**RFx: 3000023283**

**Attachment B - Specifications**

**Lake Charles Janitorial Specifications:**

**Specification A**

**Daily Cleaning Schedule (performed 5X per week):**

1. All Trash receptacles to be emptied and trash removed to a collection point.
2. Carpets are to be vacuumed.
3. Drinking fountains to be cleaned and polished.
4. Thoroughly dust all horizontal surfaces: Files, window sills, chairs, tables, pictures, telephones and all manner of furnishings in above named areas.
5. Spot clean reception lobby glass including front door and any other partition or door glass.
6. Hard surface floors are to be mopped with non-treated dust-mop.
7. Hard surface floors are to be damp mopped to remove any spillage or soiled areas.
8. Entrance metals to be damp wiped to remove finger marks.
9. Damp clean and sanitize table tops. Seats and back of chairs.
10. Empty all containers and disposals. Spot clean exterior and interior of all containers.
11. Carpets are to be inspected for stains. Stains are to be removed where possible.
12. Housekeeping storage area to be clean, organized and re-stocked.

**Specification B**

**Daily Restroom Cleaning Schedule (performed 5X per week):**

1. Towels, tissue and hand soap to be re-stocked.
2. Sanitary napkin receptacles are to be emptied and damp wiped with disinfectant.
3. Trash receptacles are to be emptied and damp wiped.
4. Mirrors are to be cleaned and polished.
5. Towel cabinet covers are to be wiped clean.
6. Toilets and urinals to be cleaned and disinfected inside and out. Bright work to be polished.
7. Toilet seats to be cleaned on both sides and disinfected.
8. Basins to be scoured and disinfected. Bright work to be polished.
9. Partition tops of mirrors and frames are to be dusted.
10. Splash marks are to be removed from walls around basins.
11. Floors are to be wet mopped and rinsed with disinfectant.

**Specification C**

**Daily Parking Lot/Exterior Area Cleaning (performed 5X per week):**

1. Pick up paper and debris on front porch and at all public entrances.
2. Ashtrays are to be emptied, wet wiped and dry polished, including ashtrays on exterior.
3. Empty trash receptacles and ashtrays on front porch and at all public entrances.
4. Pick up paper and debris within 25 feet of the building on all sides.

**Specification D**

**Weekly Cleaning Schedule:**

1. Telephones are to be cleaned and sanitized.
2. Low dust all horizontal surfaces to hand height (70”) including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc., in all areas of the building.
3. Remove dust and cobwebs from ceiling areas.
4. Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass.
5. All hard surface floors are to be wet mopped with a ph balanced cleaning solution.

**Specification E**

**Monthly Cleaning Schedule:**

1. Baseboards are to be dusted.
2. Phones, calculators, and computers are to be damp wiped. No spraying or dripping of cleaning solution on equipment.
3. Damp clean pedestals or legs.
4. Hard surface floors are to be buffed utilizing high speed buffer.

**Specification F**

**Quarterly Cleaning Schedule:**

1. Doors, frames and walls are to be spot cleaned.
2. Chairs, clocks and pictures are to be dusted and damp wiped.
3. Light switches, handles and push plates are to be cleaned and polished.
4. Windows are to be cleaned inside and to the height of 7 feet outside.

**Specification G**

**Annual Cleaning Schedule:**

1. All hard surfaced floors are to be machine deep-scrubbed, rinsed and recoated with a minimum of three (3) coats of finish. This service shall be staggered with complete refinishing as needed.
2. All hard surfaced floors, including edges, are to be machine stripped and refinished with sealer and/or finish as needed.

Agency shall furnish all trashcan liners, toilet paper, hand soap for necessary dispensers and paper towels.

Vendor shall furnish all cleaning equipment, vacuum cleaners, mops, brooms, etc., cleaning supplies, cleaners, cleaning powders, disinfectants, wood polish, etc., and any other items necessary to maintain cleanliness and sanitation of the building at no additional charge.