

BID NUMBER ITB LB-14-065

**TO: CITY OF LONG BEACH
PURCHASING DIVISION
ATTN: CITY CLERK
333 West Ocean Boulevard, Plaza Level
Long Beach, California 90802**



INVITATION TO BID

Provide Custodial Services (CITYWIDE)

CONTRACT NO.

33516

1. COMPLETE CONTRACT:

This Invitation to Bid, together with THE NOTICE INVITING BIDS, the entire Bid (including Specifications), or any items(s) thereof, the signature page, Instructions to Bidders, General Conditions, Special Conditions, Bid Section, Addendums, and when required, CONTRACTOR'S BOND shall become the Contract upon its acceptance by the City Manager or designee on behalf of the City of Long Beach, Contractor will be provided with a copy of the executed Contract. All materials or services provided by the Contractor shall comply with the City Charter, and all applicable Federal, State and City Laws.

2. SERVICES TO BE PROVIDED BY THE CONTRACTOR:

Contractor shall upon acceptance of this Bid by the City, furnish the goods and services herein specified according to the terms and conditions set forth herein.

3. AMOUNT TO BE PAID:

The City shall pay Contractor for the goods or services as described in the section entitled "PAYMENT" in the Instructions to Bidders.

4. CHOICE OF ALTERNATE PROVISIONS; OPTIONS; NOTIFICATION:

When alternative provisions are requested, or options are offered, Contractor will be notified as to which provision, or option, is being accepted at the same time that he is notified that he is the successful Bidder.

5. DECLARATION OF NON-COLLUSION:

The undersigned certifies or declares under penalty of perjury that this Bid is genuine and not sham or collusive, or made in the interest or on behalf of any person or entity not herein named; that the Bidder has not directly or indirectly induced or solicited any other Bidder to submit a sham bid, or any other person or entity to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure to himself any advantage over other Bidders.

BIDDER MUST COMPLETE AND SIGN BELOW:

(Signature of Corporate Officers or persons authorized to sign bids and contracts on behalf of the Contractor – refer to page 2 Instructions Concerning Signatures.)

EXECUTED AT: San Francisco, CA **ON THE** 20th **DAY OF** May, **20** 14
CITY STATE MONTH

COMPANY NAME: ABM Onsite Services - West, Inc. **TIN:** [REDACTED]
(FEDERAL TAX IDENTIFICATION NUMBER)

STREET ADDRESS: 600 Harrison Street, Ste. 600 **CITY:** San Francisco **STATE:** CA **ZIP:** 94107

PHONE: 415-351-4500 **FAX:** 415-351-4445

S/ [Signature] **Executive Vice President**
(SIGNATURE) (TITLE)

Rene Jacobsen rene.jacobsen@abm.com
(PRINT NAME) (EMAIL ADDRESS)

S/ [Signature] **SVP - Finance**
(SIGNATURE) (TITLE)

Bob Juestel bjuestel@abm.com
(PRINT NAME) (EMAIL ADDRESS)

**ALL SIGNATURES MUST BE NOTARIZED FOR ALL COMPANIES LOCATED OUTSIDE THE STATE OF CALIFORNIA.
NO OUT-OF-STATE BID WILL BE CONSIDERED UNLESS A NOTARIAL ACKNOWLEDGMENT IS ATTACHED.
NOTARIES ARE NOT REQUIRED FOR CALIFORNIA BIDDERS.**

IN WITNESS WHEREOF the City of Long Beach has caused this contract to be executed as required by law as of the date stated below.

THE CITY OF LONG BEACH
BY [Signature]
Director of Financial Management

9/25/14
Date

APPROVED AS TO FORM Sept. 24, 2014
CHARLES PARKIN
CITY ATTORNEY
[Signature]
Deputy

BID NUMBER ITB LB-14-065

The City of Long Beach is committed to provide maximum opportunities for Disadvantaged, Minority, Women and Long Beach Business Enterprises (DBEs, MBEs, WBEs and Local) to compete successfully in supplying our needs for products and services.

The following information is submitted regarding the Bidder:

Legal Form of Bidder:

- Corporation State of Delaware
- Partnership State of _____
 General Limited
- Joint Venture
- Individual DBA _____
- Limited Liability Company State of _____

Composition of Ownership (more than 51% of ownership of the organization):

OPTIONAL

Ethnic (Check one):

- Black Asian Other Non-white
- Hispanic American Indian Caucasian

Not applicable. ABM is a publicly traded corporation.

Non-ethnic Factors of Ownership (check all that apply):

- Male Yes - Physically Challenged Under 65
- Female No - Physically Challenged Over 65

Is the firm certified as a Disadvantaged Business: Yes No

Has firm previously been certified as a minority-owned and/or woman-owned business enterprise by any other agency?

- Yes No
- Not applicable.

Name of certifying agency: _____

INSTRUCTIONS CONCERNING SIGNATURES

Please use the proper notary form, which applies to your type of organization on all Bid documents, attachments and bonds requiring a signature by officers of your company.

NOTE: FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF YOUR BID.

INDIVIDUAL (Doing Business As)

- a. The only acceptable signature is the owner of the company. (Only one signature is required.)
- b. The owner's signature must be notarized if the company is located outside of the state of California.

PARTNERSHIP

- a. The only acceptable signature(s) is/are that of the general partner or partners.
- b. Signature(s) must be notarized if the partnership is located outside of the state of California.

CORPORATION

- a. Two (2) officers of the corporation must sign.
- b. Each signature must be notarized if the corporation is located outside of the state of California.

OR

- a. The signature of one officer or the signature of person other than an officer is acceptable if the Bid is accompanied by a certified corporate resolution granting authority to said person to execute contracts on behalf of the corporation.
- b. Signature(s) must be notarized if the corporation is located outside of the state of California.

LIMITED LIABILITY COMPANY

- a. The signature on the Bid must be a member or, if the Articles provide for a manager, must be the manager. (Only one signature is required.)
- b. Signature must be notarized if the company is located outside of the state of California.

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY CONTACTING 562-570-6362.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of _____

County of _____

On _____ Before me, _____
DATE NAME, TITLE OF OFFICER - E.G. "JANE DOE, NOTARY PUBLIC"

Personally appeared _____
NAME(S) OF SIGNER(S)

personally known to me - OR - proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

SIGNATURE OF NOTARY

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- INDIVIDUAL
- CORPORATE OFFICER
- _____ TITLE(S)
- PARTNER(S) LIMITED
- GENERAL
- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER:
- _____
- _____

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

SIGNER IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES):

SIGNER(S) OTHER THAN NAMED ABOVE

INSTRUCTIONS TO BIDDERS

1. PREPARATION OF BID:

The preparation of the Bid, including visits to the Site prior to submittal of the Bid, shall be at the expense of Bidder. All prices and notations must be typewritten or written in ink. Any markings in pencil shall not form part of the Bid and shall be disregarded by the City. Any changes or corrections in the Bid must be initialed in ink by the person signing the Bid. Bidder shall state brand name or make of each item bid. If not bidding on item as described, the manufacturer's name and catalog number of the substitute must be given. Bidder shall also attach specifications and furnish other data to establish the suitability of the substitute. Bidder shall quote separately on each item. Bidder shall quote his lowest price and best delivery date as no changes are permitted after the bid opening. Cash discounts offered for payment within fourteen (14) days or less will not be considered when evaluating bids. No telephonic, telegraphic or fax Bids are acceptable.

NOTE: ALL PAGES OF THE INVITATION TO BID MUST BE RETURNED.

2. EXAMINATION OF BID:

Bidder is responsible for examining the Invitation to Bid and submitting its Bid complete and in conformance with these instructions.

3. CONDITIONS OF WORK:

Bidder shall carefully examine the Site to become fully informed regarding all existing and expected conditions and matters, which could affect performance, cost or time of the Work.

4. DISCREPANCIES IN BID DOCUMENTS:

If Bidder finds discrepancies in or omissions from the Invitation to Bid, if the intent of the Invitation is not clear, or if provisions of the Specifications restrict Bidder from bidding, he may request in writing that the deficiency(s) be modified. Such request must be received by the City Purchasing Agent at least five (5) working days before bid opening date. Bidders will be notified by Addendum of any approved changes in the Invitation to Bid.

5. ORAL STATEMENTS:

The City of Long Beach shall not be bound by oral statements made by any employee or agent concerning this Invitation to Bid. If Bidder requires specific information, Bidder must request it in writing and obtain a reply in writing from the City.

6. BRAND NAMES AND SPECIFICATIONS:

The detailed specifications and/or brand names stated are descriptive only and indicate quality, design and construction of items required. **Offers will be considered to supply articles substantially the same as those described herein but with minor variations. Bidders must describe variations in the Bid.** Substitute items must be equal in quality, utility and performance. **The phrase "or approved equal" throughout the specifications means that the City in its sole and absolute discretion shall make the final determination whether or not the substitute items are equal.**

7. AWARD:

Bid shall be subject to acceptance by the City for a period of three (3) months unless a lesser period is prescribed in the quotation by Bidder. The City reserves the right to award all items to one Bidder, or to award separate items or groups of items to various Bidders, or to increase or decrease the quantities of any item. Bidder may submit alternate prices or name a lump sum or discount conditional on two or more items being awarded to him.

The City's purchases of goods and services are based on the City's actual needs and requirements. The City is obligated under this contract/purchase order to purchase and pay for only those goods and services that the City needs and requires, and that the City actually orders and receives. Any dollar amount identified as a "not to exceed:" amount in any City document is not a guaranteed payment amount to any contractor or service provider. Furthermore, the City may determine that its needs and requirements may be met by City labor or by a second contractor or service provider, even after an award is made to one contractor or service provider. An award is not a promise or guarantee of exclusivity.

Bidders are cautioned that comments and statements, whether oral or written, made by City employees regarding the validity of Bids, the waiver of deviations from Specifications, the possibility or probability of an award being made to a particular Bidder, and other similar matters are NOT binding on the City. Bidders should not order materials, obtain financing or take other actions based on such comments and statements. Only authorization of a Contract by the City Council or issuance of a Purchase Order is conclusive and binding on the City with respect to this Bid and its resulting Contract or Purchase Order. However, prior to authorization by the City Council or issuance of the Purchase Order, Bidders may rely on: (1) approval of an "equal" or "substitute" item which will be issued in writing, and (2) written notice of intent to award by the City Council, which is often issued prior to the authorization by the City Council so that a Bidder can order materials that have a long lead time.

8. PAYMENT:

Payment terms are NET/30 unless Bidder otherwise quotes. All Cash Discounts shall be taken and computed from the date of delivery or completion and acceptance of the material, or from date of receipt of invoice, whichever occurs last. Invoices must be submitted as specified at the time of shipping authorization. Partial payments may be made by the City on delivery & acceptance of goods and on receipt of goods and on receipt of Contractor's invoice.

In the event the Contract to be awarded hereunder, including specifications and other documents incorporated therein by reference, provides for the withholding of moneys by the City to ensure performance of such Contract, Contractor may deposit with the City, as a substitute for said withheld moneys, securities listed in Section 16430 of the California Government Code or bank or savings and loan certificates of deposit, or both, equivalent to the amount withheld, provided Contractor requests permission to make such substitution and bears all expenses in connection therewith.

9. SAFETY APPROVAL:

Where required by City Regulations, any items delivered must carry Underwriters Laboratories Approval or City of Long Beach City Safety Officer approval. Failure to so comply will be cause to reject Bid. Also, any equipment must conform with the Safety Orders of the California Division of Industrial Safety and OSHA regulations.

10. BUSINESS LICENSE:

The Long Beach Municipal Code (LBMC) requires all businesses operating in the City of Long Beach to pay a business license tax. In some cases the City may require a regulatory permit and/or evidence of a State or Federal license. Prior to issuing a business license, certain business types will require the business license application and/or business location to be reviewed by the Development Services, Fire, Health, and/or Police Departments. For more information, go to www.longbeach.gov/finance/business_license.

INSTRUCTIONS TO BIDDERS

11. PUBLIC WORK AND PREVAILING WAGES:

The Contractor to whom the contract is awarded, along with its subcontractors, shall pay not less than the general prevailing rate of per diem, holiday and overtime wages established by the Department of Industrial Relations (DIR) of the State of California for the locality in which the public work is to be performed for each craft, classification or type of worker needed to execute the contract. Refer to the California DIR's website, <http://www.dir.ca.gov/dlsr> for such prevailing wages and additional information.

The Director of Public Works of the City by and on behalf of the City Council has obtained from the Director of the Department of Industrial Relations of the State of California the general prevailing rate of per diem wages and the general prevailing rate of holiday and overtime work in the locality in which the public work is to be performed for each craft, classifications or type of workers needed to execute the Contract, and the same is on file with the City Engineer, 9th floor, City Hall, 333 W. Ocean Boulevard, Long Beach, California 90802. It shall be mandatory upon the Contractor to whom the Contract is awarded, and his Subcontractors to pay not less than the said prevailing rate of wages to all workers employed by Contractor or said Subcontractors in the execution of the Contract.

12. RIGHT TO REJECT:

The City reserves the right to reject at any time any or all Bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability or performance of the items.

13. SAMPLES:

Samples of items when requested or required must be furnished to the City free of expense to the City and, if not destroyed by tests, will upon request be returned at Bidder's expense.

14. PRICES:

Prices shall be in accordance with those extended to other governmental agencies. In case of error in extension of prices, unit price will govern. All prices must be firm for the Contract term unless the City specifically provides for adjustment.

