

**LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SPECIFICATION**

**JANITORIAL SERVICES
7686 Tom Dr., Baton Rouge, LA 70806**

SCOPE OF WORK

The Contractor shall provide Janitorial Services the Louisiana Department of Transportation and Development buildings and offices located at 7686 Tom Drive, Baton Rouge, LA 70806. Services shall be provided five days per week, Monday – Friday, between the hours of 12:00 PM – 4:30 PM in accordance with the schedule of services and specifications provided herein.

The Contractor shall be responsible for all supervision, labor, training, materials, equipment and supplies including but not limited to an onsite Supervisor or Lead worker, trained janitorial personnel, mops and mop buckets, wet floor signs, brooms, vacuums, cleaning chemicals, etc., necessary to provide janitorial and related services as stated herein.

COMMUNICATION AND CONTACT INFORMATION

The Contractor must supply the Department Point of Contact (POC) with a phone number that is monitored and/or has voicemail and a valid email address. Responses to messages/emails are expected on the next business day.

Department POC: Tiffany Lambert

Phone: (225)935-0170

Email: Tiffany.Lambert@la.gov

The Contractor shall provide the Department with a list of employees assigned to the facility, including any relief employees that will/may be onsite to replace a previously assigned employee. This list should include those designated as the “Supervisor/Lead Worker” and a point of contact above the Supervisor’s authority that will be the Point of Contact (POC) for the Department to address issues such as conduct, arrival, departure, unsafe, or substandard cleaning, etc.

REQUIREMENTS

Staffing

The Contractor shall provide a minimum of two employees, one of which must be a Supervisor/Lead Worker, for each cleaning service. Janitorial staff shall not separate to perform services in different buildings; they must work together in the same building at the same time. If the level of cleanliness at any time is considered unacceptable to the Department, then the Contractor will be required, at no additional cost to the Department, to increase the number of staff onsite or take whatever measures are necessary to meet the requirements of this specification.

Onsite Supervision

Throughout this document, the term “Supervisor” refers to a Contactor designated “Supervisor/Lead Worker” that will act with full authority on behalf of the Contractor while at the worksite.

The Supervisor must be onsite while services are performed to direct the janitorial staff and shall address any problems or concerns indicated by the Department Point of Contact (POC). Issues such as late arrival, early departure, improper or unsafe cleaning practices, etc. will be brought to the attention of the onsite Supervisor. Supervision of the Contractor’s employees shall not be considered a responsibility of the Department.

Issues that are not resolved by the Supervisor will be reported to the Office of State Procurement through an official complaint. See the NON-PERFORMANCE section of this specification for further details.

Schedule

Services shall be performed five days per week, Monday through Friday between the hours of 12:00 PM – 4:30 PM.

Services shall not be performed during times of disasters, on weekends, special office closures, nor on a State holiday, both those observed in accordance with Louisiana R.S. 1:55 and those proclaimed throughout the year by the Governor. Per Louisiana Revised Statute 1:55, the State observes the following holidays:

- New Year’s Day – January 1st
- Martin Luther King, Jr.’s Birthday – 3rd Monday in January
- Mardi Gras Day – Tuesday before Ash Wednesday
- Good Friday – Friday before Easter Sunday
- Juneteenth Day – Friday or Monday of the third weekend in June
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- Veteran’s Day – November 11th
- Thanksgiving Day – 4th Thursday in November
- Christmas Day – December 25th

It is the Contractor’s responsibility to communicate with the Department POC as to whether the Governor has proclaimed a State holiday. As well, during times of severe weather or emergencies, the Contractor must contact the Department POC to verify that services will be postponed or proceed as scheduled.

NOTE: Should a scheduled monthly service fall on an official closure day, the scheduled service shall be performed on the following service day.

Arrival and Departure

Contractor's employees shall arrive onsite no earlier than 12:00 PM each day and depart at the completion of services as outlined within this specification. Upon arrival, the employees must sign on the DOTD sign-in sheet with their first and last name and arrival time. The sign-in sheet will be located in the Traffic Services Administration building on the wall outside Office No. 7. The onsite Supervisor shall inform the Department POC or their designee that the staff have arrived, collect the checklists and any keys or key cards needed to perform the services. The Department POC or their designee, as applicable, will inform the onsite Supervisor of any noted issues/deficiencies from the prior days' work at this time.

