

Attachment B - Scope of Work

RFx # 3000023133

Title: *Fax Bid*Mand. Site*Janitorial Services

Cleaning Schedule (Mondays and Thursdays)

Named Areas:

A.	Offices, Halls, Treatment Rooms, Conference Rooms, Break Areas, Stairs (In Administrative Office), Pharmacy (Where Applicable), Lobbies, Exam Rooms, Utility closets, Storage Rooms
B.	Restrooms
C.	Hard Surface Floor Care
D.	Carpet Care

I. Daily Cleaning

A. Offices, Halls, Treatment Rooms, Conference Rooms, Break Areas, Stairs (In Administrative Office), Pharmacy (Where Applicable), Lobbies, Exam Rooms, Utility closets, Storage Rooms

1. Any time a state holiday when the NEDHSA office is closed falls on either Monday or Thursday, cleaning must be accomplished the following open business day.
2. All trash receptacles to be emptied and trash removed to a collection point. Replace liner and damp wipe receptacle if soil is present. (Liners to be furnished by vendor.)
3. Vacuum all carpeting, including carpet mats, in traffic lanes. (Vendor is not responsible for removal of staples in carpets.)
4. Clean and polish drinking fountain/water dispenser.
5. Thoroughly dust all horizontal surfaces: including desktops, telephones, files, windowsills, chairs, tables, pictures and all manner of furnishing in above named areas. Damp wipe as needed, if soil is present.
6. Kitchen/Breakroom Areas: Damp wipe tables, chairs, counter, exterior of appliances, and sink. Check walls and cabinets for splash/spill marks and remove as necessary. Vendor will not clean dishes.
7. Dust mop hard surface floors with a non-treated dust mop.
8. Damp mop hard surface floors to remove any spillage or soiled areas.
9. Sweep entrance and pick up any large trash near entries.

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10. Remove fingerprints and marks from around light switched and doorframes using color coded microfiber cloth and disinfectant.
11. Spot clean entrance glass.
12. Use commercial grade cleaning products and color coded microfiber cloths for proper sanitation.
13. Disinfect all door knobs/handles & push plates on both sides of doors.

B. Restrooms

1. Stock towels, tissue, and hand soap. (To be supplied by vendor).
2. Empty sanitary napkin receptacles and damp wipe with disinfectant.
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers, dispensers, and changing tables (if applicable).
6. Toilets and urinals to be cleaned and disinfected inside and out. Polish bright work. Bleach is acceptable, as long as treated surface is dry upon completion.
7. Toilets seats to be cleaned on both sides and disinfected.
8. Scour and disinfect all basins. Polish bright work.
9. Dust partitions, tops of mirrors and frames.
10. Remove splash marks from walls around basins and toilets.
11. Wet mop and rinse restroom floors with disinfectant.
12. Use a high co-efficient disinfectant on all restroom surfaces and color coded microfiber cloths for proper sanitation.
13. Disinfect all toilet handles & sink knobs.

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II. Monthly Cleaning

A. Offices, Halls, Treatment Rooms, Conference Rooms, Break Areas, Stairs (In Administrative Office), Pharmacy (Where Applicable), Lobbies, Exam Rooms, Utility closets, Storage Rooms

1. Damp wipe entrance metal and finger marks on entrance glass (interior and exterior).
2. Dust all windows sills. Damp wipe as needed, if soil or dust accumulation is present.
3. Accomplish dusting of all air units in offices.
4. Thorough wipe down all baseboards.

III. Floor Care Program

C. Hard Surface Floor Care

1. Burnish all waxed floors, to enable to present the best possible appearance at all times. This service is scheduled to occur ONE (1) time QUARTERLY.
2. Machine strip all waxed flooring taking care to get into corners, along edges and beneath furniture. Rinse, reseal and refinish all waxed floors ONE (1) time ANNUALLY.
3. Machine scrub restroom floors to clean tile and attempt to prevent build up in grout TWO (2) times ANNUALLY.
4. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured, or damaged during these procedures.
5. Spot burnish & remove all scuff marks on hard surface floor weekly.

IV. Carpet Care Program

D. Carpet Care

1. Shampoo carpet using the Extraction Method ONE (1) time ANNUALLY.
2. Inspect carpets for stains and remove where possible AS NEEDED. (CLIENT to be informed of any spots that have been treated and are unable to be removed).

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3. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured, or damaged during these procedures.

*****Vendor will provide all toilet paper & paper towels in restrooms, hand soap in restrooms, and trash can liners. All paper supplies & liners MUST fit in the receptacles that are installed to dispense or store them.*****