15. CITY'S POLICY FOR MINORITY AND WOMEN-OWNED BUSINESSES:

The City of Long Beach is committed to providing maximum opportunities for Disadvantaged, Minority, Women and Long Beach Business Enterprises (DBEs, MBEs, WBEs and Local) to compete successfully in supplying our needs for products and services.

Please visit <http://www.longbeach.gov/purchasing/diversity.asp> for more information on the City's Diversity Outreach Program.

SUBCONTRACTORS

To assist the City in maintaining records of its Minority and Women Outreach Program, Bidder is requested to provide the following information. Answers are optional, and failure to answer will not disqualify Bid. If additional space is required, Bidder shall attach a separate sheet.

The following Minority- or Woman-owned subcontractors are to be utilized to provide equipment, material, supplies and/or services for this Contract requirement:

Company Name: VIP Cleaning Services
Address: 2475 Ave. Paseo de las Americas #1121
San Diego, CA 92154

Commodity/Service Provided: Janitorial Services
Circle appropriate designation: MBE WBE

Composition of Ownership (more than 51%)
Black () American Indian ()
Hispanic (X) Other Non-white ()
Asian () Caucasian ()

Certified by: CA Unified Certification Program/DOT
Valid thru: no date on certificate (attached)
Dollar value of participation: \$ 47,958.12 (annual)

16. BID SUBMITTAL AND WITHDRAWAL OF BIDS:

Each Bid must be delivered to the location and received on or before the due date and time stated herein. Bids will not be accepted after the date and time stated herein. Bids may be withdrawn without prejudice providing the written request is received by the City Clerk no later than the time set for opening Bids. Withdrawals will be returned to Bidder unopened.

SUBMIT TO:
CITY OF LONG BEACH
CITY CLERK
333 W OCEAN BLVD/PLAZA LEVEL
LONG BEACH CA 90802

BID DUE DATE: May 22, 2014
TIME: 11:00 a.m.

IF BIDDER HAS ANY QUESTIONS REGARDING THIS INVITATION TO BID PLEASE CONTACT THE FOLLOWING CITY PERSONNEL.

A. COMMERCIAL (TERMS AND CONDITIONS, ETC)

ANNE TAKII (562) 570-6362
PURCHASING TELEPHONE NUMBER

17. BID OPENING PROCEDURES:

All bids are publicly opened and read in the Purchasing offices at the date and time noted on the Invitation to Bid.

Bid results are posted on the City's online system as soon as they have been reviewed for responsiveness. Bids are awarded to the lowest responsible and responsive bidder meeting the City's specifications. Bid results will not be given out via telephone, City email, or facsimile.

CAUTION: Only the City Council has authority to make an award, and a contract is not in effect until the City Council makes an award and contract documents (including insurance and bonds) are signed, submitted and approved.

Bid protest procedures may be obtained from the Buyer. Protests must be submitted within five (5) business days after the date on which the bids were opened.

18. INTER-AGENCY PARTICIPATION:

IF OTHER AGENCIES EXPRESS AN INTEREST IN PARTICIPATING IN THIS BID, WOULD YOU SUPPLY THE SAME ITEMS.

YES _____ NO _____

INSTRUCTIONS TO BIDDERS

(If yes, any agency electing to participate in this Bid will order its own requirements without regard to the City of Long Beach. The City of Long Beach assumes no liability or payment guarantee on any units sold to participating agencies.)

19. AMERICANS WITH DISABILITIES ACT:

Contractor shall have and be allocated the sole responsibility to comply with the Americans with Disabilities Act of 1990 ("ADA") with respect to performance hereunder and contractor shall defend, indemnify and hold the City, its officials and employees harmless from and against any and all claims of failure to comply with or violation of the ADA as said claim relates to this Contract.

20. EQUAL BENEFITS ORDINANCE:

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Long Beach Municipal Code section 2.73 et seq., the Equal Benefits Ordinance. Bidders/Proposers shall refer to Attachment/Appendix for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and return, with their bid/proposal, the Equal Benefits Ordinance Compliance form contained in the Attachment/Appendix. Unless otherwise specified in this procurement package, Bidders/Proposers do not need to submit supporting documentation verifying with their bids/proposals. However, supporting documentation verifying that the benefits are provided equally shall be required if the Bidder/Proposer that is selected for award of a contract.

CONTRACT – GENERAL CONDITIONS

1. Acceptance of the offer contained in this Contract is expressly limited to the terms and conditions of such offer as herein stated.
2. No charges for taxes, transportation, boxing, packaging, crating or returnable containers will be allowed and paid by the City unless separately stated hereon. All sales, use, excise or similar taxes to be paid by the City must be itemized separately hereon and on invoices. The City is exempt from payment of Federal Excise Tax under Certificate No. 95-73 0502K and none shall be charged to the City.
3. The City's obligation to pay the sum herein stated for any one fiscal year shall be contingent upon the City Council of the City appropriating the necessary funds for such payment by the City in each fiscal year during the term of this Contract. For the purposes of this section a fiscal year commences on October 1 of the year and continues through September 30 of the following year. In the event that the City Council of the City fails to appropriate the necessary funds for any fiscal year, then, and in that event, the Contract will terminate at no additional cost or obligation to the City.
4. Contractor shall deliver the materials, equipment, supplies or services, or cause the work to be performed, within the time and in the manner specified in the Contract. Times and dates stated herein are of the essence. If at any time Contractor has reason to believe that deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay shall be given immediately to the City. Deliveries must be prepaid. C.O.D. shipments will not be accepted.
5. The City reserves the right at any time to make changes in drawings and specifications, in methods of shipment and packaging and in place of delivery as to any articles covered by this Contract. In such event there will be made an equitable adjustment in price and time of performance mutually satisfactory to Contractor and the City; but any claim by Contractor for such an adjustment must be made within thirty (30) days of such change.
6. Contractor warrants that the goods, machinery or equipment delivered or the work performed hereunder shall conform to the specifications, drawings, samples or other description specified by the City and shall be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, in good working order and free from defect or faulty workmanship for a period of ninety (90) days. When defective goods, machinery, or equipment or faulty workmanship is discovered which requires repair or replacement pursuant to this warranty, Contractor shall provide all labor, materials, parts and equipment to correct such defect at no expense to the City.
7. Contractor shall defend, indemnify and hold the City, its officials and employees harmless from any and all loss, damage, liability, demands, claims, causes of action, costs and expenses (including reasonable attorney' fees) for injuries to persons (including death) or damage or destruction of property connected with or arising from the negligent acts or omissions of Contractor, its officers, agents and employees in the performance of this Contract.
8. The City reserves the right to terminate this Contract at any time in whole or in part even though Contractor is not in default hereunder. In such event there will be made an equitable adjustment of the terms that is mutually satisfactory to the City and Contractor. Upon receipt of any notice of such termination, Contractor shall, unless such notice otherwise directs, immediately discontinue all work on the Contract and deliver, if and as directed, to the City all completed and partially completed articles, work in process and materials purchased or acquired for performance of the Contract. The provisions of this section shall not limit or affect the right of the City to terminate this Contract immediately upon written notice of breach.
9. The City reserves the right to cancel this Contract or any part thereof and reject delivery of goods if delivery is not undertaken and completed when specified and in accordance with specifications. Contractor shall be charged for any direct losses, but not any consequential damages, sustained by the City by reason of such delay or failure, excepting losses caused by a delay for reasons beyond Contractor's reasonable control. Direct losses shall include any costs to the city in excess of the Contract price of obtaining goods from other sources similar to those cancelled or rejected hereunder.
10. The City shall pay to Contractor the price(s) specified in the Contract on delivery of the materials, equipment, supplies or services and acceptance thereof by the City Manager or his designee, or upon completion of the work to be performed and accepted thereof, as specified in the Contract. Defective articles or articles not in accordance with the City's specifications shall be held for Contractor's instructions at Contractor's risk, and if Contractor so directs will be returned at Contractor's expense.
11. No return or exchange of material, equipment or supplies shall be permitted without written approval of the City Purchasing Agent.
12. All royalties for patents, or changes for the use of patents, which may be involved in any article to be furnished under this Contract shall be included in the Contract price.
13. In cases where a price subject to escalation has been agreed upon, the price escalation shall be shown as a separate item on the invoice. Unless an escalator clause has been shown as a specific part of this Contract Contractor shall not be entitled to reimbursement for costs incurred due to escalation.

CONTRACT – GENERAL CONDITIONS

14. All materials, supplies and equipment provided under this Contract shall be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California, Title 8, California Code of Regulations (CAL/OSHA) and all applicable OSHA regulations as well as all other applicable California Code of Regulations. Contractor shall indemnify and hold the City, its officials, and employees harmless for, of and from any and all loss, including but not limited to fines, penalties and corrective measures, the City may sustain by reason of Contractor's failure to comply with said laws, rules and regulations in connection with the performance of this Contract.
15. Contractor shall keep confidential and not disclose to others or use in any way to the detriment of the City confidential business or technical information that the City may disclose in conjunction with this Contract or Contractor may learn as a result of performing this Contract.
16. This Contract shall not be assigned in whole or in part, nor any duties delegated without the City's prior written approval.
17. The remedies herein reserved shall be cumulative and additional to any other remedies at law or in equity. The waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach. The City's failure to object to provisions contained in any communication from Contractor shall not be deemed an acceptance of such provisions or a waiver of the provisions of this Contract.
18. This Contract shall not be amended or modified, except by written agreement signed by the parties and expressly referring to this Contract.
19. Contractor shall indemnify, hold harmless and defend the City, its officials and employees from any damage, claim, loss, cost, liability, cause of action or expense, including reasonable attorney's fees, whether or not reduced to judgment, arising from any infringement or claimed infringement of any patent, trademark or copyright, or misappropriation of confidential information or trade secrets of any third party and based on the manufacture, sale or use of goods, machinery or equipment supplied hereunder.
20. Contractor shall furnish further itemization and breakdown of the Contract price when requested by the City.
21. Contractor, in the performance of any work or the furnishing of any labor under this Contract, shall be considered as an independent contractor. Contractor, his agents and employees shall not be considered as employees of the City.
22. Contractor and subcontractor(s) shall not discriminate against any person in the performance of this Contract and shall comply with applicable federal, state and city equal employment opportunity laws, ordinances, rules and regulations. Contractor and subcontractor(s) shall not discriminate against any employee or applicant for employment or against any subcontractor on the basis of race, color, religion, national origin, sex, sexual orientation, AIDS, HIV status, age, disability, or handicap, subject to federal and state laws, rules and regulations.
23. Contractor shall comply with all applicable federal, state and local laws pertaining to the subject matter hereof.
24. Contractor shall submit samples of all documents that Contractor may require the City to execute to complete this transaction. By accepting these samples as part of the bid or by awarding the Contract to a Contractor who has submitted said samples, the City does not agree to the terms stated in said samples. This Invitation to Bid and Contractor's bid shall take priority over said samples and this Invitation and Contractor's bid shall become the Contract between the City and the Contractor.
25. All quantities stated herein are only ESTIMATES. The City reserves the right to increase or decrease these estimated quantities based on its actual needs and funds available.
26. The City reserves the right to exercise, at its option, an increase in expenditures by ten (10) percent annually, but the City does not guarantee such an increase.
27. Contractor shall cooperate with the City in all matters relating to taxation and the collection of taxes, particularly with respect to the self-accrual of use tax. Contractor shall cooperate as follows: (i) for all leases and purchases of materials, equipment, supplies or other tangible personal property totaling over \$100,000 shipped from outside California, a qualified Contractor shall complete and submit to the appropriate governmental entity the form in Appendix "A" attached hereto; and (ii) for construction contracts and subcontracts totaling \$5,000,000 or more, Contractor shall obtain a sub-permit from the California Board of Equalization for the Work site. "Qualified" means that the Contractor purchased at least \$500,000 in tangible personal property that was subject to sales or use tax in the previous calendar year.

In completing the form and obtaining the permit(s), Contractor shall use the address of the Work site as its business address and may use any address for its mailing address. Copies of the form and permit(s) shall also be delivered to the Purchasing Agent. The form must be submitted and the permit(s) obtained as soon as Contractor receives a notice of award. Contractor shall not order any materials or equipment over \$100,000 from vendors outside California until the form is submitted and the permit(s) obtained and, if Contractor does so, it shall be a material breach of the Agreement. In addition, Contractor shall make all purchases from its Long Beach sales office and the Long Beach sales office of its vendors if those vendors have a Long Beach office and all purchases made by Contractor under this Agreement which are subject to use tax of \$500,000 or more shall be allocated to the City of Long Beach. Contractor shall require the same form and permit(s) from its subcontractors.

CONTRACT – GENERAL CONDITIONS

Contractor shall not be entitled to and by signing this Contract waives any claim or damages for delay against City if Contractor does not timely submit these forms to the appropriate governmental entity. Contractor may contact Julissa Jose-Murray at 562-570-6869 for assistance with the form.

28. The California Integrated Waste Management Act (Public Resources Code, Sec. 40000 et seq.) requires governmental entities to achieve fifty (50) percent diversion of waste. In conjunction with the City's Integrated Resources Bureau, the City is currently developing an Environmentally Preferable Product (EPP) procurement plan. These guidelines enable the City Purchasing Agent to greatly expand procurement programs by moving beyond a singular consideration of "recycled-content". EPP procurement facilitates the purchase of products that qualify within a broad range of "environmentally preferable" criteria, such as: minimal packaging; energy savings; non-toxic; manufactured from sustainably-harvested materials. Contractor shall monitor products that fall within the EPP guidelines and document all criteria that qualifies the product as an EPP. Documentation from the manufacturer will be acceptable and may be required during the term of the Contract.

