

SPECIFICATIONS

AGENCY PURCHASE ORDER (FR REQ)

NUMBER :
VENDOR NUMBER:

VENDOR:

PAGE
4

1 JANITORIAL SERVICES AS FOLLOWS:

****DAILY (5 TIMES A WEEK)****

1. SPOT CLEAN ENTRANCE GLASS.
2. SPOT CLEAN INSIDE GLASS.
3. DUST & DAMP MOP TILE KITCHEN FLOORS.
4. DUST MOP RUBBER FLOORS.
5. SWEEP ENTRANCES.
6. CLEAN WATER FOUNTAINS.
7. EMPTY TRASH CANS.
8. CLEAN KITCHEN/SINKS, TABLES, COUNTER TOPS, CABINETS, OUTSIDE OF APPLIANCES(NOT INSIDE)--(NO DISHES).
9. SPOT CLEAN WALLS.
10. CLEAN & DISINFECT RESTROOM FIXTURES, SINKS, MIRRORS, URINAL & TOILETS. EMPTY TRASH CANS AND CLEAN RECEPTACLES. REFILL ALL DISPENSERS AS NEEDS IN RESTROOMS. SWEEP & WET MOP FLOORS. SPOT CLEAN WALLS AND PARTITIONS.
11. REMOVE TRASH TO OUTSIDE DESIGNATED AREA.

****WEEKLY****

1. DAMP MOP RUBBER FLOORS.
2. SPRAY BUFF ALL TILE FLOORS INCLUDING RESTROOM FLOORS.
3. DUST FURNITURE.
4. DUST ALL WINDOW SILLS.
5. DUST WORK STATIONS.
6. CLEAN LIGHT SWITCHES.

****MONTHLY****

1. CLEAN AIR RETURN VENTS.

****QUARTERLY****

1. DUST BASEBOARDS.
2. DUST BLINDS.

****SEMI-ANNUALLY (TWICE A YEAR)****

1. STRIP & WAX TILE FLOORS INCLUDING RESTROOM FLOORS.
2. STRIP & SEAL RUBBER FLOORS.

****ANNUALLY (ONCE A YEAR)**

1. CLEAN WINDOWS INSIDE AND OUT.
2. CLEAN RESTROOM WALLS AND PARTITIONS.