**Old Governor’s Mansion**

**502 North Blvd.**

**Baton Rouge, LA 70802**

Below is a list of specifications for Janitorial Services at the Old’s Governor’s Mansion (OGM).

The tasks are not limited to this list alone. Vendor will attempt to accommodate other requests that can be fulfilled within the service time frame. Priority is to be determined by the OGM Facility Manager or Director.

All cleaning products, equipment, and paper products will be provided by the Old Governor’s Mansion.

The awarded vendor will be servicing approximately 15,000 to 20,000 sq. ft., which includes the ground floor, 1st floor, and 2nd floor.

# Tasks to be performed 3 days per week (Monday, Wednesday, and Friday from 8:00AM until 4:00PM)

1. Sweep and mop public spaces on the first floor of the mansion – East room, foyer, dining room, family dining room, library, and west hallway.
2. Sweep and clean exterior entrances and remove debris from Rose Garden.
3. Clean kitchen counter tops and sinks and sweep and wet mop kitchen floor.
4. Clean the four restrooms on 1st floor and the two restrooms in the basement – empty trash receptacles, refill dispensers, sweep and wet mop floors, spot clean walls and partitions.
5. Sweep and mop marble steps in foyer.
6. Clean bride’s room on second floor – vacuum carpet, dust furniture, empty trash receptacles, refill dispensers, sweep and wet mop floor.
7. Empty trash cans in office spaces on the first floor.
8. Remove trash from building and place in dumpster.

# Tasks to be performed as needed, determined by the OGM director or facility manager

1. Dust furniture in exhibit spaces/bedrooms on second floor using dry micro fiber cloth or feather duster, NO CHEMICALS.
2. Vacuum carpets and mop floors on second floor.
3. Sweep and wet mop basement, excluding collections area.
4. Sweep fire stairs.
5. Clean light switches, door handles and window sills.
6. Dust furniture, sweep and mop office spaces on first floor.
7. Dust baseboards.