29. NOTICE TO BIDDERS REGARDING THE PUBLIC RECORDS ACT:

Responses to this Invitation to Bid become the exclusive property of the City of Long Beach. All Bids submitted in response to this Invitation to Bid are a matter of public record and shall be regarded as public records. Exceptions will be only those elements in each Bid that are defined by the Bidder as business or trade secrets and are marked as "Trade Secrets", "Confidential" or "Proprietary".

The City shall not be liable or responsible in any way for disclosure of any records not marked as "Trade Secrets", "Confidential" or "Proprietary". The City shall not be liable or responsible in any way for disclosure of any records so marked if disclosure is deemed to be required by law or by a court order.

30. THE FOLLOWING ADDITIONAL CONDITIONS APPLY

- A. If at any time during the progress of the Work, Contractor shall allow any indebtedness to accrue for labor, equipment or materials, or which may become a claim against the City, Contractor shall immediately upon request from the City pay such claim or indebtedness or cause such lien to be dissolved and discharged by giving a bond or otherwise and, in case of his failure so to do, the City may withhold any money due Contractor until such claim or indebtedness is paid or may apply such money toward the discharge thereof; or in such event the City may, at its option, declare this Contract to be terminated, take possession and control of the Work, and complete the same or cause the same to be completed according to the specifications. Contractor shall pay to the City the difference between the Contract price and the actual cost to the City in completing or causing the Work to be completed.
- B. Contractor shall carry on the Work at its own risk until the same is fully completed and accepted and shall, in case of any accident, destruction or injury to the Work or materials before its final completion and acceptance, repair or replace the Work or materials so injured, damaged and destroyed, at his own expense and to the satisfaction of the City. When materials and equipment are furnished by others for installation or erection by Contractor, Contractor shall receive, unload, store and handle same at the Site and become responsible therefore as though such materials and equipment were being furnished by Contractor under the Contract.
- C. Contractor shall procure and maintain at Contractor's expense for the duration of the Contract the following insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Contract by Contractor, its agents, representatives, employees or subcontractors:

- (1) Comprehensive General Liability: \$1,000,000 combined single limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage, including products and completed operations coverage.

With respect to the Comprehensive General Liability, The City, its officials, employees and agents shall be named as additional insureds as respects: liability arising out of work performed by or on behalf of Contractor; products and completed operations of Contractor; and premises owned, leased or used by Contractor.

- (2) Automobile Liability: \$500,000 combined single limit covering all (Symbol 1) vehicles.
- (3) Workers' Compensation as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident or occupational illness

Any self-insurance program and self-insured retention must be separately approved in advance and in writing by the City.

Fidelity bond including employee dishonesty or a commercial crime policy that includes employee dishonesty with a CR 04 01 (client's property endorsement) naming the City of Long Beach as loss payee in an amount that is the greater of \$25,000 or half of the total bid amount rounded to the nearest \$1,000. In lieu of a bond, an irrevocable letter of credit or a cash bond may be posted with the City of Long Beach, Attn: Risk Manager, 333 West Ocean Boulevard, Human Resources, 13th Floor, Long Beach, CA 90802.

CONTRACT – GENERAL CONDITIONS

Contractor shall furnish the City with certificates of insurance and original endorsements providing coverage as required above. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Before any of Contractor's or Subcontractor's employees shall do any Work on the City's property, Contractor shall furnish the City with the required certificates evidencing that such insurance is being maintained. Such certificates shall specify the date when such insurance expires. Such insurance shall be maintained until after the Work under the Contract has been completed and accepted.

Such insurance as required herein or in any other documents to be considered a part hereof shall not be deemed to limit Contractor's liability under this Contract.

D. INDEMNITY

- (1) To the extent permitted by California Law, Contractor shall indemnify, protect and hold harmless City, its Boards, Commissions, and their officials, employees and agents ("Indemnified Parties") from and against any and all liability, claims, demands, damage, loss, obligations, causes of action, proceedings, awards, fines, judgments, penalties, costs and expenses, including attorneys' fees, court costs, expert and witness fees, and other costs and fees of litigation, arising or alleged to have arisen, in whole or in part, out of or in connection with (a) Contractor's breach or failure to comply with any of its obligations contained in this contract, or (b) negligent or willful acts, errors, omissions or misrepresentations committed by Contractor, its officers, employees, agents, subcontractors, or anyone under Contractor's control, in the performance of work or services under this contract (collectively "Claims" or individually "Claim").
- (2) In addition to Contractor's duty to indemnify, Contractor shall have a separate and wholly independent duty to defend Indemnified Parties at Contractor's expense by legal counsel approved by City, from and against all Claims, and shall continue this defense until the Claims are resolved, whether by settlement, judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on the part of Contractor shall be required for the duty to defend to arise. City shall notify Contractor of any Claim, shall tender the defense of the Claim to Contractor, and shall assist Contractor, as may be reasonably requested, in the defense.
- (3) If a court competent jurisdiction determines that a Claim was caused by the sole negligence or willful misconduct of Indemnified Parties, Contractor's costs of defense and indemnity shall be (a) reimbursed in full if the court determines sole negligence by the Indemnified Parties, or (b) reduced by the percentage of willful misconduct attributed by the court to the Indemnified Parties.
- (4) The provisions of this Section shall survive the expiration or termination of this contract.

- E. Contractor shall list the name and location of the place of business of each Subcontractor who will perform work, labor or services for Contractor, or who specially fabricates and installs a portion of the Work or improvement in an amount in excess of one-half of one percent of Contractor's total contract cost. The Subcontractor list shall be submitted with Contractor's Bid.

ABM Proposal

Bid Number ITB LB-14-065

Citywide Custodial Services

Prepared for:

City of Long Beach
Purchasing Division
Office of the City Clerk

Prepared by:

ABM Onsite Services
Jeffrey Leonard
Regional Director of Operations
jeffrey.leonard@abm.com
949-585-5928

May 22, 2014

May 22, 2014

City Clerk
City of Long Beach
333 W. Ocean Boulevard, Plaza Level
Long Beach, California 90802

To the City Clerk:

ABM has been very proud to have the City of Long Beach as a premier customer since we first started in 2009. The City of Long Beach has been a phenomenal organization to work with and we value our relationship. We appreciate your business and unequivocally want to retain our contract with you to continue our partnership.

ABM has already successfully implemented innovative programs in support of your goals and objectives. We plan to leverage these programs – and our best practices in facility services – across all services included in this proposal.

We are fully committed to and motivated by the opportunity to continue servicing the city's facilities. More importantly, we know that we can continue to build value for you. Please feel free to contact me if you have questions or require more information.

Sincerely,



Jeffrey Leonard
Regional Director of Operations

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Custodial Service Levels

Service Levels Awarded

Enhanced

Routine

	Hours Per Week		Price		Avg. Annual (Year 1)		Total Hours	Basic or Enhanced
	9/1/2014	1/1/2016	9/1/2014	1/1/2016	9/1/2014	1/1/2016		
Development Services								
Neighborhood Resources Center	3.50	\$3,064	\$3,337	\$3,264	5.50	\$4,724	\$5,153	\$5,038
Fire								
ECOC	43.00	\$37,649	\$37,175	\$37,303	52.00	\$45,118	\$45,346	\$45,285
Administrative Headquarters	40.00	35,022	42,457	40,455	60.00	\$51,621	\$60,615	\$8,194
Fire Training Center	8.00	7,004	7,437	7,101	10.00	\$8,664	\$8,953	8,875
Sub	91.00	\$79,675	\$86,769	\$84,859	122.00	\$105,403	\$114,914	\$112,353
Health & Human Services								
Housing Authority Office	17.50	\$15,322	\$16,686	\$16,319	20.00	\$17,397	\$18,956	\$18,536
Library								
Main Library	95.00	\$83,177	\$92,064	\$89,672	109.00	\$94,796	\$104,775	\$102,088
Branch Libraries	155.00	135,711	146,312	143,458	173.00	150,649	162,655	159,422
Sub	250.00	\$218,888	\$238,376	\$233,129	282.00	\$245,446	\$267,430	\$261,511
Long Beach Gas & Oil								
SERRF Administration	1.50	\$1,313	\$1,430	\$1,399	2.00	\$1,728	\$1,884	\$1,842
Parks, Recreation & Marine								
Park Restrooms	294.00	\$257,412	\$282,746	\$275,926	397.25	\$343,102	\$376,489	\$367,500
Long Beach Senior Center	40.00	35,022	35,724	35,535	50.00	43,321	44,803	44,404
Sub	334.00	\$292,435	\$318,470	\$311,461	447.25	\$386,423	\$421,292	\$411,904
Police								
East Division	16.50	\$14,446	\$15,733	\$15,386	28.00	\$23,990	\$26,174	\$25,586
Public Works								
Public Service Bureau	17.50	\$15,322	\$19,287	\$18,219	30.00	\$25,696	\$30,636	\$29,306
Traffic Operations	7.50	6,567	6,895	6,521	10.00	8,641	8,774	8,739
Environmental Services	30.00	26,267	26,019	26,085	40.00	34,566	35,098	34,955
Street Maintenance Graffiti Office	1.00	876	1,586	1,395	2.50	2,120	2,948	2,725
Sub	56.00	\$49,031	\$53,346	\$52,221	82.50	\$71,024	\$77,456	\$75,724
Technology Services								
Wireless Communications	12.50	\$10,944	\$11,919	\$11,656	15.00	\$13,019	\$14,188	\$13,874
TOTAL	782.50	\$685,119	\$746,117	\$729,694	1,004.25	\$869,154	\$947,448	\$926,369

Prices will increase by 8.9% on January 1, 2016 due to projected Minimum Wage increases.

1. PROJECT OVERVIEW

The City of Long Beach (City) is requesting bids for providing custodial services from qualified Contractors. See Section 27 "Buildings" for a list of all buildings to be included in the contract.

2. BID TIMELINE (ALL TIMES LISTED ARE PACIFIC DAYLIGHT TIME (PDT))

Bid Release Date:	<u>April 10, 2014</u>
Mandatory Pre-bid Conference:	<u>April 21, 10:30 AM</u>
Non-Mandatory Site Visits:	<u>April 22 – April 24, 2014 (See Attachment B for specific days/times)</u>
"Approved Equals" Requests and questions due to the City:	<u>May 1, 2014 by 4:00 PM</u>
Response from City to Bidder:	<u>May 9, 2014, 2014 by 4:00 PM</u>
Bids Due (no late bids will be accepted):	<u>May 22, 2014 by 11:00 AM</u>
Award Contract:	<u>June 2014</u>
Contract Start Date:	<u>July 2014</u>

3. MANDATORY PRE-BID CONFERENCE

A **Mandatory Pre-Bid Conference** shall be held for the purpose of answering questions. Due to the nature of the scope of work and the specific standards required by the City, **no bid will be accepted from a bidder who fails to attend the Pre-Bid Conference as scheduled.**

MANDATORY PRE-BID CONFERENCE SCHEDULE

Time: 10:30 AM, PDT
Date: April 21, 2014
Location: City Hall, Council Chambers (Lobby Level)
333 W. Ocean Blvd., Long Beach, CA 90802
Contact: Buyer, Anne Takii at 562-570-6362
or Purchasing Main Line at 562-570-6200

The Bidder must sign-in at the Pre-Bid Conference to be able to submit a bid.

Late arrivals to the Pre-bid Conference will not be disqualified; however Bidders are responsible for all information provided at the Pre-bid Conference.

Parking Validation will not be provided; however there is parking available at the Civic Center Parking Structure located on W Broadway between Chestnut Avenue and Cedar Avenue at a cost, or street parking is available. See **Attachment A** for a map of the Civic Center.

4. NON-MANDATORY SITE VISITS

Most City facilities are currently open to the public and Bidders can view the sites at their own discretion. There is no mandatory job walk/site visit scheduled for this bid. Reference Section No. 26 "Buildings" for a listing of all sites to be on the Contract.

Bidders wishing to physically inspect buildings that are not open to the public can make arrangements to do so by visiting the location during the following dates and times at each location between April 22, 2014 to April 24, 2014 (**Attachment B**). **All site visits for buildings not open to the public must be completed by April 24, 2014.** Bidders shall accept the conditions and necessary work at all sites regardless of whether the Bidder visited such sites.

Bidders shall be responsible for inspecting each site. Bidders shall be responsible to fully understand the maintenance requirements for each building contained in the bid specifications prior to submitting a bid. Bidders shall examine the locations, physical conditions and surroundings of the proposed work sites to determine the extent to which these factors will influence or affect performance of work. Failure to inspect sites shall not relieve the Contractor from fulfilling the obligations of the Contract. The City shall assume that Bidders have investigated and are satisfied with the expected conditions, quality of the work to be performed, and the requirements of these specifications.

By submitting a bid, the Bidder acknowledges that the Bidder has made a personal inspection of each site and the surrounding areas and has evaluated the extent to which the physical condition thereof will affect the services to be provided. The Bidder accepts the premises in their present physical condition, and shall not make any demands upon the City for any improvements or alterations thereto. The Bidder acknowledges that the regular completion of services hereunder will result in a gradual upgrading of the areas maintained, regardless of the present condition.

Bidder shall complete and include Certification of Site Examination (**Attachment C**) with their bid.

5. BID SUBMISSION INSTRUCTIONS

It is recommended that bidders visit the City's website www.longbeach.gov/purchasing on a regular basis for any addenda to the bid.

