

RESOLUTION NO. R-24-05

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH HI-GENE'S JANITORIAL SERVICE, INC, IN AN AMOUNT NOT TO EXCEED \$185,940.00 FOR ANNUAL JANITORIAL SERVICES OF CERTAIN CITY OF GLADSTONE FACILITIES.

WHEREAS, proposals were received for contract janitorial services and the proposal from Hi-Gene's Janitorial Service, Inc., has been determined to be the best overall bid.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a contract for janitorial services of certain City of Gladstone Facilities, in the annual amount of \$185,940.00.

FURTHER, THAT, funds are hereby authorized for such purpose from the General Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12TH DAY OF FEBRUARY 2024.


Jean B. Moore, Mayor

ATTEST:


Kris Keller, City Clerk



Request for Council Action

RES ☒ # R-24-05

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 2/6/2024

Department: Parks & Recreation

Meeting Date Requested: 2/12/2024

Public Hearing: Yes ☐ Date: Click here to enter a date.

Subject: Contract Janitorial Service for City Facilities

Background: For years, the City has contracted janitorial services for City Hall, the Police Department, Public Works, the Community Center, and the subleased space at 7001 N Cherry St. (occupied by CEK/Barnes Healthcare).

Budget Discussion: Funds are budgeted in the amount of \$185,940.00 from the General Fund. Ongoing costs are estimated to be \$ 185,940.00 annually. Previous years' funding was \$125,639.00.

Public/Board/Staff Input: Staff publicly solicited and received two bids for the contract service. The additional square footage of the Police Department combined with inflation, accounts for the significant increase of the contracted costs.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor.

Justin Merkey
Department Director/Administrator

JM
City Attorney

BB
City Manager



JANITORIAL MAINTENANCE AGREEMENT

THIS AGREEMENT entered into this 12th day of February, 2024, by and between the City of Gladstone, 7010 N. Holmes, Gladstone, Missouri, 64118, as CLIENT and Hi-Gene's Janitorial Service Inc. as CONTRACTOR.

WITNESSETH:

WHEREAS: CLIENT is desirous of the services of CONTRACTOR for the purpose of keeping the premises known as "Gladstone City Hall," "Gladstone Police Station," "Gladstone Public Works," "Gladstone Fire Station #1," "Gladstone Fire Station #2," "Gladstone Water Department" and "Gladstone Community Center" properly cleaned as outlined, and;

WHEREAS: CONTRACTOR is in the business of providing maintenance and janitorial services under the trade name and style of Hi-Gene's Janitorial and desires to contract and agree with CLIENT for the performance of said janitorial services to be further set out in this agreement.

NOW THEREFORE: In consideration of the faithful performance of the services hereinafter specified, in the manner and at the times specified, the compensation to be paid therefore and the mutual covenants and agreements of the parties hereafter set forth to be kept and performed and the mutual benefits to each of the parties therefore, it is hereby contracted and agreed as follows:

A. CONFIDENTIALITY:

1. The CONTRACTOR understands that while performing the services under this contract, janitorial work will be performed in areas where confidential and proprietary information may be kept, including medical information and criminal records. Such areas, within City Hall – designated *Confidential Areas* – include, but are not limited to: Gladstone Police Station; Finance Department; Municipal Court; Human Resources Department; Legal Department; and any other areas that may be designated by the City.
2. The CONTRACTOR will ensure that its personnel enter the offices and facilities of the Gladstone Public Safety Department and all other *Confidential Areas* only when and for as long as necessary to complete cleaning tasks within such areas. The CONTRACTOR will also ensure that none of its employees read or examine any materials located on or within any desk, table, file cabinet or other work area within City Hall; and that they will not open any files, desks, boxes, disk storage cases, or any other containers located within City Hall.
3. Further, in the event that the CONTRACTOR, its representative or employees, inadvertently come in contact with any confidential information, the CONTRACTOR agrees not to use or further disclose such information to anyone. The CONTRACTOR shall be responsible for any disclosure or other misuse of any confidential information committed by any representatives or employees of the CONTRACTOR.

4. The CONTRACTOR further agrees to educate its personnel as to the importance of confidentiality with respect to the performance of this contract, and to maintain a strong confidentiality policy applicable to all of its personnel who may be assigned to perform services within the Gladstone Public Safety Department, and all other *Confidential Areas*.
5. Any violations of this confidentiality provision shall be cause for immediate termination of this contract, without notice.

B. SCOPE OF SERVICES:

The CONTRACTOR agrees to supply services described and be bound by the terms and conditions set forth in the scope of work attached hereto and made apart hereof and identified as *Exhibit A-1, A-2, A-3, A-4, B-1 and C* ("the Scope of Work"), provided, however, that in the event any terms or conditions of the Scope of Work conflict with this contract, the terms and conditions of this contract shall prevail. The CONTRACTOR shall perform the services described in this contract in a timely, diligent and professional manner in accordance with recognized standards of the applicable industry or profession.

C. PERSONNEL:

1. The CONTRACTOR shall comply with all federal, state, local laws, rules and regulations concerning the hiring and employment of its employees.
2. The CONTRACTOR shall perform this contract as an independent contractor and shall not be considered an agent of the CLIENT, or shall any of the CONTRACTOR's employees or agents be considered an agent of the CLIENT.
3. When any employee of the CONTRACTOR conducts himself or herself in an improper, offensive or disrespectful manner, or fails to observe the established standards of safety, cleanliness, neatness and attire, or acts in a manner considered by the CLIENT as detrimental to the CLIENT premises or the public using the CLIENT premises, upon the written notification of the CLIENT, he or she shall not be allowed by the CONTRACTOR to work at any of the City premises set forth in this agreement.
4. Pursuant to 285.530 RSMo, effective January 1, 2009, the CONTRACTOR must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein. To assure compliance with these requirements, the CONTRACTOR shall (1) enroll and actively participate in a federal work authorization program; (2) provide a sworn affidavit with accompanying documentation to affirm its participation in such a program; and (3) provide a sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien.
5. In addition to the requirements of paragraph C3 above, and on account of the allowance of access to secured areas of City Hall by employees of the CONTRACTOR, each prospective employee of the CONTRACTOR shall undergo a security investigation conducted by the Public Safety Department, before such employee is allowed on the premises to work. The CONTRACTOR shall make available to the Public Safety Department such necessary personal information of each employee – including full name, address, date of birth, Social Security

Number and fingerprints – as is requested by the Public Safety Department for purposes of its security investigation. The Public Safety Department shall be the final determiner of approval of all employees of the CONTRACTOR through its security investigation process. THE CONTRACTOR SHALL NOT ALLOW ANY EMPLOYEE OR OTHER PERSON ON THE PREMISES OF CITY HALL THAT HAS NOT SUCCESSFULLY PASSED THIS SECURITY INVESTIGATION.

Upon first entering into this Maintenance Agreement, the prospective employees of the CONTRACTOR shall undergo the security investigation provided for in this paragraph, and the CONTRACTOR shall not be allowed to commence work under this agreement until a sufficient number of employees have been approved by the Public Safety Department to enable the CONTRACTOR to perform the services required under this agreement.

