

Request for Qualifications - Environmental Services

Exhibit B - Public Area Cleaning Frequencies		
Duty	Description	Days Per Week
Sweep/Dust Mop	Sweep/dust mop floor	Daily
Sinks	Clean sinks & faucets with disinfectant solution. Polish sinks	Daily
Vacuum	Vacuum carpeted areas	Daily
Spot Mop	Remove spots and spillage	Daily
Damp/Wet Mop	Damp/wet mop with germicidal solution all clinical areas, entrances, lobbies and corridors	Daily
Baseboards	Keep baseboards free of dust, splash marks	1
Auto Scrub	Scrub floors	1
Carpet Spotting	Check and remove spots/stains from carpet	As required, Inspected daily
Clean Carpet	Shampoo or extract Carpets	As required, Inspected daily
Scrub and Re-Coat	Scrub and re-coat floors	As required, Inspected daily
Dust	Dust all low level ledges, furniture and fittings	Daily
High Dust	Dust all ledges and fittings above 6 feet from floor	1
Trash	Empty Trash receptacles and replace liners. Do NOT take empty boxes unless marked Trash	Daily
Water Fountains	Clean and police	Daily
Glass	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels.	Daily
Furniture	Clean furniture with disinfectant solution	Daily
Walls	Spot clean walls	As required, Inspected daily
Stairs	Sweep all stairs and landings. Damp mop all stairs and landings. Clean all railings and ledges.	1
Painted surfaces	Check and remove finger marks from painted walls and doors	1
Elevator Cleaning	Wash and polish walls and doors. Sweep and damp mop floors. Vacuum carpeted floors. Keep tracks clean and free of debris	Daily

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Exhibit B - Exam Room Cleaning Frequencies		
Duty	Description	Days Per Week
Sweep/Dust Mop	Sweep/dust mop floor	Daily
Sinks	Clean sinks & faucets with disinfectant solution. Polish sinks	Daily
Vacuum	Vacuum carpeted areas	Daily
Spot Mop	Remove spots and spillage	Daily
Damp/Wet Mop	Damp/wet mop with germicidal solution all clinical areas, entrances, lobbies and corridors	Daily
Baseboards	Keep baseboards free of dust, splash marks	1
Auto Scrub	Scrub floors	1
Carpet Spotting	Check and remove spots/stains from carpet	As required, Inspected daily
Clean Carpet	Shampoo or extract Carpets	As required, Inspected daily
Scrub and Re-Coat	Scrub and re-coat floors	As required, Inspected daily
Dust	Dust all low level ledges, furniture and fittings	Daily
High Dust	Dust all ledges and fittings above 6 feet from floor	1
Trash	Empty Trash receptacles and replace liners. Do NOT take empty boxes unless marked Trash	Daily
Water Fountains	Clean and police	Daily
Glass	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels.	Daily
Furniture	Clean furniture with disinfectant solution	Daily
Walls	Spot clean walls	As required, Inspected daily

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Exhibit B - Restroom Cleaning Frequencies		
Duty	Description	Days Per Week
Sweep/Dust Mop	Sweep/dust mop floor	Daily
Clean Restroom	Thoroughly clean all sinks, commodes, toilet seats, stalls, partitions, walls, trash receptacles	Daily
Damp/Wet Mop	Damp/wet mop with germicidal solution all clinical areas, entrances, lobbies and corridors	Daily
Baseboards	Keep baseboards free of dust, splash marks	1
Scrub Floors	Machine scrub floors	As required, Inspected daily
Wash Walls	Wash interior wall surfaces	As required, Inspected daily
Dust	Dust all low level ledges, furniture and fittings	Daily
High Dust	Dust all ledges and fittings above 6 feet from floor	1
Trash	Empty Trash receptacles and replace liners. Do NOT take empty boxes unless marked Trash	Daily
Replenish Supplies	Replenish hand soap, paper towels, toilet tissue and toilet seat covers	Daily
Glass - Mirrors	Thoroughly clean glass	Daily
Police Clean	Police clean all public restrooms to include: checking dispensers, cleaning sinks, commodes, mirrors, floors, spot cleaning walls	Twice Daily - Documented by restroom checklist