Additional Document Submittals: Bidders must include the items listed below with their bids, or they will be deemed non-responsive and their bids will be rejected.

- _____ Electronic media copy (USB drive, CD or other readable media with PDF file of the entire bid submittal)
- _____ Certification of Site Examination (Attachment C)
- _____ Bidder Bond (Attachment E) or Cashier's Check
- _____ Photocopy of license(s)
- _____ Written Statement regarding Health Insurance (Reference Section 18)
- _____ Sample Invoice
- _____ Equal Benefits Ordinance (Attachment F)

- _____ Debarment Certification Form (Attachment G)
- _____ Small Business Enterprise Certification (Attachment H)
- _____ W-9 Form and Vendor Application (Attachment I)
- _____ Printout from Secretary of State Website of business entity (Attachment J)
- _____ Written Statement of Transition Plan (Reference Section 43)

Bidders shall submit one (1) original of the bid marked "ORIGINAL" and one (1) copy marked "COPY" and an electronic media copy of the full bid package on a USB flash drive, CD or other readable media device). This electronic copy should be in the form of a PDF readable document. A hard copy shall also be submitted.

All of these items shall be included in a sealed envelope and addressed to:

City of Long Beach
C/O City Clerk
Attn: Anne Takii
333 W. Ocean Blvd., Plaza Level
Long Beach, CA 90802

Bids shall be clearly labeled in a sealed envelope or box as follows:

ITB LB-14-065 Providing Custodial Services

Bids must be received by 11:00 AM PDT, May 22, 2014. Bids that do not arrive by the specified date and time WILL NOT BE ACCEPTED. Bidders may submit their bid any time prior to the above stated deadline.

All questions must be submitted in writing and emailed to Purchasingbids@longbeach.gov attention Anne Takii. Please reference the bid number in the subject line of your e-mail.

6. APPROVED EQUAL / ALTERNATE BRANDS

- 6.1 Whenever in the specifications any material or process is indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed by the words "or equivalent". Reference Section 80.2 Alternates/Exceptions.
- 6.2 The Bidder may offer any material or process which shall be equal in every respect to that so indicated or specified, provided however, that if the material, process or article offered by the Bidder is not, in the opinion of the City of Long Beach, equal in every respect to that specified, then the Bidder must furnish the material, process or article specified or one that in the opinion of the City of Long Beach is the equal thereof in every respect.
- 6.3 If Bidder desires to bid an "approved equal" item, the Bidder shall submit a request to do so to the City in writing by May 1, 2014 by 4:00 PM, PDT. The request shall include all data necessary to substantiate that the item is equal. The City will notify the bidder, in writing, of approval or disapproval of the equivalent item no later than May 9, 2014, 4:00

PM, PDT. Approved equal documentation must be e-mailed to Purchasingbids@longbeach.gov, or mailed to City of Long, Purchasing Division, Anne Takii, 333 W. Ocean Blvd., 7th Floor, Long Beach, CA 90802.

7. ADDENDUM

Bidders shall check the Purchasing web page at www.longbeach.gov/purchasing or contact the assigned buyer three (3) days prior to the bid closing date to inquire about and include any addenda incorporated into this bid.

No interpretation of the meaning of the contract documents, nor correction of any apparent ambiguity, inconsistency or error therein, will be made to any bidder orally, nor will any requests for such interpretation or correction be accepted orally. Every request for such interpretation or correction must be in writing, addressed and delivered to the assigned buyer at least seven (7) calendar days prior to the date and time set for receipt of bids in order to be considered.

All such interpretations and corrections will be in the form of a written addendum to the contract documents. Any such addenda will be posted on-line and emailed to all prospective bidders not later than three (3) calendar days prior to the date set for the receipt of bids.

No interpretation or correction, except that which is provided in writing by the buyer, will be binding. Prospective bidders are warned that no other source is authorized to give information concerning, or to explain or interpret, the contract documents.

Failure to include the addendum(s) with the bid will cause the bid to be rejected.

8. AWARD OF CONTRACT

Without limiting the power and authority with which it is vested, the City shall be the sole authority on determining the lowest responsive and responsible Bidder, taking into consideration the experience of the Bidder, references, operations, quality, fitness, capacity, and adaptability in respect to the requirements of these specifications for the services proposed by any Bidder hereunder. The City shall have the right to reject any or all bids.

The Contract will not be awarded until the necessary investigations of the qualifications of the low bidders and the responsiveness of the low bids have been made. Such award will be made, or all bids rejected, within sixty (60) days after the date set for the receipt of bids.

The Contract will be awarded to the qualified Bidder submitting a responsive bid for the lowest Total Annual Bid for all items in *Schedule No. 1* unless all bids are rejected or unless such bid is disqualified. The City may elect to award an enhanced level of service for certain buildings or building groups as identified in *Schedule No. 2*. However, the Contract will be awarded on the basis of the Total Annual Bid for all items in *Schedule No. 1*.

The City reserves the right to omit specific buildings from the Contract.

It is the City's intent to award the bid to a single contractor. However, the City reserves the right to award portions of this bid to one or more Contractors or to withdraw this Invitation to Bid at any time.

The City will not be liable for any costs in connection with the presentation and submission of any bid, whether responsive or not responsive, by any bidder, whether qualified or not qualified.

To be considered responsive:

- a. The bid must conform in all respects to the bidding instructions and the *Bid Form*. The City may reject any bid that contains omissions, alterations of form, additions not called for, conditions, limitations, unauthorized altered bids or other irregularities of any kind.
- b. All Bid Items must be adequately balanced and in proportion to each other and to the total amount Bid.
- c. All individual Bid Items must be sufficient to allow the Contractor to perform the work.
- d. The Bidder must have attended the Pre-bid conference and complete the Certification of Site Examination Form (**Attachment C**).

To be considered qualified, a Bidder must provide information to demonstrate, to the satisfaction of the City, as a minimum, that:

- a. The Bidder has or is able to obtain adequate financial resources to meet its contractual obligations and has or is able to obtain the ability to maintain such resources for the initial term of the Contract plus all additional terms.
- b. The Bidder has or is able to obtain adequate equipment, tools and supplies to perform the services as required in the Contract Documents or the financial resources to obtain such equipment, tools and supplies.
- c. The Bidder has adequate technical and managerial experience to perform the services as demonstrated by successful performance at buildings of a similar size and type and by the submission of an adequate, balanced bid.

The City may waive any informality or irregularity in any bid, so long as any such informality or irregularity does not violate any Federal, State or local law or regulation.

In case of error in extension of unit prices, unit price shall govern. In case of a difference between the hard copy and the electronic copy, the hard copy unit prices shall govern. **All prices must be firm for the Contract term.** The bid shall be subject to acceptance by the City for a period of one hundred-twenty (120) days.

The City may disqualify an otherwise qualified bidder for reasons including, but not limited to the following:

- a. Submission of more than one bid for the same services by an individual, firm, partnership, or corporation under the same or different names.

- b. Evidence of collusion while bidding to the City.
- c. Omission or falsification of information provided on the bidder's questionnaire.
- d. Failure to attend the Pre-bid Conference and site inspections and visit all sites for which there is no formally scheduled site visit.
- e. The City reserves the right to reject any bid that appears to be unreasonably low for the work to be performed.

9. CONTRACT PERIOD

The contract period shall be for twenty-four (24) months after date of award or from the expiration of the current contract, whichever is earlier. This Contract may be extended by mutual agreement for up to two additional periods of one (1) year each in accordance with terms and conditions stated herein.

In addition, it is agreed that if the City intends to exercise its extension option for the two additional one-year periods, the City shall so notify the Contractor 90 days prior to the expiration date. Contractor shall be required to submit any price increases to the City Purchasing Agent for approval at least 60 days prior to expiration of Contract. The City reserves the right to accept or reject any price increase and to cancel the extension notice if price increases are not acceptable. Any notice of price increase shall show item number, price, contract number, and blanket purchase order number.

The City will meet with the Contractor after two contract years to determine if cost increases will be allowed after the second year. If the City agrees to a cost increase, it will not be more than the annual change in the Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County, CA Area published by the Bureau of Labor Statistics of the U.S. Department of Labor.

A. Shall not exceed 3 % during the first renewal period.

B. Shall not exceed 3 % during the second renewal period.

10. EXECUTION OF CONTRACT

Within fourteen (14) calendar days after presentation of the prescribed documents for signature, the Bidder to whom the contract has been awarded shall execute and deliver to the City the *Faithful Performance Bond*, (**Attachment D**) the required evidence of insurance and any other documents requested by the City. These documents and evidence must be furnished, executed, and delivered before the Contract will be executed by the City.

The Contract shall not be binding upon the City until it has been executed by the City, and a copy of such fully executed Contract is delivered to the Contractor.

Failure of the bidder to whom the Contract has been awarded to execute and deliver the Contract, the *Faithful Performance Bond*, the required evidence of insurance, and any other documents requested by the City within fourteen (14) days after the prescribed documents are

presented for signature shall be just cause for the annulment of the award and the forfeiture of the *Bid Guaranty* to the City. Such forfeiture shall be considered not as a penalty but in liquidation of damages sustained.

11. INTERPRETATION OF ESTIMATED QUANTITIES

In the case of unit bid prices in *Schedule No. 3: Bid Sheet for Special Coverage*, *Schedule No. 4: Bid Sheet for Projects*, and *Schedule No. 5: Bid Sheet for Emergency Call-Outs*, the quantities and numbers included in column *Estimated Unit Quantity* are to be considered as approximate only and are to be used solely for the comparison of bids received.

The City does not expressly or by implication represent that the actual quantities involved will correspond therewith, nor shall the Bidder plead misunderstanding or deception because of such estimate of quantities. Payment will be made by the City for the actual quantities of such services performed at the *Unit Bid Prices*.

The City shall have the unilateral discretion to increase or decrease the actual quantities and repetitions of such unit bid items in any way without invalidating any of the unit or lump sum bids.

12. AMENDMENTS TO BID DOCUMENT

Any changes, additions, deletions or modifications of any type to the Contract, Bid Form or Bonds that affect the Contract price shall be made only by written amendment including the change in the Contract price and signed by the Contractor and the City.

12.1 AMENDMENTS TO "CONTRACT—GENERAL CONDITIONS" INCREASED EXPENDITURES

Page 8, Item #26, "Contract – General Conditions," is **amended** with the following:

The City reserves the right to exercise, at its option, an increase in expenditures by twenty-five (25) percent annually, but the City does not guarantee such an increase.

12.2 AMENDMENTS TO INSURANCE

Page 10, Item #30, "Contract - General Conditions," is **amended** to include work performed on and off City property, and those General Conditions shall apply to this Contract.

Page 10, Item #30 (1) and (2), "Contract - General Conditions," are **amended** with the following:

1. **Comprehensive General Liability** (equivalent in scope to ISO Form CG 00 01 10 93) in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) General Aggregate. Such coverage shall include, but is not limited to broad form contractual liability, cross liability protection, and products and completed operations liability.

The City of Long Beach, its officials, employees and agents shall be named as additional insured by endorsement (equivalent in coverage scope to ISO Form CG 20 10 11 85 or CG 20 26 11 85) as respects: liability arising out of work performed by or on behalf of the Contractor; products and completed operations of Contractor; premises owned, leased or used by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, and agents.

2. **Automobile Liability** (equivalent in scope to ISO Form CA 00 01 06 92) covering symbol 1 ("Any Auto") in an amount not less than One Million Dollars (\$1,000,000) combined single limit.

Item #30, page 10, "Contract - General Conditions," is **supplemented** with the following:

3. **All Risk Property Insurance** in an amount sufficient to cover the full replacement value of Contractor's personal property, improvements and equipment used or stored on City premises. With respect to damage to property, the City and Contractor hereby waive all rights of subrogation, one against the other, but only to the extent that collectible commercial insurance is available for said damage.
4. Fidelity bond including employee dishonesty or commercial crime policy that includes employee dishonesty with a CR 04 01 (client's property endorsement) naming the City of Long Beach as loss payee in an amount that is the greater of Fifty Thousand Dollars (\$50,000) or one-half the contract value.

13. FUTURE AMENDMENTS TO CONTRACT

The City reserves the right to change any portion of the work required, or amend such other terms and conditions, which may become necessary. Any such revisions shall be accomplished by an amendment to the Contract approved by the City Council and executed by the Contractor and the City.

14. BOND PROVISIONS

14.1 BID BOND

A ten percent (10%) Bid Bond or certified check payable to the City of Long Beach and drawn on a solvent bank of the United States of America, is required with the bid in accordance with bond instructions. The Bid Bond shall be submitted on the City's Bid Bond Form (**Attachment E**), if awarded a Contract, will execute and deliver such Contract to the City Purchasing Agent within ten (10) days after such Contract is tendered to him.

If the Bidder to whom the Contract is awarded fails or neglects to sign a contract with the City, including the filing of any required bonds, insurance documents, and any other documents requested by the City within fourteen (14) days after the contract is tendered to him for signature, the City shall declare the bid security to be forfeited, and the money or bond for the bid security shall be deposited into the City Treasury. for the Bidder Bond Form.

Check One: Bid Bond is attached
 Certified Check No. _____ in the amount of \$ _____

In lieu of the satisfactory bidder's bond required, your attention is directed to one of the following bidder's bonds on file in the Office of the City Clerk of the City of Long Beach, California.