Daily services shall conclude each weekday at 4:30 PM; additional time must be approved by the Department POC in advance and should be kept to a minimum. Prior to departure, the Supervisor must bring all completed checklists, keys and keys cards to the Department POC or their designee. Keys are not to be left in doors. The Supervisor should inform the Department POC or their designee of any concerns such as low inventory on paper products, malfunctioning toilets, broken objects, etc. at this time as well as note these issues on the checklist.

NOTE: All employee bags / packages or other items brought into, or out of the facility are subject to search.

The Contractor shall be responsible for all keys and key cards issued to their employees. All keys and key cards shall be turned in to the Department POC at the close of business on the last day of the contract. In the event of key loss, the Contractor will reimburse the Department for replacement cost, or required corrective measures, to include re-keying of affected locations.

Post Service Inspections

The Department POC or their designee will examine the Contractor's work on a periodic basis. All inspections by the Department shall be made in such a manner as not to unduly delay the work or time of departure from the facility. Deficiencies must be corrected prior to departure or before the end of services on the following shift, whichever is noted by the Department inspector.

Employee Conduct

All Contractor personnel are expected to work in a manner that will maintain the security and best interests of the Department. The Department reserves the right to require the Contractor to dismiss any employee deemed incompetent, careless, insubordinate or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Department. The Contractor agrees that he and his employees will conduct themselves in a careful and prudent manner and will not permit the facility placed at his disposal to be used for purposes other than those specified herein.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll into or on the grounds of the facility at any time. The Contractor will be responsible for compliance with all Department policies, security measures, and vehicle

regulations and will be directly responsible for any and all damages to Department buildings and/or their contents caused by their employees.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. The Contractor is also responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Department computers, fax machines, telephones, copy machines, including all State owned property, materials, or supplies except as authorized.

Drug Tests and Background Checks

All employees of the Contractor that will be onsite to perform the contracted services must have passed a drug test and a background check prior to beginning work at the Department. Background checks and drug screens will be performed at no additional cost to the State. Drug tests must be performed by a certified laboratory. Drug test must meet the requirements/guidelines of the Substance Abuse and Mental Health Services Administration (SAMHSA). The screen report shall identify the drugs/metabolites tested for, whether positive or negative, as well as indicate the date and time of specimen collection, the date received by the laboratory and the date and time reported. Drug testing must include testing for the presence of marijuana, opiates, cocaine, amphetamine/meth-amphetamine and phencyclidine (PCP).

The State reserves the right to request additional drug screens for janitorial staff for reasonable cause. Any janitorial staff that tests positive on any drug screen(s) shall be immediately dismissed. Screening result reports must be kept on file by the Contractor and supplied to the Department or the Office of State Procurement no later than 72 hours of request.

Training and Experience

Custodians shall be trained, experienced cleaning personnel capable of performing services with minimal supervision. The Contractor should have in place training and development programs to ensure custodians are properly trained to perform the scheduled cleaning and sanitization tasks. At a minimum, programs should include blood borne pathogens education, safety training, safe use, handling and disposal of all product, chemicals and application devices, and customer service. The Contractor should be able to provide training attendance documents for those employees assigned to the Department's facility upon request.

The Contractor shall meet with the Department POC and/or their designee at a mutually agreed upon date and time prior to the start of the Contract to review the requirements of the specification, including the daily/weekly checklists, storage location(s) and a tour of each location to be serviced.

NON-PERFORMANCE

The Department POC will communicate any deficiencies/concerns, in writing, directly to the Contractor and/or the Contractor's onsite Supervisor. If a resolution is not found within the number of days

specified in the notice, the Department POC shall elevate the deficiency to the DOTD Procurement Office for assistance.

The DOTD Procurement Office will submit to the Office of State Procurement (OSP) written documentation of non-performance issues and any attempts made by the Department or the Contractor to resolve the performance issue(s). OSP will notify the Contractor of the reported performance issue(s) as submitted. The Contractor will be given an allotted amount of time to respond in writing to the Office of State Procurement, detailing how and when the Contractor intends to resolve the deficiency. The Contractor's failure to respond to the deficiencies in performance, or failure to satisfactorily respond within the required number of days specified in each notice will constitute grounds for placing the Contractor in default.