If the CONTRACTOR fails to provide a sufficient number of employees that have been approved by the Public Safety Department within two weeks after the award of the bid for this agreement, the CLIENT shall have the absolute right to terminate this agreement and seek the services of another CONTRACTOR.

D. EMPLOYEE COMPENSATION:

1. All payroll taxes, Employer's Liability and Worker's Compensation insurance and benefits required of the CONTRACTOR are the sole responsibility of the CONTRACTOR. The CONTRACTOR understands that an employee/employer relationship does not exist under this contract.
2. The CONTRACTOR shall provide the CLIENT with documentation acceptable to the CLIENT evidencing that CONTRACTOR's compliance with the requirements of the above paragraph.

E. INDEMNIFICATION OF CLIENT:

The CONTRACTOR shall indemnify and save harmless the CLIENT, its representatives, agents and employees from all suits, actions, liability, damages, expenses (including, but not limited to court costs and attorney's fees), and demand for personal injury or property damage, and other expenses or losses suffered or arising out of or caused by any grossly negligent or intentional act or omission of CONTRACTOR, or CONTRACTOR'S employees, servants, agents or permitted subcontractors. So much of the monies due or to become due to CONTRACTOR under the contract shall be retained by the CLIENT in such amount as may be reasonably considered necessary by the CLIENT until such suits or claims for damages have been settled or otherwise disposed of and satisfactory evidence to that effect has been furnished to the CLIENT.

F. DAMAGE TO PRIVATE PROPERTY:

The CONTRACTOR shall be responsible for any damage to private property caused by CONTRACTOR, its subcontractors, servants or employees in the course of the performance of this contract and shall replace or restore to its original condition any such damaged property at no cost to the occupant, owner or the CLIENT.

G. TERMINATION FOR CONVENIENCE:

The CLIENT may terminate this contract for convenience by giving written notice to CONTRACTOR of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If the contract is terminated by the CLIENT as provided in this section, the CONTRACTOR will be paid for all work performed by CONTRACTOR prior to the date of termination.

H. TERMINATION FOR CAUSE:

If, through any cause, CONTRACTOR fails to fulfill in a timely and proper manner its obligations under this contract, or if CONTRACTOR violates any of the covenants, agreements or stipulations of this contract, the CLIENT shall thereupon have the right to terminate this contract by giving written notice to CONTRACTOR of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the CLIENT for damages sustained by the CLIENT by virtue of any breach of this contract by CONTRACTOR.

I. ASSIGNMENT:

This agreement constitutes a personal service contract between the CLIENT and the CONTRACTOR. The CONTRACTOR shall not assign, transfer, convey or otherwise dispose of this agreement or any rights or responsibilities thereunder, or of its right, title or interest in, or its power to execute such agreement to any other persons, firm or corporation.

J. AMENDMENTS:

This agreement may be amended from time to time only by written agreement, duly authorized and executed by representatives of all parties hereto.

K. INVALID PROVISIONS:

In the event any covenant, condition or provision herein contained is held to be invalid by a court of competent jurisdiction, the invalidity of any such covenant, condition, or provision herein contained, provided the invalidity of any such covenant, condition or provision does not materially prejudice either the CLIENT or the CONTRACTOR in its respective rights and obligations contained in the valid covenants conditions, and provisions of this agreement.

L. HEADINGS:

The headings of the several Articles and Sections of this agreement are inserted only as a matter of convenience and for reference in no way define, limit or describe the scope or intent of any provisions of this agreement and shall not be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

M. SUCCESSORS AND ASSIGNS:

All of the terms, provisions, covenants, stipulations, conditions and considerations of the agreement shall extend to and bind the legal representatives and successors of the respective parties hereto.

N. SUBSTANCE ABUSE:

The CONTRACTOR will not allow the unauthorized use, abuse, possession or sale of controlled substances or misuse of alcohol by any of its employees.

O. PERFORMANCE BY CONTRACTOR:

1. The CONTRACTOR will not allow any type of workplace violence committed by or against its employees, and will prohibit its employees from making threats, carrying concealed weapons, or engaging in violent activities while on CLIENT premises.
2. The CONTRACTOR will comply with all applicable immigration laws, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990.
3. The CONTRACTOR will comply with the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of physical or mental disability. In accordance with applicable federal and state law protecting qualified individuals with known disabilities, the CONTRACTOR will attempt to reasonably accommodate those individuals, unless doing so would create an undue hardship on the CONTRACTOR.
4. The CONTRACTOR shall assure that no person not employed by the CONTRACTOR and assigned to duties under this agreement, will be admitted to CITY HALL by the CONTRACTOR or any of its employees.

P. GOVERNING LAW:

This contract is executed in the State of Missouri and shall be governed by Missouri law. The CONTRACTOR, by execution of this contract, consents to the jurisdiction of the Missouri state courts with respect to any dispute arising out of this contract and further consents to venue in Clay County, Missouri.

Q. DESIGNEES:

1. For the purpose of daily operations under the terms of the agreement, the Director of Parks, Recreation and Cultural Arts shall act as the CLIENT's designee. Any CLIENT actions, as specified in the agreement, which cannot be legally so assigned, shall be exercised solely by the City Manager.
2. The CONTRACTOR shall identify one of its officials or employees as its designee who shall be the CONTRACTOR's primary contact person with the CLIENT and be responsible for the performance of the CONTRACTOR's duties under this agreement.

R. DISCRIMINATION:

1. The CONTRACTOR will not on the grounds of race, sex, color, religion, age, disability or national origin discriminate or permit discrimination against any person or group of persons in any manner. The CONTRACTOR shall maintain a workplace that is free from any form of harassment because of race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. The CONTRACTOR will prohibit retaliation or adverse employment action against any of their employees who exercises their rights under a harassment free workplace. The CLIENT reserves the right to take such action as the United States government may direct to enforce this covenant.
2. The CONTRACTOR agrees to refrain from any unlawful employment practices and to comply with all lawfully adopted regulations relating thereto.
3. The CONTRACTOR agrees to furnish service on a fair, equal and nondiscriminatory basis to all users thereof, and to charge fair, reasonable and nondiscriminatory prices for each unit of service.
4. The parties hereto understand and agree that the CLIENT may from time to time be required by the United States government or its agencies, to adopt additional or amended provisions, including discrimination provisions, and the CONTRACTOR agrees that it will adopt any such requirements as a part of this agreement.

S. INSURANCE REQUIREMENTS:

The CONTRACTOR will provide general liability insurance for the term of the agreement which shall be as follows: Comprehensive Form General Liability with a broadening endorsement to include, for bodily injury and property damage must have combined single limit of \$2,905,664.00 per person and \$2,905,664.00 per occurrence; and for Employers' Liability \$500,000.00 each employee, \$500,000.00 each accident and \$500,000.00 policy. The CONTRACTOR shall provide the CLIENT with a Certificate of Insurance naming the CLIENT as an additional insured on said policies prior to commencing services under this contract. Worker's Compensation coverage must meet the Statutory Employers Liability (per accident) limit of \$100,000.00. All Coverages shall be maintained in full force and effect during the full term of the agreement.

