |
| Damp mop all hard surface floors. | Daily | |
| Clean and sanitize all sinks and wipe dry. | Daily | |
| Damp wipe countertops. | Daily | |
| Damp wipe cleared areas of table tops. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Spray and wipe vertical cabinet surfaces. | Weekly | |
| Mop-on or spray-on finish restorer and buff sealed floors using an electric High-speed burnisher. | Weekly | |
| Spray and wipe microwave oven(s) inside and out. | Weekly | |
| Damp wipe cafeteria and lunch room chairs. | Monthly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| Machine scrub hard surface floor, rinse clean, and apply two coats of floor finish. | Yearly | |
| Strip hard surface floor using a slow speed floor machine. Apply up to four coats of floor finish. | Yearly | |
| CONFERENCE ROOM(S) | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Damp wipe cleared areas of table tops. | Daily | |
| Dust and spot wipe open areas on desks and other Medium height office furniture. | Weekly | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe interior partition glass removing prints and smudges. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Brush or vacuum chairs/upholstered furniture in need | Monthly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily Weekly | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Damp wipe countertops. | Weekly | |
| Damp wipe cleared areas of table tops. | Weekly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| WORK ROOM | | |

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| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | Attachment A |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe interior partition glass removing prints and smudges. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| Vacuum or brush edges and corners of carpeted floors. | Quarterly | |
| STAIRS | | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Sweep stairs and spot mop any spills or trackage. | Weekly | |
| DEFENSIVE TACTICS | | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Wipe down all exercise equipment with a disinfecting cleaner. | Weekly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Spray and wipe all vertical cabinet surfaces. | Daily | |
| Dust mop all hard surface floors. | Daily | |
| Damp mop all hard surface floors. | Daily | |
| Clean and sanitize all sinks and wipe dry. | Daily | |
| Damp wipe countertops. | Daily | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Mop-on or spray-on finish restorer and buff sealed floors using an electric High-speed burnisher. | Weekly | |
| Spray and wipe microwave oven(s) inside and out. | weekly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| Machine scrub hard surface floor, rinse clean, and apply two coats of floor finish. | Yearly | |
| Strip hard surface floor using a slow speed floor machine. Apply up to four coats of floor finish. | Yearly | |
| TRAINING CENTER | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |

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| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | Attachment A |
| Damp wipe cleared areas of table tops. | Weekly | |
| Brush or vacuum chairs/upholstered furniture in need | Monthly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| LUNCHROOM(S) | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Damp wipe cleared areas of table tops. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe interior partition glass removing prints and smudges. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Damp wipe cafeteria and lunch room chairs. | Weekly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| MEETING ROOM(S) | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Damp wipe cleared areas of table tops. | Weekly | |
| Perform additional miscellaneous tasks. | Weekly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| GENERAL OFFICE | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Dust and spot wipe open areas on desks and other medium height office furniture. | Weekly | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe interior partition glass removing prints and smudges. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| JAIL CELL(S) | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Dust mop all hard surface floors. | Daily | |
| Damp mop all hard surface floors. | Daily | |
| Fill all dispensers in need including hand towels, toilet tissue, hand | Daily | |

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| soap, etc. Wipe/polish dispensers as needed. | Attachment A |
| Apply bowl cleaner into toilets and urinals. Carefully swab. Spray and wipe exterior surfaces using restroom cleaner. | Daily |
| Spray and spot wipe as needed on doors, walls, & partitions removing any splatter or smudges. | Daily |
| Clean and sanitize all sinks and wipe dry. | Daily |

Locations: Harriet Alexander Nature Center, Skating Center

Frequency

| ENTRANCES | |
|---|--------|
| Spot wipe interior partition glass removing prints and smudges | Daily |
| Damp mop all hard surface floors | Daily |
| Broom sweep entire area of hard surface floor including corners and edges | Daily |
| Dust all high and low surfaces within normal reach | Weekly |
| Squeegee both sides of glass doors and wipe frames | Daily |
| Spot wipe interior partition glass removing prints and smudges | Daily |
| Vacuum walk off mats | Daily |
| RECEPTION/WAITING AREA | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily |
| Vacuum carpeted floors. Spray & blot any carpet spots. | Daily |
| Vacuum or brush edges and corners of carpeted floors. | Daily |
| Damp mop all hard surface floors. | Daily |
| Broom sweep entire area of hard surface floor including corners and edges | Daily |
| Damp wipe countertops. | Daily |
| Dust all high and low surfaces within normal reach. | Weekly |
| Spot wipe all walls, light switches, and doors removing finger prints, smudges, and spills. | Weekly |
| RESTROOMS | |
| Prepare to safely clean each restroom by putting on protective gloves and having splash glasses available | Daily |
| Fill all dispensers in need including hand towels, toilet tissue, hand soap, etc. Wipe/polish dispensers as needed. | Daily |
| Spray sinks, faucets, and vanity with restroom cleaner. Clean and wipe dry. Spray and wipe all mirrors streak free. | Daily |
| Apply bowl cleaner into toilets and urinals. Carefully swab. Spray and wipe exterior surfaces using restroom cleaner. | Daily |
| Empty all waste receptacles including sanitary boxes. Damp wipe inside as needed. Replace liners and polish exterior as needed. | Daily |
| Spray and spot wipe as needed on doors, walls, and partitions removing any splatter or smudges. | Daily |
| Dust any horizontal surfaces in need such as partition tops, dispenser tops, ledges, ceiling vents, etc. | Daily |
| Sweep or dust mop hard surface restroom floor. | Daily |
| Damp mop hard surface restroom floor using disinfecting cleaner. | Daily |