Repeated incidents of unsatisfactory cleaning performance, failure to supply the required documentation, shortage of hours, or failure to comply with other terms of the contract will constitute grounds for placing the Contractor in default and could, at the State's discretion, result in contract termination.

DOCUMENTATION

Daily/Weekly Checklists

The Department will provide a cleaning checklist that will be located in the Traffic Services Administration building on the wall outside Office # 7. The Supervisor shall ensure the checklist has been completed for each service by initialing the checklist once each task has been accomplished.

Janitorial staff should note, on the checklist, any defects or issues found during cleaning services, including but not limited to burned-out bulbs, broken fixtures, locked offices, etc.

The Department POC or designee will review and note any issues/deficiencies on the forthcoming checklist. Deficiencies must be addressed the same service day. For example, a deficiency noted at the close of service on Monday will be noted on the checklist for Tuesday. Noted deficiency must be corrected by close of service on Tuesday.

Safety Data Sheets (SDS) / Material Safety Data Sheets (MSDS) Sheets

The Contractor shall furnish the Department with all Safety Data Sheets (SDS) and/or Material Safety Data Sheets (MSDS) applicable to the products and chemicals furnished by the Contractor for the performance of the specified services.

SUPPLIES, EQUIPMENT AND STORAGE

The Contractor shall furnish all supplies, materials and equipment necessary for the performance of the stated services unless otherwise specified herein. The type and quantity is to be congruent to the service(s) to be performed.

All products, chemicals, and application devices must be used, stored, and disposed of and/or cleaned in accordance with the methods set forth on the SDS and/or MSDS, and as governed by Local, State and Federal Laws.

Storage Location(s)

Space for the storage of an inventory of supplies and equipment that will be used in the performance of the janitorial services will be provided in the various buildings of the noted facility. Although designated storage areas will be provided for the storage of the Contractor's equipment, materials, and supplies, the Department nor the State of Louisiana shall be responsible or liable for the damage, loss or theft of such items.

Cleaning Equipment

The Contractor shall be responsible for providing all equipment and supplies necessary to perform the duties as specified. No equipment shall be used which is harmful to the facility, its contents or occupants. All equipment must be in good working condition at all times. The Contractor will be responsible for all maintenance and repair costs necessary to keep their equipment in proper working condition, and for any cost necessary to repair damage to the equipment due to misuse, abuse, or neglect by his employees. Should any machine become unserviceable, the Contractor shall furnish, at their expense, the equipment necessary to comply with the provisions of the specifications.

The following is a list of equipment and materials to be provided by the Contractor and is not to be considered an exhaustive list. The responsibility of providing all necessary equipment and supplies is that of the Contractor:

- Commercial Grade Vacuum
- Wet Floor/Caution Signs
- Mobile Trash Cans
- High Cleaning Equipment
- Dusters
- Indoor/Outdoor Brooms
- Floor Pads
- Dust Mops
- Wet Mops
- Mop Buckets
- Mop Bucket Ringers
- Toilet Brushes
- Window Cleaning Tools
- Cleaning Rags/Wipes

NOTE: For sanitary reasons, the Contractor shall provide a minimum of two mops per building, one for cleaning of the restrooms and one for cleaning of all other floor surfaces. Mops should be labeled to prevent any cross contamination.

Cleaning and Sanitizing Chemicals

The Contractor shall supply all cleaning and sanitizing chemicals needed to perform the required janitorial services. All chemical containers must be properly labeled and maintained in accordance with the most recent OSHA guidelines and regulations. Chemicals selected for use must be used as directed by the manufacturer on the label. The Contractor, nor his employees

shall use a chemical for any other purpose than its intended use according to the labeled instructions.

The Contractor shall not use any material or chemical that the Department has determined to be unsuitable or harmful to the surfaces to which it is to be applied or the employees near which it will be used. Chemicals and products selected shall not fade or damage flooring, furniture, or equipment. The Department reserves the right to reject any chemical and require the Contractor to provide an alternative product at no additional cost to the Department.