T. INCORPORATION OF SERVICE SPECIFICATIONS AND SCHEDULE:

1. The premises described in the attached specifications shall be serviced by the CONTRACTOR as specified in *Exhibit A-1, Exhibit A-2, Exhibit A-3, Exhibit A-4, Exhibit B-1 and Exhibit C* of the CONTRACTOR's proposal to provide services, all of which are attached to and incorporated in this Maintenance Agreement.
2. The Specifications and Schedule of services under this agreement may be amended by the parties by mutual agreement. Amendments must be in writing and signed by both parties. Properly adopted amendments shall become a part of this agreement.

U. PAYMENT:

In consideration of the faithful performance by the CONTRACTOR of the duties hereunder, the CLIENT agrees to pay the CONTRACTOR the total sum of \$5,875.00* per month for items in *Exhibit A-1, A-2 & A-3 and *A-4 (per sqft, min. \$225)*; and the sum of \$9,620.00 per month for *Exhibit B-1*. In addition, the CLIENT agrees to pay the CONTRACTOR the total sum of \$125.00 per occurrence for biohazard cleaning as outlined in *Exhibit C*.

V. TERM:

The term of this contract shall be through June 30, 2025. The contract may be extended for up to five additional one-year terms by mutual agreement of the parties. Thereafter the contract may be terminated by either party by giving not less than ninety (90) days' notice in writing, prior to the next annual start date. This agreement may be amended in writing prior to the next annual start date by mutual agreement of the parties provided that the amendment is agreed to not less than ninety (90) days prior to the next annual start date.

City of Gladstone

BY: _____

Robert M. Baer, CITY MANAGER

DATE: _____

10/17/24

ATTEST: _____

Kris Keller, CITY CLERK

DATE: _____

10/17/24

VENDOR: Hi-Gene's Janitorial Service Inc.

BY: _____

Vendor Representative Erin Thompson (please print)

DATE: _____

10/16/24



CITY HALL UPPER LEVEL

EXHIBIT A-1

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

General Note: If a desktop is covered in paperwork do not clean it, however, if a desktop has been cleared of paper wipe it down with a wet cloth.

Liners shall not remain in a trash basket longer than one week.

All Areas		Frequency	Person Assigned
1	Empty trash baskets and replace liners, as necessary	Daily	
2	Empty recycling containers	Daily	
3	Clean and sanitize drinking fountain	Daily	
4	Sweep and vacuum all high traffic areas	Daily	
5	Dust air vents	Semi-Annually	
All Office Areas/Reception Lobby Area		Frequency	Person Assigned
1	Feather dust all flat surfaces, including all desks, chairs, tack strips, tops of cubicles and credenzas. Remove obvious spills, stains and smudges.	Twice Weekly	
2	Wet wipe all counters	Daily	
3	Dust mop window ledges	Weekly	
4	Dust all office furniture (Include Bottom of Chairs)	Weekly	
5	Dust all blinds	Weekly	
Front Entry/Lobby		Frequency	Person Assigned
1	Clean and polish front doors/large glass window behind counter	Bi-Weekly	
2	Dust ledges, pictures and wall hangings	Bi-Weekly	
3	Dust lobby furnishings	Bi-Weekly	
All Restrooms		Frequency	Person Assigned
1	Scrub stools, urinals and disinfect all surfaces	Daily	
2	Scrub sink, counter top areas	Daily	
3	Refill dispensers: soap, toilet paper, seat covers	Daily	
4	Polish mirrors and faucets	Daily	
5	Wet mop vinyl/tiled areas using a germicidal disinfectant cleaner	Daily	
6	Wipe down walls and stall partitions	Weekly	



CITY HALL UPPER LEVEL

EXHIBIT A-1

All Floors		Frequency	Person Assigned
<i>Vinyl/tiled floors:</i>			
1	Dry mopped	Daily	
2	Wet mopped	Weekly	
<i>Carpeted areas:</i>			
3	Vacuumed	Daily	
4	Spot clean to remove unsightly marks & spills	Daily	
<i>Display Cases</i>		Frequency	Person Assigned
<i>Located in City Hall Lobby and along employee entrance hallway:</i>			
1	Clean exterior glass	Monthly	
2	Wipe out interior-get the dust that settles on the bottom of the case <i>(Keep Dead Flies & Bugs Out of this Case!)</i>	Monthly	
<i>Council Chambers</i>		Frequency	Person Assigned
1	Clean tables, counters and podium	Daily	
2	Straighten chairs	Daily	
3	Vacuum floor	Daily	
4	Dust blinds & chairs	Weekly	
<i>Council Chamber Dias</i>		Frequency	Person Assigned
1	Dust and wet wipe as necessary <i>(Do on Sundays & Thursdays)</i>	Bi-Weekly	
2	Vacuum carpet	Weekly	



CITY HALL UPPER LEVEL

EXHIBIT A-1

<i>Conference Rooms</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Bi-Weekly	
2	Clean sinks	Bi-Weekly	
3	Vacuum carpet	Bi-Weekly	

<i>Break Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Daily	
2	Wipe off coffee machine	Daily	
3	Clean and sanitize outside surfaces of other appliances	Daily	
4	Dispose of all trash, newspapers, etc.	Daily	
5	Mop floors	Daily	
6	Clean sink	Daily	
7	Clean interior of microwave	Daily	

City Hall - LOWER LEVEL

Stairway, Hall & Records Room:

1	Sweep Stairs	Daily	
2	Wet Mop stairs (Use Clean Mop Head)	Bi-Weekly	
3	Sweep Hallway	Bi-Weekly	
4	Wet Mop Hallway	Weekly	
5	Wet Mop Records Room Floor	Yearly	



POLICE STATION

LOWER LEVEL

EXHIBIT A-2

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

General Note: If a desktop is covered in paperwork do not clean it, however, if a desktop has been cleared of paper wipe it down with a wet cloth.

Liners shall not remain in a trash basket longer than one week.