Annual Bidder's Bond, City Bond No. _____ EM
Continuous Bidder's Bond, City Bond No. _____ EM-C

Note: The Certified Check received from unsuccessful bidders in lieu of a bid bond shall be returned upon the City's awarding of a contract.

14.2 FAITHFUL PERFORMANCE BOND

The Contractor shall submit a Faithful Performance Bond to the City Purchasing Agent, Long Beach City Hall, 333 West Ocean Blvd., 7th Floor, Long Beach, California 90802. The amount of the bond shall be **(Contractor shall complete) \$_____ (which is 100% of the Contract amount)** and shall be submitted within ten (10) calendar days after notice of award. The Bond shall be submitted upon forms included herein or secured at the Office of the City Purchasing Agent (address above). See **Attachment D** (Sample of Performance Bond Form).

14.3 BLANKET EMPLOYEE DISHONESTY BOND

The Contractor shall submit a Blanket Employee Dishonesty Bond in an amount not less than Fifty Thousand Dollars (\$50,000) within ten (10) calendar days after notice of award. The City, its officials, employees and agents shall be named as additional insured under this bond.

14.4 NOTARIAL ACKNOWLEDGMENTS REQUIRED WITH BONDS

Signature of all principals and sureties shall be accompanied by the appropriate Notarial Acknowledgements. A Notarial Acknowledgement shall accompany each signature of each Principal and a Notarial Acknowledgement shall accompany the signature of the Surety. All bonds require the signatures of all principals and sureties, accompanied by the appropriate Notarial Acknowledgements, whether the company is located inside or outside the State of California.

15. SUPPLEMENTAL INFORMATION

Following the evaluation of bids, the apparent lowest responsible Bidder will be required to provide supplemental information to be used to 1) evaluate the Bidder's ability to fulfill the terms of the Contract, and 2) determine the relative values and benefits of utilizing a Contractor in lieu of City staff.

16. REFERENCES AND QUALIFICATION REQUIREMENTS

Each Bidder shall be fully qualified by ability, knowledge and experience to satisfactorily perform the work required in these specifications, and shall be engaged in the business of providing custodial services by the use of its own trained and qualified employees and equipment, material, and supplies, except as specified in these specifications. The Contractor shall be fully licensed to perform the services required under this Contract. Bidder must present evidence indicative of its ability to finance, provide, and sustain the specified custodial services to the satisfaction of the City. Failure to include any of the following information as

requested below may cause the bid to be deemed non-responsive if the City has no recent experience with Bidder.

1. **Client References:** Bidder shall furnish on a separate sheet of paper a list of five (5) current customers, including company name, street address, telephone number and contact person, for whom Bidder has provided similar services. Please state the total square feet of each building from each client reference. Total square feet shall be equal to or greater than square feet of the City building or combined City buildings being bid (i.e. if City building totals 1,000 sq. ft., Contractor's reference shall be with a building of 1,000 sq. ft. or more). The City intends to contact these customers to determine reliability, Bidder's performance, service, and other information.
2. **Financial Statement:** Bidder shall furnish the most recent and complete financial statement of bidder's current assets, liabilities, and net worth.
3. **General Business Statement:** Bidder shall furnish a statement of all of the important business activities of bidder's major business. This statement should emphasize the required minimum of three (3) consecutive years of recent experience in the provision of the specified maintenance services at similar sized buildings (or with gross square footage equal to or greater than) with similar service levels as those required for this Contract.
4. **Credit References:** Bidder shall furnish a minimum of five (5) credit or financial references giving names, street addresses, and telephone numbers in each instance.
5. **Work History:** In addition to **Client References**, Bidder shall furnish a list of all contracts canceled or not renewed within the last five (5) years, giving reason for cancellation or non-renewal. Give names, street addresses and telephone numbers in each instance.
6. **Proof of Insurability:** Bidder shall furnish a letter of commitment from an insurance company, acceptable to the City, setting forth that adequate insurance coverage (as further described in the General Conditions hereof) will be available at the time of award of Contract. Letters of intent from insurance brokers will not be considered acceptable substitutes.
7. **Employees and Subcontractors:** Bidder shall specify on a separate sheet of paper the number of current full-time and part-time custodial employees and subcontractors.
8. **Contact Information:** Bidder shall provide contact information under emergency and non-emergency conditions:

Name of a person that will be the City's contact for order placement, order problems or special needs, etc. (must have a person's name).

17. VENDOR CONTACTS

PRIMARY CONTACT:

NAME: Ted Reynoso
TITLE: Branch Manager
ADDRESS: 165 Technology Drive, Suite 100, Irvine, CA 92618
OFFICE PHONE: 949-585-5938
FAX: 866-422-3958
CELL: 714-932-3522
EMAIL: ted.reynoso@abm.com

SECONDARY CONTACT:

NAME: Jeffrey D. Leonard
TITLE: Regional Director of Operations
ADDRESS: 165 Technology Drive, Suite
OFFICE PHONE: 949-585-5928
FAX: 866-422-3958
CELL: 714-932-3501
EMAIL: jeffrey.leonard@abm.com

EMERGENCY CONTACT (24/7):

NAME: Ted Reynoso
TITLE: Branch Manager
CELL: 714-932-3522
EMAIL: ted.reynoso@abm.com

9. **License Certification:** With this package, Bidder shall provide a copy of each valid license listed below.

The Contractor shall procure all permits and licenses, pay all charges, taxes and fees, and give all notices necessary and incidental to the due and lawful performance of the Services. All cost thereof shall be deemed to be included in the prices proposed for the Services.

The undersigned hereby declares that he is a Contractor and has been in business for 105 years; has a valid State of California Contractor's License sufficient to qualify as a Contractor in this case and a current City of Long Beach Business License; and will obtain all required permits.

A) California Contractor's License No.: 991919
Expires: 2015 Classification: B - General Contractor

B) Long Beach Business License No.: Acct: BU00021090 License: 001728
(Required upon notification of award)

18. REQUIREMENT FOR EMPLOYEE HEALTH INSURANCE

The Contractor shall provide health insurance to all full-time and part-time employees performing work under this Contract.

In lieu of providing health insurance to said employees, the Contractor shall pay said employees a minimum of **\$1.75** per hour more than:

1. The Contractor pays to said employees at the time the Contract is awarded; or
2. The Contractor pays to its employees working under other City contracts, if applicable.
3. If neither #1 nor #2 apply, then the Contractor shall submit records showing its regular hourly wage rates and its hourly wage rates with this wage enhancement.

With its bid, Bidder shall submit a **written statement** as to how it will comply with this requirement and shall submit a copy of Bidder's health insurance plan or, if Bidder has no health insurance plan, then:

1. For #1 above, a copy of Bidder's payroll records showing the hourly rates of its employees; or
2. For #2 above, payroll records for employees working on a current City contract (identifying the City Contract number); or
3. For #3 above, the records identified in #3.

A bid that fails to include this information will be rejected as non-responsive.

The City reserves the right to audit the Contractor's books and records to ensure compliance with this requirement. After award of the Contract, the Contractor's failure to comply with this requirement may result in termination of the Contract.

19. BID PROTEST PROCEDURES

Who May Protest

Only a bidder who has actually submitted a bid proposal is eligible to protest a bid. The City will not accept or entertain bid protests from manufacturers, vendors, suppliers, subcontractors or the like. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

Time for Protest

A bidder desiring to protest a bid shall file the protest within five (5) business days following the date on which bids were opened. The Purchasing and Business Services Manager must receive the protest by the close of the business on the fifth (5th) business day following the bid opening.

Form of Protest

The protest must be in writing and signed by the individual who signed the bid or, if the bidder is a corporation, by an officer of the corporation, and addressed to the Purchasing and Business Services Manager. A protest shall not be made by e-mail or fax and the City will not accept such. A protest must set forth a complete and detailed statement of the grounds for the protest and include all relevant information to support the grounds stated, must refer to the specific portion(s) of the contract documents upon which the protest is based, and shall include a valid e-mail address, street address, and phone number sufficient to ensure the City's response will be received.

Once the protest is received by the Purchasing and Business Services, the City will not accept additional information on the protest unless the City itself requests it. In that case, the additional information must be submitted within three (3) business days after the request is made and must be received by the Purchasing and Business Services by the close of the business on the third (3rd) business day.

The Purchasing and Business Services Manager or designee will respond, by e-mail or regular mail to the addresses provided in the protest, with a decision regarding the protest within ten (10) business days following receipt of the protest or, if applicable, the receipt of requested additional information.

The decision of the Purchasing and Business Services Manager shall be final and conclusive.

The procedure and time limits set forth herein are mandatory and are the Bidder's sole and exclusive remedy in the event of bid protest. The Bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.

20. BLANKET PURCHASE ORDER(BPO)/AUTHORIZED PERSONNEL

A Blanket Purchase Order (BPO) will be sent to the Contractor by the City Purchasing Agent. City personnel authorized to make releases (purchase orders) against the BPO will be indicated on the BPO. Shipment and/or services shall be made against the BPO release number. Releases shall be allowed only if the appropriate BPO number is indicated on the BPO release issued by authorized personnel in the Department. The Contractor must reference BPO release number and not the BPO number on all invoices.

21. BILLING/INVOICING REQUIREMENTS

The Contractor/Supplier shall provide either an electronic invoice (preferred) or a hard copy invoice to the City with each billing. To ensure payment is processed in a timely and efficient manner, all invoices shall be submitted either via email or mailed directly to the City Department billing address specified in the purchase order. If the purchase order does specify a department billing address, the Contractor shall be responsible for contacting the Department that placed the order to obtain the correct "Bill To" address.

The Contractor shall submit upon completion of each order an invoice describing each service or items purchased. Itemization of invoices to include a detailed, description/summary of product or service performed (such as type of work performed, list of vehicle/materials with part numbers, labor hours charged listing tasks performed, authorizing authority of purchase, and the release purchase order number) and all applicable taxes on all invoices.

FOR PROGRESS PAYMENT BILLINGS, PAYMENT SHALL BE BASED ON A MONTHLY SUMMARY INVOICE.

The Contractor shall submit via email (preferred) or mail a Monthly Summary Invoice directly to the City Department contact at the "Bill To" address specified in the agreement. At a minimum, Monthly Summary invoices shall be prepared on the Contractor's business stationery and shall be submitted by the seventh working day of each calendar month for orders completed during the previous month and that month only. It shall list the Contractor's individual invoice number(s) and cost for each invoice, along with a total cost for the month. One copy of the individual invoices in numeric sequential order shall correspond to the monthly summary invoice listing order exactly.

The City will inspect summary invoice costs, after which the City shall process the monthly summary invoice for payment.

The Contractor shall not invoice for goods, materials, or supplies before merchandise has been shipped or delivered. Payment will not be authorized until merchandise has been received.

Please include a copy of a **sample invoice** with your bid submittal.

22. LOCAL PREFERENCE: EXEMPT

Local Preference shall not apply to this project, as the contract amount is estimated to be above \$100,000.

23. EQUAL BENEFITS ORDINANCE

The City of Long Beach's Equal Benefits Ordinance (EBO) shall apply to this bid. EBO is applicable to bids for over \$100,000. Please visit the City's website of http://www.longbeach.gov/finance/business_relations/default.asp for additional details, or to obtain a copy of the ordinance. **See Attachment F.**

24. SMALL BUSINESS ENTERPRISE GOAL:

There is a combined five percent (5%) Small Business Enterprise Goal associated with this request. **See Attachment H.**

25. REGISTRATION WITH CALIFORNIA SECRETARY OF STATE WEBSITE

Awarded vendors/contractors must be registered with the California Secretary of State prior to contract execution. For more information, please consult: <http://www.sos.ca.gov>

See **Attachment J.** Please include a printout of your business entity from the website.

26. DEBARMENT

This bid has the potential to be a recipient of Federal funds. In accordance with Executive Orders 12549 and 12689 concerning suspension and debarment, contracts must prohibit contractors from awarding any subcontract to persons (individuals or organizations) listed as having an active exclusion of the Federal System for Awards Management Database (www.sam.gov). Please complete **Attachment G.**

27. BUILDINGS

Development Services

Neighborhood Resources Center	425 Atlantic Ave.
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Fire

Emergency Communications & Operations Center	2990 Redondo Ave.
Administrative Headquarters	3205 Lakewood Blvd.
Fire Training Center	2249 Argonne Ave.

Health & Human Services

Housing Authority Office	521 E. 4 th St.
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Library Services

Main Library	101 Pacific Ave.
Alamitos Branch Library	1836 E. 3 rd St.
Bach Branch Library	4055 Bellflower Blvd.
Bay Shore Branch Library	195 Bay Shore Ave.
Bret Harte Branch Library	1595 W. Willow St.
Brewitt Branch Library	4036 E. Anaheim St.

Burnett Branch Library	560 E. Hill St.
Dana Branch Library	3680 Atlantic Ave.
El Dorado Branch Library	2900 Studebaker Rd.
Los Altos Branch Library	5614 Britton Dr.
Mark Twain Branch Library	1401 E. Anaheim St.
North Branch Library	5571 Orange Ave.

Long Beach Gas & Oil

SERRF Administration	120 Henry Ford Ave.
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Parks, Recreation & Marine

PARK RESTROOMS: GROUP 1

El Dorado Park West: Restrooms 31 - 34	2800 Studebaker Rd.
El Dorado Park East: Restrooms 35 - 43	7550 E. Spring St.