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Exhibit B - Office Cleaning Frequencies		
Duty	Description	Days Per Week
Sweep/Dust Mop	Sweep/dust mop floor	Daily
Vacuum	Vacuum carpeted areas	Daily
Spot Mop	Remove spots and spillage	Daily
Damp/Wet Mop	Damp/wet mop with germicidal solution all clinical areas, entrances, lobbies and corridors	Daily
Baseboards	Keep baseboards free of dust, splash marks	1
Auto Scrub	Scrub floors	1
Carpet Spotting	Check and remove spots/stains from carpet	As required, Inspected daily
Clean Carpet	Shampoo or extract Carpets	As required, Inspected daily
Scrub and Re-Coat	Scrub and re-coat floors	As required, Inspected daily
Dust	Dust all low level ledges, furniture and fittings	Daily
High Dust	Dust all ledges and fittings above 6 feet from floor	1
Trash	Empty Trash receptacles and replace liners. Do NOT take empty boxes unless marked Trash	Daily
Glass	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels.	Daily
Furniture	Clean furniture with disinfectant solution	Daily

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Exhibit B - Police Cleaning Public Restroom Frequencies

Duty	Description	Days Per Week
Sweep/Dust Mop	Sweep/dust mop floor	Twice Daily
Clean Restroom	Clean all sinks, commodes, toilet seats, and stalls	Twice Daily
Damp/Wet Mop	Damp/Wet mop with germicidal solution	Twice Daily
Dust	Dust all low level ledges, furniture and fittings	Twice Daily
High Dust	Dust all ledges and fittings above 6 feet from floor	1
Trash	Empty trash receptacles and replace liners	Twice Daily
Replenish Supplies	Replenish hand soap, paper towels, toilet tissue, and toilet seat covers	Twice Daily
Glass - Mirrors	clean glass	Twice Daily

Police cleaning of restrooms is to be documented with public restrooms check list

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Exhibit B - Police Cleaning Staff Restroom Frequencies		
Duty	Description	Days Per Week
Sweep/Dust Mop	Sweep/dust mop floor	Daily
Clean Restroom	Clean all sinks, commodes, toilet seats, and stalls	Daily
Damp/Wet Mop	Damp/Wet mop with germicidal solution	Daily
Dust	Dust all low level ledges, furniture and fittings	Daily
High Dust	Dust all ledges and fittings above 6 feet from floor	1
Trash	Empty trash receptacles and replace liners	Daily
Replenish Supplies	Replenish hand soap, paper towels, toilet tissue, and toilet seat covers	Daily
Glass - Mirrors	clean glass	Daily

Police cleaning of restrooms is to be documented with public restrooms check list

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Exhibit B - Police Cleaning - Skywalks/Public Area Frequencies		
Duty	Description	Days Per Week
Sweep/Dust Mop	Sweep/dust mop floor	Twice Daily
Sinks	Clean sinks & faucets with disinfectant solution. Polish sinks.	Twice Daily
Vacuum	Vacuum Carpeted Areas	Twice Daily
Spot Mop	Remove spots and spillage	Twice Daily
Trash	Empty trash receptacles and replace liners	Twice Daily
Water Fountains	Clean and police	Twice Daily
Glass	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels	Twice Daily
Furniture	Clean furniture with disinfectant solution	Twice Daily
Furniture Arrangement	Ensure furniture in waiting areas, lobbies, and entrances are in specific locations as required	Twice Daily
Police cleaning of restrooms is to be documented with public restrooms check list		

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Exhibit B - Children's Village Cleaning Frequencies		
Duty	Description	Days Per Week
Clean Walk Areas	Sweep and or use blower to clean all walkways	Twice Daily
Grass Areas	Use blower or lawn vacuum to clean grassy areas	Twice Daily
Plant Areas	Ensure that there is no trash or debris in plant areas	Twice Daily
Spot Mop	Remove spots and spillage	Twice Daily
Trash	Empty trash receptacles and replace liners	Twice Daily
Glass	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels	Twice Daily
Furniture	Clean furniture with disinfectant solution	Twice Daily
Pressure Wash	Clean Entire Village with pressure wash	Once Per Month
Furniture Arrangement	Ensure furniture in waiting areas, lobbies, and entrances are in specific locations as required	Twice Daily

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Exhibit B - SEC Rooftop Garden Cleaning Frequencies		
Duty	Description	Days Per Week
Clean Walk Areas	Sweep and or use blower to clean all walkways	Twice Daily
Grass Areas	Use blower or lawn vacuum to clean grassy areas	Twice Daily
Plant Areas	Ensure that there is no trash or debris in plant areas	Twice Daily
Wet Mop	Remove spots and spillage	Twice Daily
Trash	Empty trash receptacles and replace liners	Twice Daily
Glass	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels	Twice Daily
Furniture	Clean furniture with disinfectant solution	Twice Daily
Pressure Wash	Clean Entire garden with pressure wash	Once Per Month
Furniture Arrangement	Ensure furniture in waiting areas, lobbies, and entrances are in specific locations as required	Twice Daily
Eye Brows - Sails	Clean eye brows and sails	Once Per Month
Auto Scrub	Auto scrub upper and lower decks	Once Per Month