<i>Lobby</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wet mop	Bi-Weekly	
3	Wipe down chairs and flat surfaces	Daily	
4	Clean windows and all glass surfaces <i>(Receptionist Windows & Doors)</i>	Daily	
<i>Records Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wet mop	Bi-Weekly	
3	Wipe down chairs and flat surfaces	Daily	
4	Clean windows and all glass surfaces	Daily	
<i>Criminal Investigations Unit</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wipe down chairs and flat surfaces	Daily	
3	Clean windows and all glass surfaces	Daily	
<i>Administrative Offices</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Vacuum carpet	Daily	
2	Wipe down chairs and flat surfaces	Daily	
3	Clean windows and all glass surfaces	Daily	
<i>Conference Rooms</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Bi-Weekly	
2	Vacuum carpet	Bi-Weekly	
<i>Generator Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep and mop	Quarterly	



POLICE STATION

LOWER LEVEL

EXHIBIT A-2

<i>Men's & Women's Locker Rooms</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wipe down benches	Weekly	
3	Empty trash containers	Daily	
4	Dust top of lockers	Weekly	
<i>Dispatch Area</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Vacuum Carpet	Bi-Weekly	
2	Feather Dust	Daily	
3	Sweep vinyl floor	Daily	
4	Wet Mop	Bi-Weekly	
<i>EOC/Training Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Bi-Weekly	
2	Vacuum carpet	Bi-Weekly	
<i>Conference Rooms</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Bi-Weekly	
2	Vacuum carpet	Bi-Weekly	
<i>Sergeants' Area and Report Writing</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Vacuum carpet	Daily	
2	Wipe down chairs and flat surfaces	Daily	
3	Clean windows and all glass surfaces	Daily	
<i>Exercise Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep & Mop Floor	Weekly	
2	Clean Windows and Mirrors	Bi-Weekly	
3	Dust Equipment	Bi-Weekly	



POLICE STATION LOWER LEVEL

EXHIBIT A-2

<i>Sally Port</i>		Frequency	Person Assigned
1	Vacuum carpet and runners	Daily	
2	Sweep building stairwells and entryways	Daily	
3	Wet wipe handrails, fixtures and door frames	Daily	
4	Clean and polish all glass doors and windows	Daily	
<i>Detention Area-Holding Cells</i>		Frequency	Person Assigned
1	Check each day - mop and clean toilet, as needed	Daily	
<i>Booking Room</i>		Frequency	Person Assigned
1	Clean tops of counters	Daily	
2	Sweep/vacuum	Daily	
3	Clean glass surfaces	Daily	
4	Feather Dust	Daily	
5	Empty non-biohazard trash containers	Daily	
<i>Employee Entrance Hallway</i>		Frequency	Person Assigned
1	Sweep	Weekly	
2	Mop	Weekly	
3	Remove Trash	Weekly	
<i>Inside Stairway (from Upstairs City Hall):</i>		Frequency	Person Assigned
1	Clean glass door at bottom of stairs	Daily	
2	Sweep stairs	Daily	
3	Wet mop stairs <i>(Use Clean Mop Head)</i>	Weekly	
4	Dust top of storage cabinet at the bottom of stairs	Daily	



POLICE STATION LOWER LEVEL

EXHIBIT A-2

	<i>Break Room</i>	<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Daily	
2	Wipe off coffee machine	Daily	
3	Clean and sanitize outside surfaces of other appliances	Daily	
4	Dispose of all trash, newspapers, etc.	Daily	
5	Mop floors	Daily	
6	Clean sink	Daily	
7	Clean interior of microwave	Daily	



PUBLIC WORKS BUILDING

BOTH LEVELS

EXHIBIT A-3

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

General Note: If a desktop is covered in paperwork do not clean it, however, if a desktop has been cleared of paper wipe it down with a wet cloth.

Liners shall not remain in a trash basket longer than one week.

All Areas		Frequency	Person Assigned
1	Empty all trash baskets and replace liners, as necessary	Mon/Wed/Fri	
2	Clean and sanitize drinking fountain in garage	Mon/Wed/Fri	
3	Sweep and mop all high traffic areas (Exclude the garage)	Mon/Wed/Fri	
4	Dust air vents	Semi-Annually	
All Office Areas		Frequency	Person Assigned
1	Feather dust all flat surfaces. Remove obvious spills and smudges.	Mon/Wed/Fri	
2	Wet wipe all counters	Mon/Wed/Fri	
3	Dust mop window ledges	Weekly	
4	Dust all office furniture (Include Bottom of Chairs)	Weekly	
5	Clean all windows, including entryway doors	Weekly	
6	Dust window blinds	Mon/Wed/Fri	
7	Dust mop floors	Mon/Wed/Fri	
8	Clean under desks	Weekly	
All Restrooms		Frequency	Person Assigned
1	Scrub stools, urinals and disinfect all surfaces	Mon/Wed/Fri	
2	Scrub sink, counter top areas	Mon/Wed/Fri	
3	Refill dispensers: soap, toilet paper, towels, seat covers	Mon/Wed/Fri	
4	Polish mirrors and faucets	Mon/Wed/Fri	
5	Wet mop floors using a germicidal disinfectant cleaner	Mon/Wed/Fri	
6	Wipe down walls and stall partitions	Weekly	
Inside Stairway		Frequency	Person Assigned
1	Sweep stairs	Mon/Wed/Fri	
2	Wet mop stairs (Use Clean Mop Head)	Weekly	



PUBLIC WORKS BUILDING

BOTH LEVELS

EXHIBIT A-3

<i>Break Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Mon/Wed/Fri	
2	Wipe off coffee machine	Mon/Wed/Fri	
3	Clean and sanitize outside surfaces of other appliances	Mon/Wed/Fri	
4	Dispose of all trash, newspapers, etc.	Mon/Wed/Fri	
5	Mop floors	Mon/Wed/Fri	
6	Clean Sink	Mon/Wed/Fri	
7	Clean interior of microwaves	Mon/Wed/Fri	

<i>Locker Rooms</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep & Mop	Mon/Wed/Fri	
2	Wipe down locker fronts and benches	Weekly	
3	Dust locker tops	Weekly	
4	Sweep under lockers	Weekly	
5	Wipe all surfaces in shower areas, including ceilings	Weekly	
6	Scrub & disinfect shower stalls and floors	Weekly	



VARIOUS LOCATIONS

EXHIBIT A-4

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

Polina Building/Leased Space to CEK Insurance

<i>Restrooms</i>	<i>Frequency</i>	<i>Person Assigned</i>
1. Clean & Stock	Daily	
<i>Conference Room</i>	<i>Frequency</i>	<i>Person Assigned</i>
1. Sweep & Mop	Weekly	