PARK RESTROOMS: GROUP 2

Pan American Park: Restroom 22	5157 Centralia Ave.
Heartwell Park: Restrooms 44, 46 - 48	5801 E. Parkcrest St.
Wardlow Park: Restroom 23	3457 Stanbridge Ave.
Stearns Park: Restroom 24	4520 E. 23 rd St.
Whaley Park: Restroom 25	5620 Atherton St.
Recreation Park: Restrooms 26 - 28	4900 East 7 th St.

PARK RESTROOMS: GROUP 3

Davenport Park: Restroom 4	2910 E. 57 th Way
Ramona Park: Restroom 21	3301 E. 65 th St.
Coolidge Park: Restroom 16	352 E. Neece St.
Houghton Park: Restrooms 19 & 20	6301 Myrtle Ave.
DeForest Park: Restrooms 17 & 18	6255 DeForest Ave.
Scherer Park: Restroom 15	4600 Long Beach Blvd.
Bixby Knolls Park: Restroom 14	1000 San Antonio Dr.
Cherry Park: Restroom 13	1901 E. 45 th St.
Somerset Park: Restroom 12	1500 E. Carson St.
Los Cerritos Park: Restroom 11	3750 Del Mar Ave.

PARK RESTROOMS: GROUP 4

Veterans Park: Restroom 7	101 E. 28 th St.
Silverado Park: Restroom 10	1545 W. 31 st St.
Hudson Park: Restroom 9	2335 Webster Ave.
Seaside Park: Restroom 57	14 th St. at Chestnut Ave.
Adm. Kidd Park: Restroom 8	2125 Santa Fe Ave.
Drake Park: Restroom 1	951 Maine Ave.
Cesar Chavez Park: Restroom 2	401 Golden Ave.
Bixby Park: Restroom 29	130 Cherry Ave.
MacArthur Park: Restroom 3	1321 Anaheim St.

McBride Park: Restroom 6	1550 Martin Luther King Ave.
M.L. King, Jr. Park: Restroom 5	1105 19 th St.
Chittick Field: Restroom 56	1900 Walnut Ave.

Long Beach Senior Center	1150 E. 4 th St.
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Police

East Division	4800 Los Coyotes Diagonal
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Public Works

Environmental Services Bureau	2929 E. Willow St.
Public Service Bureau (Street Maintenance)	1651 San Francisco Ave.
Public Service Bureau -Traffic Operations (at LBGO Facility)	2400 E. Spring St.
Public Service Bureau - Graffiti Office	101 E. Spring St.

Technology Services

Wireless Communications	5580 Cherry Ave.
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28. APPENDICES

The following appendices, which are provided online at www.longbeach.gov/purchasing, shall be considered to be part of the *Specifications Section*:

Appendix A: Space Inventories

Appendix B: Tasks and Frequencies, Base Services (Level 1)

Appendix C: Minimum Weekly Labor Hours for Enhanced Services (Level 2)

Appendix D: Tasks and Frequencies, Enhanced Services (Level 2)

29. SCOPE OF WORK

The Contractor shall provide custodial maintenance services inclusive of, but not limited to, sweeping, mopping, dusting, emptying waste receptacles, cleaning counters, spot cleaning, stripping and waxing floors, window cleaning, graffiti removal, filling dispensers, sweeping and washing of hardscape areas, other necessary custodial maintenance, and "Specialty Functions" as provided in the specifications to maintain various City buildings in accordance with the tasks and frequencies identified in the "Bid Sections."

30. PAYMENT FOR SERVICES

The Contractor shall submit invoices electronically to each Department. Awarded Contractor will receive billing instructions upon issuance of contract.

The City shall pay the Contractor for Routine Services as defined in the Specifications and Bid Form after approval of each 4-week, properly documented and substantiated invoice, based upon satisfactory completion of each week's Services. The price for *Routine Services* shall not exceed the maximum amount shown on *Schedule No. 1* for these Services, unless an enhanced service level is awarded for one or more buildings (or building groups) as specified

in *Schedule No. 2*, or unless changes in the Services provided are made and approved in advance by the City. Payment for Routine Services shall be made in conformance with the *Formula for Computing Weekly Routine Services Charge By the Contractor* shown in the *Bid Form*. The City reserves the right to make increases and decreases in the *Routine Services* as it sees fit.

The City shall pay the Contractor for those Special Coverage and Projects that are authorized in writing by, and successfully completed to the satisfaction of the Contract Administrator. No payment shall be made for Special Coverage or Projects not completed. The amount payable to Contractor for Special Coverage, Projects, and Emergency Call-outs completed shall be in accordance with *Schedules Nos. 3, 4 and 5* in the *Bid Form*.

The City will pay said invoice in due course of payments, usually no more than thirty (30) days after receipt of the invoice, providing that all work performed during the preceding month has been in accordance with these specifications, inspected and accepted by the City and that applicable certifications and reports have been submitted in accordance with this Contract.

In the event that additional services are deemed necessary by the City Representative of a building, the City may, at its discretion, increase the Contractor's custodial requirements at that building as "Additional Work" or "Specialty Functions." If said requirements and costs related thereto are not otherwise provided for, the Contractor shall be compensated for the task(s) or project(s) based upon the Contract price applied on a unit cost basis as specified in Contractor's Bid, *Schedule No. 4*.

In the event the City transfers title or custodial responsibility for a portion of a building described herein, this Contract shall continue in full force and effect, except that said portion, at the discretion of the City, may be deleted from the Contract and the Contract price shall be reduced pro rata.

In the event that additional services are deemed necessary by the City for newly-developed buildings and appurtenant structures within existing premises or any portion thereof, the City may, at its discretion, increase the Contractor's maintenance services requirements at the affected premises to provide for such additional services at an extra cost.

Additional compensation may be authorized at the discretion of the City, subject to City budgetary conditions, for those "Specialty Functions," or "Additional Work" deemed necessary by the City out of extraordinary incidents or circumstances or improvements as authorized herein.

For authorized work designated as "Additional Work" or "Specialty Functions," payment shall be based on the Contractor's estimate for such work. The City shall authorize such work based upon the Contractor's estimate and thereafter the Contractor shall submit an invoice to the City, in all respects satisfactory to the City that shall be for the actual work completed. Said invoice shall not exceed more than ten percent (10%) of the Contractor's estimate for such work. In the event that the City does not authorize such work, the City reserves the right to perform such work with City forces, or to contract with another contractor for such work.

COMPENSATION FOR REIMBURSABLE ITEMS

The City shall pay the Contractor for Reimbursable Items authorized in writing by the Contract Administrator and successfully used in the performance of the Services in an amount equal to the sum of prices to the Contractor for such Reimbursable Items paid for by the Contractor. The Contractor shall make a reasonable attempt to pay only the lowest prices that can be obtained by the Contractor for Reimbursable Items. The Contract Administrator shall have the option to require the Contractor to obtain competitive bids from a minimum of three (3) sources on any single item or group of items that may exceed \$100.00 in total cost.

No payment shall be paid by the City, and the Contractor shall not bill for any Reimbursable Item which has not been requested in writing by the Contract Administrator and delivered, received by the Contractor, and put to its intended use. No additional payment shall be made to the Contractor for those items of materials or supplies The City elects to provide to the Contractor for use in the performance of the Services.

31. DEFAULT BY CONTRACTOR/TERMINATION/OBLIGATION OF SURETY

The City may terminate this Contract without liability for damages when, in the City's sole opinion, the Contractor is not diligently performing or otherwise not complying in good faith with the Contract, has become insolvent, has assigned or subcontracted any part of the work without the consent of the City, or has otherwise defaulted in performance of the Contract, and has not otherwise cured such default after a period of ten (10) days notice given by the City to do so.

If the City terminates the Contract, the City will give notice to that effect to the Surety and the Surety shall, within five (5) business days after delivery of the notice, assume control and perform the work as successor to the Contractor, and shall be paid by the City for all work performed.

If the Surety does not comply with such notice within said five (5) day period or, after starting to comply, fails to continue, the City may exclude the Surety and the Contractor from all City buildings and have the work completed by City employees, by another contractor, or by a combination of such methods.

All costs incidental to the default of the Contractor shall be charged to the Contractor and the Surety, and may be deducted from any monies due the Contractor. The Surety shall pay, within fifteen (15) calendar days after receipt of an invoice, all such incidental costs less any amount deducted from monies due.

32. PAYMENT DEDUCTIONS INVOLVING CONTRACTOR'S NON-COMPLIANCE

32.1 NON-PERFORMANCE OF SERVICES

Routine Services shall be considered not to have been performed when, in the judgment of the Contract Administrator, any one or more of the following conditions exist:

- a. The Routine Services in an area were not performed in strict accordance with the Performance Standards or were not performed at the specified frequency or were not

performed during the specified shift or on the day scheduled by the Contractor and agreed to by the Contract Administrator for the performance of the Routine Services tasks.

- b. The Contractor failed to provide the minimum number of work hours for the specified frequency.
- c. The specified equipment, tools or chemicals were not available, were not used, were not used correctly, or were not in good operating condition.
- d. The employee performing the Routine Services had not received the required training specified in the Paragraph entitled "Training" of the Special Conditions section of this Contract.
- e. The employee performing the Routine Services was not uniformed in accordance with the requirements of the Special Conditions.

Special Coverage, Projects, and Emergency Call-outs, will be considered not to have been performed when, in the judgment of the Contract Administrator, any of the following conditions exist:

- a. The Special Coverage, Projects, and Emergency Call-out was not performed in accordance with the Performance Standards.
- b. The Special Coverage, Projects, and Emergency Call-out was not performed within the time period specified in the Work Order.
- c. The Special Coverage, Projects, and Emergency Call-outs as requested by written Work Order was not completed in its entirety.

In addition to the remedies provided heretofore, the Contract may be terminated in accordance with and as described in "Default By Contractor/Termination / Obligation Of Surety," upon Contractor's failure to correct deficiencies in a timely manner.

32.2 DEDUCTIONS, NON-PERFORMANCE OF SERVICE

In the event of non-performance of Routine Services by Contractor, the Contract Administrator shall have the right to exercise one of the following options:

- 1. Notify the Contractor of such non-performance and request performance and make no deduction if the Contractor corrects such non-performance within the time frame defined by the Contract Administrator.
- 2. Correct the item of non-performance by any means and deduct from payments made to the Contractor direct cost incurred by the City for the correction of the item of non-performance including a reasonable amount for the cost of the time of the employees of the City involved in such correction.

3. Allow the non-performance to remain uncorrected and make a deduction from payments to the Contractor in accordance with the following paragraphs in this section.

All *Routine Services Tasks* required by the Specifications must be performed in an area before that area is considered acceptable and approved for payment. The smallest value of a deduction for non-performance in an area where the Contractor has failed to render the area completely acceptable by performing all scheduled Routine Services Tasks shall be determined in accordance with the following formula:

$$\begin{array}{l}
 \text{Value of} \\
 \text{Minimum} \\
 \text{Deduction for} \\
 \text{Non-} \\
 \text{Performance} \\
 \text{in an Area}
 \end{array}
 =
 \begin{array}{l}
 \text{Total Daily Time Required to} \\
 \text{Perform all Routine Services} \\
 \text{Tasks in the Area Rounded to} \\
 \text{the Next Higher Whole} \\
 \text{Number of Hours}
 \end{array}
 \times
 \begin{array}{l}
 \text{Maximum Weekly Charge for} \\
 \text{Routine Services from} \\
 \text{Schedule No 1. Bid Item R11} \\
 \text{Total for all Buildings} \\
 + \\
 \text{Minimum Number of Worker} \\
 \text{Hours Required for Routine} \\
 \text{Services from Schedule No.} \\
 \text{1, Bid Item R1 Total for all} \\
 \text{Buildings}
 \end{array}$$

The total time required to perform all Routine Services tasks in an area will be determined by multiplying the total size of the area measured in thousands of square feet, by 15 minutes per 1,000 square feet.

Since an area cannot be considered acceptable and approved if all the Routine Services tasks are not finished, the smallest area for which a deduction shall be made for non-performance of Routine Services shall be the total area which is directly affected by such non-performance. In general, the extent of an area affected by non-performance shall follow the divisions of areas used as headings in the Routine Services Tasks and Frequencies section in the Specifications. For instance, if a urinal in a rest room was not cleaned in accordance with the Specifications, then the whole restroom shall be considered to be unacceptable. However, in cases involving such areas as corridors, if obvious soil such as a coffee spill is not removed, any portion of the corridor from which that soil is visible shall be considered to be unacceptable.

33. CONTRACT ENFORCEMENT

33.1 WALK-THROUGH INSPECTIONS

The Contractor or its authorized representative shall meet on the site at least once a month, or more, at the discretion and convenience of the City, with an authorized representative of the City for a walk-through inspection and to address any problems or other issues. All scheduled and periodic maintenance functions shall be completed prior to this meeting.

33.2 CITY'S RIGHT TO MONITOR AND REVIEW RECORDS

The City reserves the right to perform inspections at any time for the purpose of monitoring performance. The Contractor shall cooperate with City, State, and Federal representative(s) in the review and monitoring of the Contractor's performance, records and procedures.

33.3 MEETINGS AND TRAINING SESSIONS

At the request of the City, the Contractor, or its appropriate representative, shall attend meetings and training sessions, as deemed necessary by the City, for the purposes of orientation, information, amendments to the Contract, and description of City policies and procedures.

33.4 MONTHLY PROGRESS REPORT

Once every month the Contractor shall meet with each City department representative to go over invoicing, previous month's work status, current month's work schedule and scheduling of building inspections.

33.5 ATTORNEY'S FEES AND COSTS

In the event the City commences legal proceedings for the enforcement of the Contract, and is the prevailing party, the City shall be entitled to an award of attorney's fees and costs incurred in the action.