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| Report any restroom repairs needed to the Maintenance Department. | Daily | Attachment A |
| Dust and clean all restroom return air vents. | Monthly | |
| Hand wash all restroom partitions on both sides. | Daily | |
| CLASSROOMS | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Vacuum carpeted floors and spray and blot any carpet spots. | Daily | |
| Dust mop all hard surface floors. | Daily | |
| Damp mop all hard surface floors. | Daily | |
| Clean and sanitize all sinks and wipe dry. | Daily | |
| Damp wipe countertops. | Daily | |
| Damp wipe cleared areas of table tops | Daily | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| SHOWROOM | | |
| Vacuum carpeted floors. Spray & blot any carpet spots. | Daily | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| KITCHEN | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Dust mop all hard surface floors. | Daily | |
| Damp mop all hard surface floors. | Daily | |
| Clean and sanitize all sinks and wipe dry. | Daily | |
| Damp wipe countertops. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Spray and wipe microwave oven(s) inside and out. | Daily | |
| LABS | | |
| Dust mop all hard surface floors. | Daily | |
| Damp mop all hard surface floors. | Daily | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| GENERAL OFFICE | | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Vacuum carpeted floors. Spray and blot any carpet spots. | Daily | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| HALLWAYS | | |
| Clean drinking fountains removing water marks, scale, and splashes on sides and front. Damp wipe surrounding walls. | Daily | |
| Dust mop all hard surface floors. | Daily | |
| Damp mop all hard surface floors. | Daily | |

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| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily |
| Spot wipe glass doors removing prints and smudges. | Daily |
| Dust mop all hard surface floors. | Daily |
| Damp mop all hard surface floors. | Daily |
| Dust all high and low surfaces within normal reach. | Weekly |
| Squeegee both sides of glass doors and wipe frames. | Daily |
| Spray and wipe glass in picture frames. | Daily |
| HALLWAYS | |
| Dust mop all hard surface floors. | Daily |
| Damp mop all hard surface floors. | Daily |
| Spot wipe interior side of exterior windows within reach. | Daily |
| Dust all high and low surfaces within normal reach. | Weekly |
| Spot wipe interior partition glass removing prints and smudges. | Weekly |
| Squeegee exterior perimeter glass on the inside only and wipe all frames | Weekly |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly |
| RESTROOMS | |
| Prepare to safely clean each restroom by putting on protective gloves and having splash glasses available | Daily |
| Fill all dispensers in need including hand towels, toilet tissue, hand soap, etc. Wipe/polish dispensers as needed. | Daily |
| Spray sinks, faucets, and vanity with restroom cleaner. Clean and wipe dry. Spray and wipe all mirrors streak free. | Daily |
| Apply bowl cleaner into toilets and urinals. Carefully swab. Spray and wipe exterior surfaces using restroom cleaner. | Daily |
| Empty all waste receptacles including sanitary boxes. Damp wipe inside as needed. Replace liners and polish exterior as needed. | Daily |
| Spray and spot wipe as needed on doors, walls, and partitions removing any splatter or smudges. | Daily |
| Dust any horizontal surfaces in need such as partition tops, dispenser tops, ledges, ceiling vents, etc. | Daily |
| Sweep or dust mop hard surface restroom floor. | Daily |
| Damp mop hard surface restroom floor using disinfecting cleaner. | Daily |
| Report any restroom repairs needed to the Maintenance Department. | Daily |
| Dust and clean all restroom return air vents. | Monthly |
| Hand wash all restroom partitions on both sides. | Weekly |
| GENERAL OFFICE | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily |
| Spot wipe interior side of exterior windows within reach. | Daily |

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| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | Attachment A |
| Vacuum carpeted floors. Spray & blot any carpet spots. | Daily | |
| Dust all high and low surfaces within normal reach. | Monthly | |
| Brush or vacuum chairs/upholstered furniture in need. | Monthly | |
| Vacuum or brush edges and corners of carpeted floors. | Weekly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| MEETING ROOM(S) | | |
| Vacuum carpeted floors. Spray and blot any carpet spots | Daily | |
| Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled. | Daily | |
| Damp wipe cleared areas of table tops. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe interior partition glass removing prints and smudges. | daily | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills | Weekly | |
| Spot wipe interior side of exterior windows within reach. | Daily | |
| Dust horizontal blinds in closed position using a dust wand. | Monthly | |
| Vacuum or brush edges and corners of carpeted floors. | Monthly | |
| Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor. | Monthly | |
| STAIRS | | |
| Broom sweep stairs | Daily | |
| Spot mop or wipe any spills found on the stairs or landings. | Daily | |
| Dust all high and low surfaces within normal reach. | Weekly | |
| Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills. | Weekly | |