Tile, Carpet and Glass Cleaning/Waxing Schedules

<i>City Hall (Upper Level)</i>	<i>Frequency</i>	<i>Person Assigned</i>
Break Room - Vinyl Tile	Each Month: Jan. thru Dec.	
Lobby - Ceramic Tile	Two Times A Year: Jan. and July	
Computer Room	Upon Request	
Entrance Glass	Each Month: Jan. thru Dec.	
Interior Glass	Bi-Monthly: Feb.; Apr.; June; Aug.; Oct.; Dec.	
Upper Level Carpet Cleaning	One Time A Year: Sept.	
Conference Room Chairs - Upholstery Cleaning	One Time A Year: Sept.	
Lobby - Ceramic Tile Deep Scrub	Two Times A Year: March and Sept.	
Restrooms	Each Month: Jan. thru Dec.	
<i>Police Station (City Hall Lower Level)</i>	<i>Frequency</i>	<i>Person Assigned</i>
Armory Room - Vinyl Tile	Two Times A Year: Jan. and July	
Booking Room - Vinyl Tile	Upon Request	
Break Room - Vinyl Tile	Each Month: Jan. thru Dec.	
Dispatch Room - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	
Employee Entrance Landing Area - Vinyl Tile	Each Month: Jan. thru Dec.	
Employee Entrance Long Hallway - Vinyl Tile	Each Month: Jan. thru Dec.	
Carpet Cleaning	One Time A Year: Sept.	
Lobby - Ceramic Tile	Quarterly: Jan., April, Sept., Dec.	
Lobby - Atrium	Quarterly: Jan., April, Sept., Dec.	
Locker Rooms - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	
Lockroom - Ceramic Tile	Two Times A Year: Jan. and July	
Restrooms - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	
<i>Fire Station #1</i>	<i>Frequency</i>	<i>Person Assigned</i>
Bedrooms - Carpet Cleaning	One Time A Year: Sept.	
Stamped Concrete - Deep Scrub	Two Times A Year: March and Sept.	
Bathrooms - Ceramic Tile	Two Times A Year: March and Sept.	
<i>Fire Station #2</i>	<i>Frequency</i>	<i>Person Assigned</i>
Carpet Cleaning	One Time A Year: Sept.	
Hallway & Kitchen - Vinyl Tile	Two Times A Year: March and Sept.	
<i>Public Works Building</i>	<i>Frequency</i>	<i>Person Assigned</i>
Throughout Building - Vinyl (no wax) / Clean Glass	Quarterly: Jan., April, Sept., Dec.	
<i>Water Treatment Plant</i>	<i>Frequency</i>	<i>Person Assigned</i>
Throughout Building - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	



**GLADSTONE COMMUNITY CENTER
JANITORIAL SPECIFICATIONS**

EXHIBIT A-5

REQUIRED CUSTODIAL HOURS

Gladstone City Hall - Upper Floor

Mondays and Wednesdays - Clean AFTER 8:30 PM
All Other Days - Clean AFTER 6:00 PM
(working around the schedule of special meetings posted)

Gladstone Police Station - City Hall Lower Floor

Cleaning is to commence at approximately 11:00 AM

Gladstone Public Works

Clean AFTER 5:00 PM



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Note: The CITY will supply all supplies, materials and equipment necessary except paper supplies and hand soap.

Entrances/Lobbies		Frequency	Task Procedure
1	Spot Clean Door Glass.	2-3x's daily	Using a clean cloth and recommended glass cleaner, spot clean glass. Wipe dry/polish using wiper, paper, or cloth.
2	Dust mop floors using Treated Dust Mop.	2-3x's daily	Dust mop floors.
3	Vacuum carpet/walk off mats using a dual-motor upright or wide-area vacuum.	Daily	Vacuum carpet using a dual-motor upright or wide-area vacuum.
4	Autoscrub floor using a ride-on auto scrubber with cleaner.	Daily	Autoscrub floor using a ride-on auto scrubber with cleaner.
5	Empty Trash and Recycling Cans, Clean Exterior / Reline. This includes two exterior trash cans located at east and west entrance.	Daily	Empty Large Trash and Recycling Cans, wipe the exterior of cans with cleaner and reline if necessary.
6	Spot Clean Glass. (other than door glass)	Weekly	Using a clean cloth and recommended glass cleaner, spot clean glass. Wipe dry/polish using wiper, paper, or cloth.
7	Dust using a Synthetic/Feather Duster.	Weekly	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, and Artwork.
8	Spot Clean Vertical Surfaces.	Monthly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
9	Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
10	Spot Clean Horizontal Surfaces.	Semi-Annually	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
Reception Area (Welcome Desk)		Frequency	Task Procedure
1	Empty Trash and Recycling Cans, Small / Clean Exterior / Reline.	Daily	Empty Small Trash and Recycling Cans, wipe the exterior of cans with cleaner and reline, if necessary.
2	Dust mop floors using Treated Dust Mop.	Daily	Dust mop floors.
3	Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
Banquet Rooms		Frequency	Task Procedure
1	Empty Trash and Recycling Cans, Clean Exterior / Reline	Daily	Empty Trash and Recycling Cans, wipe the exterior of cans with cleaner and reline, if necessary.
2	Vacuum carpet using a single-motor upright vacuum.	Weekly	Vacuum carpet using a single-motor upright vacuum.
3	Spot Clean Glass.	Monthly	Using a clean cloth and recommended glass cleaner, spot clean of window glass. Wipe dry/polish using wiper, paper, or cloth.
4	Professionally clean carpet.	Quarterly	Clean carpet with steam extractor.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Restrooms (Near Banquet Rooms)		Frequency	Task Procedure
1	Police Restroom.	2-3x's Daily	Police restroom to ensure it is clean and orderly. Pick up towels and trash from floor or carpet. Clean up normal spills, remove stains, replenish supplies, and empty trash as needed.
2	Check and empty Trash Cans, Sanitary Napkin.	Daily	Check empty and reline trash cans, sanitary napkin.
3	Empty Trash Cans, Large / Clean Exterior / Reline.	Daily	Empty Large Trash Cans, wipe the exterior of cans with cleaner and reline if necessary.
4	Check and refill all dispensers.	Daily	Check all hand soap, paper towel, toilet paper, sanitary napkin. Refill if necessary.
5	Disinfect Sinks, Toilets, Urinals & Tubs using an All-Surface Cleaner.	Daily	Using an All Surface Cleaner, disinfect sinks, toilets, urinals and showers.
6	Disinfect Walls using an All-Surface Cleaner.	Daily	Using an All Surface Cleaner, disinfect walls.
7	Sweep Floor using Warehouse, Kitchen or Angle Broom.	Daily	Sweep floor with either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
8	Sweep Small Debris using Lobby Broom and Dust Pan.	Daily	Sweep floor using a either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
9	Disinfect Floors using an All-Surface Cleaner.	2x's Week	Using an All Surface Cleaner, clean the floor using a properly diluted solution of disinfectant/cleaner.
10	Remove mineral deposits from Sinks, Toilets, & Urinals.	Monthly	Using an All Surface Cleaner, remove mineral deposits, soap scum, and stains from sinks, toilets, & urinals.
11	Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
12	Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
13	Pour Drain Maintainer Down Drain.	Semi-Annually	Using the appropriate amount of product, pour drain maintainer down the drain.
Caterer's Kitchen		Frequency	Task Procedure
1	Sweep Floor using Warehouse, Kitchen or Angle Broom.	Weekly	Sweep floor with either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
2	Damp Mop Floor with cleaner (Hard/Resilient/Synthetic).	Weekly	Damp mop hard / resilient / synthetic floor surfaces using the proper dilution of product.
3	Clean floor using Kaivac.	Monthly	Use the Kaivac to thoroughly clean floor.
Pool Area		Frequency	Task Procedure
1	Clean glass between Leisure Pool and Competition Pool	2x's Week	Use approved cleaning materials and squeegee/equipment.
2	Clean glass between Leisure Pool and Lobby	Weekly	Use approved cleaning materials and squeegee/equipment.
3	Clean glass on concourse	Monthly	Use approved cleaning materials and squeegee/equipment.
4	Clean glass above bleachers from track	Quarterly	Use approved cleaning materials and squeegee/equipment.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

East Elevator

	Frequency	Task Procedure
1 Vacuum carpet using a dual-motor upright or wide-area vacuum.	4x's Week	Vacuum carpet using a single-motor upright vacuum.
2 Spot Clean Vertical Surfaces.	Weekly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
3 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.