34. TEMPORARY SUSPENSION OF WORK

34.1 SUSPENSION BY CITY

The City's representative(s) shall have the authority to suspend work by the Contractor, wholly or in part for such period as necessary due to unsuitable work conditions, failure of the Contractor to carry out directions, unsafe or hazardous conditions, or failure to perform in accordance with these specifications.

34.2 SUSPENSION BY CONTRACTOR

The Contractor shall request permission of the City's representative(s), during City business hours, to temporarily suspend work wholly or in part for such period as necessary due to unsuitable, unsafe or hazardous work conditions or failure of the City to notify the Contractor of changes in locks, security codes or access to buildings being cleaned.

35. OTHER CONTRACTS

The City shall have the right to award to other contractors for additional services similar to Services provided under this Contract, and the Contractor shall fully cooperate with such other contractors and shall fit its own schedule to that provided under other contracts. The Contractor shall have no claim against the City for additional payment due to delays or other conditions created by the operation of other contractors. Purchasing shall decide the respective rights of the various contractors in order to secure completion of the Services.

36. ASSIGNMENT AND SUBCONTRACTING

No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the City. Any attempt by the Contractor to subcontract any performance of the terms of this Contract without said consent shall be null

and void and shall constitute a default under this Contract. In the event of such a default, the City may immediately terminate this Contract.

In the event the City consents to assignment or subcontracting, each term and condition of this Contract shall be binding on the assigns, successors or administrators of the respective parties.

In the event the City consents to subcontracting, the Contractor shall include in all subcontracts the following provision: "This Contract is a subcontract under the terms of a prime Contract with the City of Long Beach. All provisions of that prime Contract shall apply to this subcontract."

The Contractor and all subcontractors must obtain and maintain in effect a valid City of Long Beach Business License prior to commencement of work, and during the entire time that work is being performed under the Contract. All permits and licenses necessary to the performance of custodial services shall be secured by the Contractor at the Contractor's own expense. The Contractor shall pay all taxes properly assessed against any equipment or property used or required in connection with the performance of custodial services.

The Contractor shall indemnify, defend, and hold harmless the City and its employees and agents from any and all liability arising or resulting from the employment of any subcontractors and their employees in the same manner as for the Contractor's own employees.

37. CONTRACTOR HIRING

The City encourages the Contractor to create new jobs for low or moderate-income persons and Long Beach youth for its operations under this Contract. The Contractor agrees that it shall use good faith efforts to create such new jobs. The Contractor will make all qualification and hiring decisions.

The Contractor agrees that it will reasonably cooperate with the City of Long Beach, through the City's Director of Workforce Development and staff with respect to recruitment, screening and tracking of employees. In implementing these efforts, such Officer and staff will provide to the Contractor, at no cost, pre-screening and pre-qualification of all potential job applicants. Such services include assisting with community outreach to recruit qualified job applicants and conducting pre-screening sessions to determine the most qualified applicants for jobs.

38. INDEPENDENT CONTRACTOR

The Contract between the City and the Contractor is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association, as between the City and the Contractor. The Contractor understands and agrees that all persons furnishing services to the City pursuant to this Contract are, for purposes of Workers' Compensation Liability, employees solely of the Contractor and not of the City. The Contractor shall bear the sole responsibility and liability for furnishing Workers' Compensation benefits to any person for injuries arising from or connected with services provided to the City hereunder.

39. CONFLICT OF INTEREST

The Contractor represents and warrants that no City employee whose position in the City enables him/her to influence the award of the Contract or any competing Contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or does or shall have any direct or indirect financial interest in this Contract.

40. VALIDITY

The invalidity, unenforceability or illegality of any provision of the Contract shall not render the other provisions invalid, unenforceable, or illegal.

41. SEVERABILITY

The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or enforceable, the remainder of the provisions shall continue to be valid and enforceable.

42. RECORD RETENTION, INSPECTION AND AUDIT

City, State and Federal representatives shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, time card, or other records relating to work hereunder. The Contractor shall retain such material, including all pertinent costs, accounting, financial records and proprietary data, for a period of five (5) years after termination or expiration of the Contract.

The City shall have the right to conduct, at any reasonable time, an audit and re-audit of the books, records, and business conducted by the Contractor, and observe the operation of the business so that accuracy of the above records and any of the Contractor's invoices for services provided can be confirmed. The City reserves the right to require the Contractor to provide additional reports and recordkeeping processes as the City deems reasonable in order to verify the Contractor's services and invoices for same. All information obtained in connection with the City's inspections of records or audit shall be treated as confidential information and exempt from public disclosure thereof to the extent possible under the law.

If authorized representatives of the City conduct an audit of the Contractor regarding the services provided hereunder and if such audit finds that the City's liability for such services is less than the payments made by the City to the Contractor, then, at the City's discretion, either (1) the Contractor shall immediately repay to the City the overpayment, or (2) the City will give to the Contractor credit against any future payments due to the Contractor. If such an audit finds that the City's liability for services provided hereunder is more than payments made by the City to the Contractor, then the City shall pay the difference to the Contractor provided that in no event shall the City's maximum obligation exceed the Contract price as originally bid or as stated in an amendment.

43. CONTRACT TRANSITION

43.1 TRANSITION IN

Contractor shall provide a **written statement** of their transition plan to include potential personnel who will be on the transition team and their roles, subject to City approval. Also included shall be sample timelines illustrating when the Contractor will be fully in place and performing all tasks.

43.2 TRANSITION OUT

The Contractor shall work in good faith with the City to transition out of the service, should a new Contractor be selected. The storage areas used by the Contractor shall be left in an orderly manner. All materials and equipment owned by the Contractor shall be removed from storage areas in a timely manner. Upon Contract completion, all keys, cards and remote controls given to the Contractor shall be returned to the City's designated Contract Administrator with a final walk-through with the Contractor and the City's Contractor Administrators.

44. WAIVER

Any waiver by the City of any default of any one or more of the terms, covenants, or conditions of the Contract shall not be construed to be a waiver of any subsequent or other default of the same or of any other term, covenant, or condition, nor shall failure on the part of the City to require exact and complete compliance with any of the terms, covenants or conditions be construed as in any manner changing the terms of the Contract or stopping the City from enforcing the full provisions thereof.

No delay, failure, or omission of the City to exercise any right, power, privilege or option arising from any default, nor any subsequent payments made by the City then thereafter shall impair any such right, power, privilege or option, or be construed as a waiver of or acquiescence in such default or as a relinquishment of any right.

No notice to the Contractor shall be required to restore or revive "time is of the essence" after the waiver by the City of any default.

No option, right, power, remedy or privilege of the City shall be construed as being exhausted by the exercise thereof in one or more instances. The rights, powers, options and remedies given the City hereunder shall be cumulative.

Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay timely performance that party shall, within five (5) days, give notice hereof including all relevant information with respect thereto, to the other party.

45. APPLICABLE LAW

This Contract shall be governed by and construed under the laws of the State of California.

46. COMPLIANCE WITH LAWS

The Contractor shall keep fully informed, and shall at all times observe and comply with all laws, ordinances, regulations, orders and decrees of bodies or tribunals having any jurisdiction or authority that affect those employed hereunder and the Contractor's performance.

If any discrepancy or inconsistency in relation to any such law, ordinance, regulation, order or decree should be discovered in the Contract, or which may become effective before the expiration of the Contract, the Contractor shall report the same in writing to the City

47. PREVAILING WAGES

The City of Long Beach does not have a Living Wage Ordinance. Prevailing wages do not apply to this Contract. Reference Municipal Code 2.87.090.

48. THE DISPLACED JANITOR OPPORTUNITY ACT

The Displaced Janitor Opportunity Act, enacted by SB 20, and effective for contracts awarded on or after January 1, 2002, requires the City to identify the following requirements of the statute in its initial bid package. The statutory obligations apply only to contractors with 25 or more employees.

The requirements include notice to a new contractor that they must retain for sixty (60) days any employees employed at the same site for at least the preceding four (4) months by the previous contractor, absent "reasonable and substantiated cause" not to hire based on the employee's performance or conduct. The City, when awarding a replacement contract, will provide, in a timely manner, the name and address of the new contractor to the previous contractor.

The new contractor is not required to pay the same wage or offer the same benefits, but the new contractor must make a written offer of employment to each non-management, non-supervisory service employee in a language in which the employee is literate. The offer shall state the time (of no less than ten (10) days) within which the employee must accept the offer. The new contractor may not discharge any holdover employees during the first sixty (60) days of their new employment, except for cause. At the end of sixty (60) days, the new contractor must provide a written performance evaluation to each retained employee, and must offer the employee continued employment if the performance was satisfactory. Employment thereafter may be at will.

49. NOTICE TO BIDDERS REGARDING THE PUBLIC RECORDS ACT

Responses to this Invitation to Bid become the exclusive property of the City of Long Beach. All bids submitted in response to this Invitation to Bid are a matter of public record and shall be regarded as public records. Exceptions will be those elements in each bid, which are defined by the Bidder as business or trade secrets and are marked as "Trade Secrets," "Confidential" or "Proprietary."

The City shall not in any way be liable or responsible for disclosure of any such records not so marked or such records so marked if disclosure is deemed to be required by law or by an order of court.

50. FINGERPRINTING AND BACKGROUND CHECKS

Persons over the age of eighteen (18) working with or around minors are required by State law to have background checks done by and paid by the Contractor. State law provides that the Contractor shall fingerprint all such persons referred to herein and shall obtain criminal history information pursuant to California Penal Code 11105 or 13100 for each individual.

Prior to the placement of any custodial employee, the Contractor shall provide written verification that all persons, as referred to herein, have not been convicted of any offense involving moral turpitude, nor any offense as specified in Penal Code 11105.3 (g), nor any offense relating to the type of services to be performed as determined by the City. The Contractor shall pay the costs incurred in the fingerprinting and obtaining the criminal history information. Any misrepresentations with respect to the Contractor's obligations under this Section or failure to comply with the requirements as stated herein shall constitute a breach of the Contract thereby giving the City the right to terminate the contract immediately.

The City of Long Beach will require custodial employees working within the City under this Contract to be fingerprinted for a livescan. The City's Human Resource Department will receive the results of the livescan and inform your agency, only if the Human Resource Department determines that the custodial employee is a risk to the City and we disallow their services within the City. The Contractor shall be responsible for reimbursing the City of Long Beach for livescan services. The current cost for livescan is \$32.00, which shall be invoiced by the City's Human Resource Department.

The City encourages all custodial employees to be fingerprinted at the earliest possible date, not to exceed five (5) total days from the start of service. Police and Safety sites require livescans of custodial employees prior to performing duties under this Contract.

With respect to this Section and its requirements, the Contractor shall indemnify and hold harmless the City, its officials, employees and agents, from and against all liability, claims demands, damage, loss, causes of action, proceedings, penalties, costs and expenses (including attorney's fees, court costs, and expert witness fees) (collectively "Claims" or individually "Claim") arising directly or indirectly out of the negligent or intentional acts or omissions of the Contractor or its officials, employees, or agents.

Independent of the duty to indemnify, the Contractor shall defend the City and shall continue such defense until the Claim is resolved, whether by settlement, judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on the part of the City shall be required for the duty to defend to arise.

51. BLOOD-BORNE PATHOGENS AND BIO HAZARDOUS MATERIAL

The Contractor's staff shall be aware of the potential for exposure to blood borne pathogens through hypodermic needles, blood, and feces, and shall wear personal protective equipment. The Contractor shall treat hypodermic needles, large quantities of feces, and any rags, paper

towels, or other materials containing blood as bio-hazardous material. Only individuals trained in the removal and disposal of such material shall do so. The Contractor shall immediately notify the appropriate authority upon the discovery of such occurrences. The Contractor shall secure the affected site until such time that the appropriate authority can respond.

52. HOMELESS AND POSSESSIONS OF THE HOMELESS

The City has established policies and procedures for addressing issues pertaining to the homeless and their possessions. The Contractor shall not undertake any maintenance task, or other action, which may impact the homeless or their possessions without first consulting the City. The Contractor shall immediately notify the City of any such situation.

53. REFUSE DISPOSAL

The City shall be responsible for, and pay the costs of, the disposal of all trash, litter, and debris collected by the Contractor in the performance of the tasks within. The Contractor shall deposit trash at specified locations and containers designated at each building.

54. HAZARDOUS MATERIALS

Use of any chemicals or hazardous materials by the Contractor in performing services shall be subject to approval of the City, and shall be used in accordance with the manufacturer's directions and specifications. The Contractor shall store and dispose of chemicals or hazardous materials in accordance with all laws, rules and regulations on the subject.

The Contractor shall not dispose of hazardous material on any City site. All hazardous materials shall be properly stored on a temporary basis, thereafter to be disposed of by the Contractor at a properly licensed disposal site.

The Contractor shall defend, indemnify and hold harmless the City, its officials, employees and agents for all claims, demands, damage, causes of action, loss, liability, cost or expense relating to the Contractor's failure to comply with this Section.

55. ENVIRONMENTAL REQUIREMENTS

The Contractor shall conduct all aspects of its operation in compliance with all state and federal environmental laws and regulations. The Contractor shall immediately inform the City of any investigation, citation or legal action by any regulatory agency related to the Contractor's obligations under this Contract and shall defend, indemnify and hold harmless the City, its officials, employees and agents from any loss including, but not limited to fines, penalties and corrective measures the City may sustain by reason of the Contractor's failure to comply with any state or federal law, regulation or rule.