The following is a list of cleaning and sanitizing supplies to be provided by the Contractor and is not to be considered an exhaustive list. The responsibility of providing all necessary equipment and supplies is that of the Contractor:

- Cleaners
 - Bathroom
 - Toilet Bowl
 - Multi-Purpose
 - Tile
 - Wood
 - Porcelain
 - Stainless Steel
 - Upholstery
- Disinfectant
- Gum Remover
- Dust Mop Treatment
- Floor Care (only semi-annually)
 - Stripper
 - Finish
 - Sealer
 - Polish
- Polish
 - Brass
 - Metal
 - Furniture
 - Vinyl Polish
 - Wood Polish

Supplies Furnished by the Department

The Department will provide the following supplies for use by the janitorial staff:

- Trashcan Liners
- Paper Towels
- Toilet Paper
- Toilet Seat Covers
- Liquid Hand Soap
- Deodorant Blocks
- Air Fresheners

LOCATIONS OF SERVICE

The following is a list of the buildings and approximate square footage to be serviced by the Contractor:

Traffic Services (Section 45-Building A)

- Administration Building – Approximate Total Cleaning Area: 10,710 Square Feet
 - Offices & Media Room
 - Kitchen
 - Three Restrooms
 - One Shower/Wash Room
- Striping, Carpenter Shop – Approximate Total Cleaning Area: 740 Square Feet
 - Office Spaces
 - Two Restrooms
- Central Warehouse – Approximate Total Cleaning Area: 1,075 Square Feet
 - Office Spaces
 - Kitchen
 - Two Restrooms

Central Repair Shop (Section 42-Building B)

- Approximate Total Cleaning Area: 7,200 Square Feet
 - Offices & Parts Store
 - Offices
 - Kitchen
 - Five Restrooms
 - Heavy Shop Office
 - Training Room
 - Two Service Station Restrooms
 - 6' x 80' Ally Way

Equipment Section (Section 42-Building F)

- Approximate Total Cleaning Area: 6,000 Square Feet
 - Offices Spaces
 - Kitchen
 - Two Restrooms

SCHEDULE OF SERVICES

NOTE: For safety reasons, the Department requests all wet floor care be completed as the last step in the cleaning services process.

Traffic Services Buildings (Building A)

Daily Service

Lobby & Entrance

- Sweep the exterior areas leading up to the entry doors of each facility, approximately a 10' x 10' area per entry location.
- Clean out sand urns and remove any paper, debris, and cigarette butts.
- Wipe clean:
 - All entrance door glass, inside and out
 - Window panels adjacent to entrance doors
 - Doorframes and ledges
- Clean and polish all drinking fountains using proper cleaners.
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Sweep and/or dust mop all floor surfaces.
- Vacuum carpeted mats at doors and entryways.
- Spot mop floors to remove spills.

Kitchens, Breakrooms and Vending Areas

- Wipe clean and sanitize:
 - Sinks – **DO NOT CLEAN** any dishes.
 - Countertops – **DO NOT CLEAN** the interior of any cabinets.
 - Table Tops and Chairs
 - Appliance Exteriors Only – **DO NOT CLEAN** the interior of any appliances.
- Wipe clean cabinet doors, drawers, and the walls as necessary to remove food, grease and stains.
- Refill and wipe clean as needed:
 - Soap Dispenser
 - Paper Towel Dispensers
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Sweep and/or vacuum floors.
- Wet mop floors to remove spillage.
 - Floors, especially corners, must be free of debris, paper, dirt, stains, and cobwebs.

Restrooms

- Wash, clean, sanitize and disinfect all toilets, toilet seats and urinals.
- Spot clean restroom walls, partitions and doors.

- Wash, clean and sanitize all sinks, faucets, plumbing fixtures and counter surfaces.
 - All sinks, faucets and pipes under the sinks must be clean and free from water build-up, body oils, dirt, dust, cobwebs, hair, etc.
- Clean all restroom mirrors and ledges
 - All mirrors and ledges must be clean and free of water spots, streaks and dust.
- Refill and wipe clean as needed:
 - Soap Dispensers
 - Paper Towel Dispensers
 - Toilet Paper Dispensers
 - Toilet Seat Covers
 - Air Fresheners
 - Etc.
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Sweep and wet mop restroom floors with cleaner and disinfectant rinse.
 - Include flooring area behind/under toilets and urinals.
 - Baseboards and panel bases must be clear of dirt build-up and stains.
 - Drains are to be free of debris and hair.