West Elevator

	Frequency	Task Procedure
1 Vacuum carpet using a dual-motor upright or wide-area vacuum.	Events	Vacuum carpet using a single-motor upright vacuum.
2 Spot Clean Vertical Surfaces.	Events	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
3 Dust Air Vents.	Events	Using a feather or synthetic duster, dust vents.
4 Spot Clean Horizontal Surfaces.	Events	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.

Walking Track Area (Upstairs)

	Frequency	Task Procedure
1 Vacuum carpet using a dual-motor upright or wide-area vacuum.	2x's Week	Vacuum carpet using a dual-motor upright or wide-area vacuum.
2 Spot Clean Glass.	Weekly	Using a clean cloth and recommended glass cleaner, spot clean approximately 10-20 square feet of glass. Wipe dry/polish using wiper, paper, or cloth.
3 Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
4 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
5 Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
6 Spot Clean Horizontal Surfaces.	Semi-Annually	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
7 Spot Clean Carpet.	Semi-Annually	Remove spots as soon as possible. Apply spotting solution according to label directions. Allow to set for a few minutes. Agitate the spot from the outside edge to the center using a white towel well saturated with water. Continue to blot and rinse with water



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Event Restrooms (Upstairs Natatorium Events Area)		Frequency	Task Procedure
1	Police Restroom.	Weekly	Police restroom to ensure it is clean and orderly. Pick up towels and trash from floor or carpet. Clean up normal spills, remove stains, replenish supplies, and empty trash as needed.
2	Check and empty Trash Cans, Sanitary Napkin.	Weekly	Check empty and reline trash cans, sanitary napkin.
3	Empty Trash Cans, Large / Clean Exterior / Reline.	Weekly	Empty Large Trash Cans, wipe the exterior of cans with cleaner and reline if necessary.
4	Empty Trash Cans, Small / Clean Exterior / Reline.	Weekly	Empty Small Trash Cans, wipe the exterior of cans with cleaner and reline if necessary.
5	Check and refill all dispensers.	Weekly	Check all hand soap, paper towel, toilet paper, sanitary napkin. Refill if necessary.
6	Disinfect Sinks, Toilets, Urinals & Tubs using an All-Surface Cleaner.	Weekly	Using an All Surface Cleaner, disinfect sinks, toilets, urinals and showers.
7	Disinfect Walls using an All-Surface Cleaner.	Weekly	Using an All Surface Cleaner, disinfect walls.
8	Sweep Floor using Warehouse, Kitchen or Angle Broom.	Weekly	Sweep floor with either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
9	Sweep Small Debris using Lobby Broom and Dust Pan.	Weekly	Sweep floor using a either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
10	Disinfect Floors using an All-Surface Cleaner.	Monthly	Using an All Surface Cleaner, clean the floor using a properly diluted solution of disinfectant/cleaner.
11	Remove mineral deposits from Sinks, Toilets, & Urinals.	Semi-Annually	Using an All Surface Cleaner, remove mineral deposits, soap scum, and stains from sinks, toilets, & urinals.
12	Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
13	Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
14	Pour Drain Maintainer Down Drain.	Semi-Annually	Using the appropriate amount of product, pour drain maintainer down the drain.
15	Check and empty Trash Cans, Sanitary Napkin.	Events	Check empty and reline trash cans, sanitary napkin.
16	Empty Trash Cans, Large / Clean Exterior / Reline.	Events	Empty Large Trash Cans, wipe the exterior of cans with cleaner and reline if necessary.
17	Police Restroom.	Events	Police restroom to ensure it is clean and orderly. Pick up towels and trash from floor or carpet. Clean up normal spills, remove stains, replenish supplies, and empty trash as needed.
18	Check and refill all dispensers.	Events	Check all hand soap, paper towel, toilet paper, sanitary napkin. Refill if necessary.
19	Disinfect Sinks, Toilets, Urinals & Tubs using an All-Surface Cleaner.	Events	Using an All Surface Cleaner, disinfect sinks, toilets, urinals and showers.
20	Disinfect Walls using an All-Surface Cleaner.	Events	Using an All Surface Cleaner, disinfect walls.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Event Restrooms Continued

	Frequency	Task Procedure
21 Sweep Floor using Warehouse, Kitchen or Angle Broom.	Events	Sweep floor with either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
22 Sweep Small Debris using Lobby Broom and Dust Pan.	Events	Sweep floor using either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
23 Disinfect Floors using an All-Surface Cleaner.	Events	Using an All Surface Cleaner, clean the floor using a properly diluted solution of disinfectant/cleaner.
24 Remove mineral deposits from Sinks, Toilets, Urinals & Tubs.	Events	Using an All Surface Cleaner, remove mineral deposits, soap scum, and stains from sinks, toilets, urinals and showers.
25 Dust Air Vents.	Events	Using a feather or synthetic duster, dust vents.
26 Dust using a Synthetic/Feather Duster.	Events	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.

Custodial Closets

	Frequency	Task Procedure
1 Disinfect Sinks and Counters using Trigger Sprayer.	Daily	Spray sink, faucet, and counter using a trigger spray bottle filled with the proper dilution of germicide. After adequate contact time, wipe dry with a clean cloth.
2 Sweep Floor using Warehouse, Kitchen or Angle Broom.	Daily	Sweep floor with either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
3 Damp Mop Floor with cleaner (Hard/Resilient/Synthetic).	4x's week	Damp mop hard / resilient / synthetic floor surfaces using the proper dilution of product.
4 Remove mineral deposits from Sinks.	Monthly	Using a sponge or white hand pad, spread cleaner evenly on sinks. Be sure to evenly cover the basin, sides, splash pan, and fixtures. After adequate contact time, rinse with water using clean pad or sponge to wipe away soap film, hard water deposits and build-up.
5 Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
6 Spot Clean Horizontal Surfaces.	Semi-Annually	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
7 Pour Drain Maintainer Down Drain.	Semi-Annually	Using the appropriate amount of product, pour drain maintainer down the drain.

Hallways

	Frequency	Task Procedure
1 Dust mop floors using Treated Dust Mop.	2-3x's Daily	Dust mop floors.
2 Disinfect Drinking Fountains.	Daily	Spray fountain tray and mouth piece using a trigger spray bottle filled with the proper dilution of germicide. After adequate contact time, wipe dry with a clean cloth.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Hallways Continued

	Frequency	Task Procedure
3 Autoscrub floor using a ride-on auto scrubber with cleaner.	Daily	Autoscrub floor using a ride-on auto scrubber with cleaner.
4 Spot Clean Glass.	2x's Week	Using a clean cloth and recommended glass cleaner, spot clean window glass. Wipe dry/polish using wiper, paper, or cloth.
5 Dust using a Synthetic/Feather Duster.	Weekly	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
6 Spot Clean Horizontal Surfaces.	Monthly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
7 Remove mineral deposits from Drinking Fountain.	Monthly	Using a sponge or white hand pad, spread cleaner evenly on fountain tray. After adequate contact time, rinse with water using a clean pad or sponge.
8 Spot Clean Vertical Surfaces.	Monthly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
9 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.

