



Attachment B - Specifications

RFx: 3000025291

Title: *Mand.Site Visit* Janitorial Services–SOS

Old State Capitol 100 North Blvd, Baton Rouge

Below is a list of specifications that are included but are not limited to this list alone. Vendor will attempt to accommodate other requests that could be fulfilled within the service time frame. Priority is to be determined by the OSC Facility Manager.

MONDAY

1. Main stairway in the rotunda swept and mopped
2. Sweep and clean exterior entrances
3. Restrooms (Ground, and 1st floor)
 - a. Clean all restrooms toilets, urinals, sinks, and mirrors
 - b. Empty trash can and clean receptacles
 - c. Refill dispensers as needed
 - d. Sweep and wet mop floors
 - e. Spot clean walls and partitions
4. Dust mop all marble floors
5. House Chamber
 - a. Vacuum carpet
 - b. Clean chairs
 - c. Sweep and damp mop wood floors.
6. Senate Chamber
 - a. Sweep/dust mop floor, then damp mop floor as needed.
7. Board room and bride's room
 - a. Take out any left trash
 - b. Clean chairs and tables
 - c. Mop floor as needed.

TUESDAY THROUGH SATURDAY (To Be Done Daily)

1. Main stairway in the rotunda swept and mopped as requested.
2. Sweep and clean exterior entrances
3. Restrooms (Ground, 1st, 3rd, and 4th floors)
 - a. Clean all restrooms toilets, urinals, sinks, and mirrors
 - b. Empty trash can and clean receptacles
 - c. Refill dispensers as needed
 - d. Sweep and wet mop floors
 - e. Spot clean walls and partitions
4. Empty trash cans in public and office areas daily
5. Remove trash to designated area (receiving area of ground floor)
6. Spot clean all exhibits with micro fiber towel only

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7. Dust mop all marble floors
8. Dust mop wood floors in public areas
9. Spot clean carpet & rugs as needed
10. Clean kitchen and vending areas located on ground and 1st floor

TWICE PER WEEK

1. Sweep and damp mop all marble floors Monday & Thursday by 10am
2. Vacuum carpet and rugs in basement
3. Dust mop office wood floors in office areas
4. Vacuum carpet and rugs in offices
5. Dust window sills and picture frames

ONCE A MONTH

1. Sweep fire stairs
2. Clean light switches
3. Remove cob webs from any and all light fixtures
4. Dust baseboards

Note: Cleaning products, trash bags, equipment, and paper products provided by OSC. Working hours are from 7:30am-4pm Monday-Friday and Saturday 10am-2pm