Custodial Closet

- Custodial staff shall ensure the following tasks are complete at the end of each service day:
 - Cleaning materials, equipment and chemicals are neatly put away and organized.
 - Chemicals are properly stored. No open containers. Spills, stains, and dirt and cleaned.
 - All wet mops have been cleaned, rinsed and rung out.
 - Dirty mop water has been properly disposed of.

NOTE: Any defects or issues found during the cleaning process must be noted on the daily checklist and reported to the Department POC or their designee. Defects may include burned out lightbulbs, broken windows, water leaks, etc.

Central Repair Shop (Building B)

Daily Service

Lobby & Entrance

- Sweep the exterior areas leading up to the entry doors of each facility, approximately a 10' x 10' area per entry location. This includes the 6' x 80' ally way.
- Clean out sand urns and remove any paper, debris, and cigarette butts.
- Wipe clean:
 - All entrance door glass, inside and out
 - Window panels adjacent to entrance doors
 - Doorframes and ledges

- Empty all trash cans by removing the trash can liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Sweep and/or dust mop all floor surfaces.
- Vacuum carpeted mats at doors and entryways.
- Wet mop floors using a mild cleaner/disinfectant/deodorizer solution.

Kitchens, Breakrooms and Vending Areas

- Wipe clean and sanitize:
 - Sinks – **DO NOT CLEAN** any dishes.
 - Countertops – **DOTD NOT CLEAN** the interior of any cabinets.
 - Table Tops and Chairs
 - Appliance Exteriors Only – **DO NOT CLEAN** the interior of any appliances.
- Wipe clean cabinet doors, drawers, and the walls as necessary to remove food, grease and stains.
- Refill and wipe clean as needed:
 - Soap Dispensers
 - Paper Towel Dispensers
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Sweep and/or vacuum floors.
- Wet mop floors to remove spillage.
 - Floors, especially corners, must be free of debris, paper, dirt, stains, and cobwebs.

Restrooms

- Wash, clean, sanitize and disinfect all toilets, toilet seats and urinals.
- Spot clean restroom walls, partitions and doors.
- Wash, clean and sanitize all sinks, faucets, plumbing fixtures and counter surfaces.
 - All sinks, faucets and pipes under the sinks must be clean and free from water build-up, body oils, dirt, dust, cobwebs, hair, etc.
- Clean all restroom mirrors and ledges
 - All mirrors and ledges must be clean and free of water spots, streaks and dust.
- Refill and wipe clean as needed:
 - Soap Dispensers
 - Paper Towel Dispensers
 - Toilet Paper Dispensers
 - Toilet Seat Covers
 - Air Fresheners
 - Etc.
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.

- Sweep and wet mop restroom floors with cleaner and disinfectant rinse.
 - Include flooring area behind/under toilets and urinals.
 - Baseboards and panel bases must be clear of dirt build-up and stains.
 - Drains are to be free of debris and hair.

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 - Cleaning materials, equipment and chemicals are neatly put away and organized.
 - Chemicals are properly stored. No open containers. Spills, stains, and dirt and cleaned.
 - All wet mops have been cleaned, rinsed and rung out.
 - Dirty mop water has been properly disposed of.

NOTE: Any defects or issues found during the cleaning process must be noted on the daily checklist and reported to the Department POC or their designee. Defects may include burned out lightbulbs, broken windows, water leaks, etc.

Equipment Section (Building F)

Daily Service

Lobby & Entrance

- Sweep the exterior areas leading up to the entry doors of each facility, approximately a 10' x 10' area per entry location.
- Clean out sand urns and remove any paper, debris, and cigarette butts.
- Wipe clean:
 - All entrance door glass, inside and out
 - Window panels adjacent to entrance doors
 - Doorframes and ledges
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Sweep and/or dust mop all floor surfaces.
- Vacuum carpeted mats at doors and entryways.
- Wet mop using a mild cleaner/disinfectant/deodorizer solution.