Stairwells/Landings

	Frequency	Task Procedure
1 Damp Mop Floor with cleaner (Hard/Resilient/Synthetic).	Daily	Damp mop hard / resilient / synthetic floor surfaces using the proper dilution of product.
2 Sweep Stairs.	Weekly	Sweep stairs and landing(s) to remove all surface soil and debris.
3 Clean Handrails.	Weekly	Using a clean cloth and trigger spray bottle filled with an appropriate dilution of cleaner, damp wipe handrails.
4 Spot Clean Glass.	Quarterly	Using a clean cloth and recommended glass cleaner, spot clean glass. Wipe dry/polish using wiper, paper, or cloth.
5 Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
6 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
7 Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
8 Spot Clean Horizontal Surfaces.	Semi-Annually	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Child Watch		Frequency	Task Procedure
1	Disinfect Hand Soap Dispensers.	Daily	Using a recommended disinfectant, spray disinfect the hand soap dispenser
2	Disinfect Paper Towel Dispenser.	Daily	Using a recommended disinfectant, spray disinfect the paper towel dispenser.
3	Disinfect Sinks and Counters using Trigger Sprayer.	Daily	Spray sink, faucet, and counter using a trigger spray bottle filled with the proper dilution of germicide. After adequate contact time, wipe dry with a clean cloth.
4	Vacuum carpet using a single-motor upright vacuum.	Daily	Vacuum carpet using a single-motor upright vacuum.
5	Check and refill all dispensers.	Weekly	Check all hand soap, paper towel, toilet paper, and sanitary. Refill if necessary.
6	Remove mineral deposits from Sinks.	Monthly	Using a sponge or white hand pad, spread cleaner evenly on sinks. Be sure to evenly cover the basin, sides, splash pan, and fixtures. After adequate contact time, rinse with water using clean pad or sponge to wipe away soap film and hard water deposits.
7	Spot Clean Glass.	Quarterly	Using a clean cloth and recommended glass cleaner, spot clean window glass. Wipe dry/polish using wiper, paper, or cloth.
8	Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
9	Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
10	Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
11	Spot Clean Carpet.	Semi-Annually	Remove spots as soon as possible. Apply spotting solution according to label directions. Allow to set for a few minutes. Use carpet extractor with warm water to clean carpet.
12	Professionally clean carpet.	Annually	Clean carpet with steam extractor.
Break Room		Frequency	Task Procedure
1	Empty Trash and Recycling Cans, Small / Clean Exterior / Reline.	2x's Week	Empty Small Trash and Recycling Cans, wipe the exterior of cans with cleaner and reline if necessary.
2	Disinfect Hand Soap Dispensers.	Weekly	Using a recommended disinfectant, spray disinfect the hand soap dispenser
3	Disinfect Paper Towel Dispenser.	Weekly	Using a recommended disinfectant, spray disinfect the paper towel dispenser.
4	Disinfect Sinks and Counters using Trigger Sprayer.	Weekly	Spray sink, faucet, and counter using a trigger spray bottle filled with the proper dilution of germicide. After adequate contact time, wipe dry with a clean cloth.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Break Room Continued

	Frequency	Task Procedure
5 Spot Clean Table.	Weekly	Using a recommended cleaner, spray tables, allow adequate dwell time, and wipe dry.
6 Check and refill all dispensers.	Weekly	Check hand soap, paper towel, refill if necessary.
7 Remove mineral deposits from Sinks.	Monthly	Using a sponge or white hand pad, spread cleaner evenly on sinks. Be sure to evenly cover the basin, sides, splash pan, and fixtures. After adequate contact time, rinse with water using clean pad or sponge to wipe away soap film and hard water deposits.
8 Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
9 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
10 Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
11 Spot Clean Horizontal Surfaces.	Semi-Annually	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
12 Spot Clean Carpet.	Semi-Annually	Remove spots as soon as possible. Apply spotting solution according to label directions. Allow to set for a few minutes. Use carpet extractor with warm water slowly over area.
13 Professionally clean carpet.	Annually	Clean carpet with steam extractor.

Gymnasium

	Frequency	Task Procedure
1 Dust mop floors.	Daily	Dust mop floors using Treated Dust Mop.
2 Spot Mop Floor (Wood).	2x's Week	Using a dampened mop with appropriate/approved cleaner, spot mop floor to remove visible soil and spills.
3 Spot Clean Vertical Surfaces.	Monthly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
4 Dust using a Synthetic/Feather Duster.	Quarterly	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
5 Spot Clean Horizontal Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Locker Rooms

	Frequency	Task Procedure
1 Police Locker Room.	5x's Daily	Police locker room to ensure it is clean and orderly. Pick up towels and trash from floor or carpet. Clean up normal spills, remove stains, replenish supplies, and empty trash as needed.
2 Empty Trash Cans, Large / Clean Exterior / Reline.	Daily	Empty Large Trash Cans, wipe the exterior of cans with cleaner and reline if necessary.
3 Check and refill all dispensers.	Daily	Check all hand soap, paper towel, toilet paper, sanitary napkin. Refill if necessary.
4 Disinfect Floors using an All-Surface Cleaner.	Daily	Using an All Surface Cleaner, clean the floor.
5 Disinfect Walls using an All-Surface Cleaner.	Daily	Using an All Surface Cleaner, disinfect walls.
6 Sweep Area using 24" Push Broom.	Daily	Sweep area using a 24" push broom.
7 Sweep Small Debris using Lobby Broom and Dust Pan.	Daily	Sweep floor using a either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
8 Spot Clean Lockers in Locker Area.	Monthly	Using a trigger sprayer filled with the proper dilution of cleaner, spot clean lockers with a damp cloth.
9 Dust Lockers in Locker Area.	Quarterly	Dust Lockers.
10 Dust using a Synthetic/Feather Duster.	Quarterly	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
11 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
12 Pour Drain Maintainer Down Drain.	Semi-Annually	Using the appropriate amount of product, pour drain maintainer down the drain.

Shower Rooms (In Locker Rooms)

	Frequency	Task Procedure
1 Police Shower Rooms	5x's Daily	Police shower rooms to ensure it is clean and orderly. Pick up towels and trash from floor or carpet. Clean up normal spills, remove stains, replenish supplies, and empty trash as needed.
2 Police Restroom	3x's Daily	Police restroom to ensure it is clean and orderly. Pick up towels and trash from floor or carpet. Clean up normal spills, remove stains, replenish supplies, and empty trash as needed.
3 Disinfect Floors using an All-Surface Cleaner.	Daily	Using an All Surface Cleaner, clean the floor using a properly diluted solution of disinfectant/cleaner.
4 Sweep Floor using Warehouse, Kitchen or Angle Broom.	Daily	Sweep floor with either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
5 Sweep Small Debris using Lobby Broom and Dust Pan.	Daily	Sweep floor using a either a warehouse broom, kitchen-style corn broom or nylon bristled angle broom.
6 Check and empty Trash Cans, Sanitary Napkin.	Daily	Check empty and reline trash cans, sanitary napkin.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

<i>Shower Rooms (In Locker Rooms) Continued</i>		Frequency	Task Procedure
7	Empty Trash Cans, Large / Clean Exterior / Reline.	Daily	Empty Large Trash Cans, wipe the exterior of cans with cleaner and reline, if necessary.
8	Check and refill all dispensers.	Daily	Check all hand soap, paper towel, toilet paper, sanitary napkin. Refill, if necessary.
9	Disinfect Sinks, Toilets, Urinals & Tubs using an All-Surface Cleaner.	Daily	Using an All Surface Cleaner, disinfect sinks, toilets, urinals and showers.
10	Disinfect Walls using an All-Surface Cleaner.	Daily	Using an All Surface Cleaner, disinfect walls.
11	Clean and Disinfect toilets, urinals, floors and showers using Kaivac.	2x's Week	Using Kaivac and approved Cleaner, clean the toilet and shower walls and floors, using a properly diluted solution of disinfectant/cleaner.
12	Remove mineral deposits from Showers, Sinks, Toilets, & Urinals.	Monthly	Using an All Surface Cleaner, remove mineral deposits, soap scum, and stains from sinks, toilets, & urinals.
13	Remove mineral deposits from floor using an All-Surface Cleaner.	Quarterly	Using an All Surface Cleaner, remove mineral deposits from floor.
14	Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
15	Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
16	Disinfect Walls using an All-Surface Cleaner.	Semi-Annually	Using an All Surface Cleaner, disinfect walls.
17	Pour Drain Maintainer Down Drain.	Semi-Annually	Using the appropriate amount of product, pour drain maintainer down the drain.

<i>Offices</i>		Frequency	Task Procedure
1	Empty Small Trash and Recycling Cans, and Clean Exterior / Reline.	2x's Week	Empty Small Trash and Recycling Cans, wipe the exterior of cans with cleaner and reline if necessary.
2	Vacuum carpet using a single-motor upright vacuum.	Weekly	Vacuum carpet using a single-motor upright vacuum.
3	Straighten Desks/Tables/Chairs.	Weekly	Straighten desks, tables, and chairs.
4	Spot Clean Glass.	Quarterly	Using a clean cloth and recommended glass cleaner, spot clean window glass. Wipe dry/polish using wiper, paper, or cloth. Clean window glass. Wipe dry/polish using wiper, paper, or cloth.
5	Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
6	Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.



COMMUNITY CENTER BUILDING

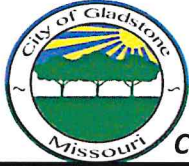
EXHIBIT B-1

Offices Continued

	Frequency	Task Procedure
7 Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
8 Spot Clean Horizontal Surfaces.	Semi-Annually	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
9 Spot Clean Carpet.	Semi-Annually	Remove spots as soon as possible. Apply spotting solution according to label directions. Allow to set for a few minutes. Agitate the spot from the outside edge to the center using a white towel well saturated with water. Continue to blot and rinse with water.
10 Professionally clean carpet	Annually	Clean carpet with steam extractor.

Conference Room (in Office Area)

	Frequency	Task Procedure
1 Empty Trash Cans, Small / Clean Exterior / Reline.	Weekly	Empty Small Trash Cans, wipe the exterior of cans with cleaner and reline if necessary.
2 Disinfect Hand Soap Dispensers.	Weekly	Using a recommended disinfectant, spray disinfect the hand soap dispenser.
3 Disinfect Paper Towel Dispenser.	Weekly	Using a recommended disinfectant, spray disinfect the paper towel dispenser.
4 Disinfect Sinks and Counters using Trigger Sprayer.	Weekly	Spray sink, faucet, and counter using a trigger spray bottle filled with the proper dilution of germicide. After adequate contact time, wipe dry with a clean cloth.
5 Check and refill all dispensers.	Weekly	Check all hand soap, paper towel, Refill if necessary.
6 Vacuum carpet using a single-motor upright vacuum.	Weekly	Vacuum carpet using a single-motor upright vacuum.
7 Straighten Desks/Tables/Chairs.	Weekly	Straighten tables, and chairs.
8 Remove mineral deposits from Sinks.	Monthly	Using a sponge or white hand pad, spread cleaner evenly on sinks. Be sure to evenly cover the basin, sides, splash pan, and fixtures. After adequate contact time, rinse with water using clean pad or sponge to wipe away soap film, hard water deposits and build-up.
9 Spot Clean Horizontal Surfaces.	Monthly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
10 Spot Clean Tables/countertops	Monthly	Using a recommended cleaner, spray tables, allow adequate dwell time, and wipe dry.
11 Spot Clean Glass.	Quarterly	Using a clean cloth and recommended glass cleaner, spot clean window glass. Wipe dry/polish using wiper, paper, or cloth.
12 Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
13 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.



COMMUNITY CENTER BUILDING

EXHIBIT B-1

Conference Room (in Office Area) Continued

	Frequency	Task Procedure
14 Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
15 Spot Clean Carpet.	Semi-Annually	Remove spots as soon as possible. Apply spotting solution according to label directions. Allow to set for a few minutes. Use Carpet extractor with warm water to clean area.
16 Professionally clean carpet	Annually	Clean carpet with steam extractor.

Work Room (In Office Area)

	Frequency	Task Procedure
1 Empty Trash and Recycling Cans, Large / Clean Exterior / Reline.	2x's Week	Empty Trash and Recycling Cans, wipe the exterior of cans with cleaner and reline if necessary.
2 Vacuum carpet using a single-motor upright vacuum.	Weekly	Vacuum carpet using a single-motor upright vacuum.
3 Spot Clean Vertical Surfaces.	Quarterly	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from walls, light switches, push plates, doors and door frames.
4 Dust Air Vents.	Semi-Annually	Using a feather or synthetic duster, dust vents.
5 Dust using a Synthetic/Feather Duster.	Semi-Annually	Using either a synthetic or feather duster, dust all low, high and horizontally exposed surfaces. This includes furniture, sills, ledges, baseboards, moldings, shelves, etc.
6 Spot Clean Horizontal Surfaces.	Semi-Annually	Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and hand marks from horizontal surfaces.
7 Spot Clean Tables.	Semi-Annually	Using a recommended cleaner, spray tables, allow adequate dwell time, and wipe dry.
8 Spot Clean Carpet.	Semi-Annually	Remove spots as soon as possible. Apply spotting solution according to label directions. Allow to set for a few minutes. Use carpet extractor with warm water to complete cleaning.
9 Professionally clean carpet	Annually	Clean carpet with steam extractor.