Kitchens, Breakrooms and Vending Areas

- Wipe clean and sanitize:
 - Sinks – **DO NOT CLEAN** any dishes.
 - Countertops – **DOTD NOT CLEAN** the interior of any cabinets.
 - Table Tops and Chairs
 - Appliance Exteriors Only – **DO NOT CLEAN** the interior of any appliances.
- Wipe clean cabinet doors, drawers, and the walls as necessary to remove food, grease and stains.

- Refill and wipe clean as needed:
 - Soap Dispensers
 - Paper Towel Dispensers
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Wet mop floors to remove spillage.
 - Floors, especially corners, must be free of debris, paper, dirt, stains, and cobwebs.

Restrooms

- Wash, clean, sanitize and disinfect all toilets, toilet seats and urinals.
- Spot clean restroom walls, partitions and doors.
- Wash, clean and sanitize all sinks, faucets, plumbing fixtures and counter surfaces.
 - All sinks, faucets and pipes under the sinks must be clean and free from water build-up, body oils, dirt, dust, cobwebs, hair, etc.
- Clean all restroom mirrors and ledges
 - All mirrors and ledges must be clean and free of water spots, streaks and dust.
- Refill and wipe clean as needed:
 - Soap Dispensers
 - Paper Towel Dispensers
 - Toilet Paper Dispensers
 - Toilet Seat Covers
 - Air Fresheners
 - Etc.
- Empty all trashcans by removing the trashcan liner and replacing it with a new trash bag.
 - Wipe clean all wastebaskets as needed.
- Sweep and wet mop restroom floors with cleaner and disinfectant rinse.
 - Include flooring area behind/under toilets and urinals.
 - Baseboards and panel bases must be clear of dirt build-up and stains.
 - Drains are to be free of debris and hair.

Custodial Closet

- Custodial staff shall ensure the following tasks are complete at the end of each service day:
 - Cleaning materials, equipment and chemicals are neatly put away and organized.
 - Chemicals are properly stored. No open containers. Spills, stains, and dirt must be cleaned.
 - All wet mops have been cleaned, rinsed and rung out.
 - Dirty mop water has been properly disposed of.

NOTE: Any defects or issues found during the cleaning process must be noted on the daily checklist and reported to the Department POC or their designee. Defects may include burned out lightbulbs, broken windows, water leaks, etc.

**Traffic Services & Equipment Section
(Buildings A & F)
Weekly Service (Friday)**

	Friday
Lobbies/Entrances/Hallways	Wet mop; Spot clean smudges and stains/blemishes on the interior walls; Clean interior and exterior windows and glass doors
Common Areas	Wet mop
Offices	Wet mop
Shower Rooms	Dust and wet mop floors
Central Repair Shop-Parts Store	Wet mop; Spot clean smudges and stains/blemishes on the interior walls

**Traffic Services, Central Repair Shop & Equipment Section
(Buildings A, B & F)
Bi-Weekly Service**

	1st Friday	3rd Friday
Lobbies/Entrances/Hallways	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)
Common Areas	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)
Offices	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)
Conference Room	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)	Dust all furniture, windowsills, workstation tops, light fixtures and blinds (as applicable)
Repair Shop Parking Lot	Pick-up trash and dispose of in the outside designated areas	Pick-up trash and dispose of in the outside designated areas
Grounds (7' around the building on the south side of the facility)	Pick-up trash and dispose of in the outside designated areas	Pick-up trash and dispose of in the outside designated areas
Covered Walkways	Pick-up trash and dispose of in the outside designated areas	Pick-up trash and dispose of in the outside designated areas

Monthly Services – 1st Wednesday of Each Month

- Install new urinal splashguards and toilet fresheners.

Semi-Annual Services – January & July of Each Year

- Clean all restroom walls
- Clean all wall and ceiling air return vents and registers
- Dust all baseboards
- Maintain hard surface floors in Equipment Section (Building F) to include top scrubbing, waxing and/or strip and wax with three layers of wax.

NOTE: To ensure the most optimal date and time is secured, the Contractor shall schedule all semi-annual services with the Department POC at least 30 days prior to providing these services.