55.1 STORMWATER MANAGEMENT AND NATIONAL POLLUTANT DISCHARGE ELIMINATION PROGRAM (NPDES) REGULATIONS

Contractor shall conduct all aspects of the Work in accordance with all state and federal laws and regulations, including but not limited to all environmental laws and regulations, Order No. 99-060 of the California Regional Water Quality Control Board, Los Angeles Region ("Waste

Discharge Requirements for Municipal Storm Water and Urban Runoff Discharges within the City of Long Beach"), and related Best Management Practices (BMPs) that the City and its contractors must adhere to. These procedures contain pollution prevention and source control techniques to minimize the impact of activities upon dry-weather urban runoff, storm water runoff, and water quality.

Order No. 99-060 is available on the City's website and related BMPs are on file in the office of the City's Director of Public Works, which is located at 333 West Ocean Blvd. in the City of Long Beach. The Contractor hereby acknowledges that it has read, reviewed and understands the Order and the BMPs as they relate to the Work and hereby agrees to perform the Work in conformance therewith. The City will deduct from the money due or to become due to the Contractor the total amount of any fines levied on the City, plus legal and staff costs, as a result of the Contractor's failure to comply with these provisions. In addition, the Contractor shall defend, indemnify, and hold the City harmless for any liability, loss, damage, fines, penalties, actions, costs and expenses related to the Contractor's (or its subcontractors) failure to comply with these laws and regulations.

55.2 NOISE

Every effort must be made to minimize noise during business hours.

56. ENERGY CONSERVATION

The Contractor shall instruct all employees performing work within City buildings to utilize methods that will maximize energy conservation. This shall include the turning on of light fixtures only in areas where work is in progress.

57. UTILITIES

The City shall pay for the installation and use of all utilities at these sites, with the exception of the Contractor's telephone hookup and service.

58. SAFETY

The Contractor shall perform all work in such a manner as to meet all accepted standards for safe practices and to safely maintain stored equipment, materials or other hazards consequential or related to the work. The Contractor shall additionally accept the sole responsibility for complying with all City, State, Federal, or other legal requirements, including but not limited to compliance with applicable O.S.H.A. and CAL-O.S.H.A. Safety Orders. The Contractor shall inspect all potential hazards at said buildings and keep a log indicating date inspected and action taken.

All services provided and materials used shall be in accordance with acceptable industry standards. Products used shall be environmentally safe, used in accordance with product directions and be subject to approval of the City's representative(s). The Contractor shall follow the requirements under the Cal OSHA Hazard Communication Standard and provide and maintain Safety Data Sheets (SDS) for any and all chemical products used in the performance of this Contract at each site, in a labeled notebook. The City reserves the right to

inspect these sheets at any reasonable time if necessary to ensure compliance and/or determine the acceptability of products being used.

59. NON-INTERFERENCE

The Contractor shall not interfere with the public use of the sites and shall conduct its operations as to offer the least possible obstruction and inconvenience to City employees and the public or disruption to the peace and quiet of the area within which the custodial services are performed.

60. FORCE MAJEURE

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the reasonable control of such party. Such acts shall include, but not be limited to, acts of God, riots, acts of war, governmental regulations superimposed after the act, earthquakes or other causes beyond the reasonable control of such party. In the event a party believes any occurrence may cause a delay or failure of performance, such party shall promptly notify the other party.

61. SIGNS AND ADVERTISING

The Contractor shall not post signs or advertising matter on City property without prior written approval from the City.

62. WORK AND WORKMANSHIP

The Contractor shall thoroughly complete each task in a professional, workmanlike manner, and shall use quality equipment and materials that comply with all current regulations. The safety of workers, passersby, and the public shall be paramount.

The Contractor shall provide the labor, materials, and equipment necessary for cleaning and maintenance services, except as otherwise specified hereinafter. Tasks shall be performed with nothing but the highest of standards at no less than the frequencies set forth herein.

The Contractor is hereby required to render and provide custodial services pursuant to the specifications and frequencies established by the City of Long Beach, as set forth herein or revised by the City. The specific frequencies per site are identified in the "Bid Section" and govern the Contractor's completion of required operations.

The Contractor shall designate or assign a representative(s) to act on behalf of the Contractor, if other than the Contractor himself, on all matters affecting work hereunder. Should this individual change, the City's representative(s) must be notified in writing within five (5) days after the change.

The Contractor recognizes that other activities and operations may be conducted by City work forces and other parties under contract with the City. The Contractor may be required to modify or curtail certain tasks and operations and shall promptly comply with any request therefore by the City.

The Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage buildings or turf areas. During the periods when inclement weather hinders normal operations, the Contractor shall adjust its work force and schedule. The Contractor shall immediately notify the City when the work force has been removed from the job site due to inclement weather, or other reasons.

Under no circumstances shall a contracted employee bring children, spouses, relatives or friends to a City building during contracted working hours.

63. CONSTRUCTION ACTIVITY AND MAINTENANCE FUNCTIONS

In the event that construction activity prevents or limits the Contractor from performing certain maintenance operations, the City, at its discretion, may temporarily or permanently remove the affected areas, or maintenance functions, from the Contract and the Contract price shall be reduced pro rata. The City may also request the Contractor to modify maintenance operations, perform other maintenance operations, or perform additional frequencies of other maintenance operations, in lieu of reducing the Contractor's payment.

64. CHANGES IN SERVICE / ADDITIONAL WORK

The City may, at its discretion, authorize the Contractor to perform additional work when the need for such work arises out of extraordinary incidents such as vandalism, Acts of God, and third party negligence, or may request, in writing, modifications, reductions, or deletions in established services at the sole discretion of the City due to financial or other reasons.

If the City determines that additional work can be performed by Contractor's present work force, the City may modify Contractor's tasks in order to compensate Contractor for performing said work. Absent said modification, any work not provided for elsewhere in these Specifications and authorized by the City and performed by the Contractor shall be paid by the City as otherwise specified herein.

Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with a quote for such work. **No work shall commence without the prior written authorization of the City.** Notwithstanding the above authorization, when a condition exists where there is imminent danger of injury to the public or damage to property, the City may verbally authorize the work to be performed upon receiving a verbal estimate from the Contractor. However, within twenty-four (24) hours after receiving a verbal authorization, the Contractor shall submit the written quote to the City for written approval.

For modifications, reductions, or deletions in services, the City's representative(s) shall notify the Contractor in writing of changes a minimum of five (5) City business days in advance. Charges for services shall be adjusted by the Contractor on a **pro-rata basis** to meet changes made. Costs for new services shall be charged in accordance with the pricing quoted by the Contractor and acceptable to the City Representative(s) as otherwise specified herein. Additional work not listed herein may be requested. All additional work as provided for herein shall commence on the date established by the City, and the Contractor shall proceed diligently to complete said work within the time allotted.

The City reserves the right to bid separately, outside the scope of this bid, for "Additional Work" and "Specialty Functions." There is no guarantee that the City will request the Contractor to perform any "Additional Work" or "Specialty Functions." Bidder must not rely on receiving a request from the City for additional work or specialty functions in preparing and submitting a bid.

Additional compensation may be authorized at the discretion of the City, subject to City budgetary conditions, for those "Specialty Functions" or "Additional Work" deemed necessary by the City out of extraordinary incidents or circumstances or improvements as authorized herein.

- a. For authorized work designated as "Specialty Functions," the Contractor shall submit a written estimate utilizing the costs specified by the Contractor in its bid. In the event that the Contractor's estimate for the "Specialty Function(s)" is not approved, the City reserves the right to perform such work with City forces, or to contract with a third party for such work.
- b. For authorized work designated as "Additional Work," payment shall be based on the Contractor's estimate for such work. The City shall authorize such work based upon the Contractor's estimate and thereafter the Contractor shall submit an invoice to the City, in all respects satisfactory to the City that shall be for the actual work completed. Said invoice shall not exceed more than ten percent (10%) of the Contractor's estimate for such work. In the event that the City does not authorize such work, the City reserves the right to perform such work with City forces, or to contract with a third party for such work.

65. USE OF CITY PROPERTY, BUILDINGS, AND EQUIPMENT

The Contractor shall not use City buildings, property, or equipment, including copy machines, telephones, fax machines, computers, calculators, typewriters, and other items for personal or company business. The City telephones shall be used for medical emergencies only. If used, a notice of use shall be provided to the City's Representative(s) when no City employees are available on site.

Breaks and meal times shall be taken in the City employee lounge, break or lunch eating areas only.

66. ALARM SYSTEM

Where applicable, the Contractor shall be charged the actual cost for staff time, including police time, in responding to alarms set off by the Contractor, while in the process of entering or leaving the building.

67. VANDALISM

The Contractor shall report any damage to City property, including but not limited to, vandalism, acts of God, and third party negligence to the City representative at that site.

68. LOCKS AND KEYS

Access to City buildings shall be in accordance with instructions, keys and/or security cards issued or provided by the City's representative(s). Access may include special instruction about security systems installed at buildings. The Contractor shall take all reasonable precautions to ensure that security of the buildings and internal equipment, furnishings and other items are maintained at all times.

The City may develop an initial chain and lock system with a specific number of replacement locks for trash containers, restrooms, gates, etc. The Contractor shall be responsible for purchasing similar locks upon loss of any City-owned locks initially provided to the Contractor. The City shall exchange, one for one, locks that have been vandalized or are inoperable.

The Contractor may provide a chain and lock system, at the Contractor's sole expense, for trash containers located throughout the site for the purpose of securing and limiting the removal or tipping of the containers.

The Contractor shall be responsible for the series of keys assigned to it and shall assign these keys to its personnel for use in maintaining the buildings. The Contractor shall be responsible for the proper use and safe keeping of all keys issued by the City to the Contractor.

The Contractor shall report all lost or stolen keys to the City Representative(s) within twenty-four (24) hours after discovery of the loss. The Contractor shall reimburse the City for the total cost, as determined by the City, of re-keying the building or duplicating additional keys.

Upon termination or cancellation of the Contract, the Contractor shall immediately return all keys, cards, remote controls, etc., to the City.

California law stipulates that it is unlawful for a person to duplicate any keys without the permission of the owner. The penalty for violation of this law is either six (6) months imprisonment or a fine of \$500.00, or both.

69. DAMAGE CAUSED BY CONTRACTOR

The Contractor shall be responsible for ensuring that all reasonable precautions are taken to protect furnishings, fixtures, equipment, computers, telephones, copying machines, flooring, window coverings, carpeting, fax machines, telecommunications and electrical equipment and cables, and all other physical objects in buildings being cleaned. Upon verification by the City's Representative(s) of causes and costs of damage, the Contractor shall pay the City for said damage.

All damage to components (i.e. appurtenances) of the buildings or grounds, including but not limited to fixtures, dispensers, partition, plumbing, walls, and floors, caused by the Contractor, shall be corrected at the Contractor's sole expense.

If the Contractor, its employees or subcontractors cause damage to any City building then the Contractor shall repair and/or replace such damage at its own cost within a reasonable time or the City may repair or cause the repair of such damage and the cost thereof shall be deducted from monies due to the Contractor from the City.

70. STORAGE AREA

The City, at its discretion, may provide storage and office buildings for the Contractor's use. In such case, the Contractor is prohibited from use of said building for the conduct of any of its business outside the scope of the Contract. Further, said building shall not be used for human habitation, other than a night watchman or patrol service as specifically approved by the City.

City representative(s) shall identify and authorize the Contractor to use a designated area exclusively, or shared with the City, for onsite storage as needed. If the designated area is shared with the City, the Contractor shall clearly identify equipment, materials, and supplies belonging to the Contractor. The City shall provide, if possible and available, a locked storage area. The Contractor shall store all supplies in a safe manner and in compliance with the Cal OSHA Hazard Communication Standard and any other relevant laws and regulations.

The Contractor, at its own risk, may store equipment and materials required for maintenance in said building. However, the Contractor must, at all times, employ the use of safety standards and handling procedures as are applicable to such equipment and materials.

The Contractor shall not "stockpile" hazardous materials in any quantities at the building, and shall not maintain any quantity of such material at the building greater than that the Contractor plans to use within the following thirty (30) days. Notwithstanding the foregoing, the Contractor shall at times store all hazardous materials in compliance with all applicable state and federal laws and regulations.

The Contractor shall maintain the storage area in a clean, well-organized manner in keeping with the highly visible nature of the surrounding area. Failure to do so may result in the Contractor's loss of the use of the storage area(s).

The Contractor shall not store paper products such as toilet tissues or paper towels in dirty trash containers without the use of a liner or other barrier to protect the paper products from contamination. Any products that have become contaminated per the Contractor's action shall be disposed of and not charged to the City.

The Contractor may not store any trash, litter, or recyclable material at the building, or in any vehicle for a period in excess of twenty-four (24) hours. The Contractor shall use such building in such a manner as to not create a nuisance.

The City shall not be liable for damage or loss to the Contractor's equipment, materials or personal property. The Contractor shall hold the City harmless and hereby waives any claims for damage or loss of any equipment, materials and/or property that may occur at City buildings.

The Contractor shall remove all undesirable material, including but not limited to trash, accumulated debris, and equipment that is no longer usable for the purpose it was intended from the storage area(s). The City will inspect storage area(s) once per week for compliance.

The storage area(s) occupied by the Contractor shall be cleaned and swept once per week and the sweepings disposed of in a lawful manner, at a properly licensed building.

Upon expiration or termination of the Contract, the Contractor shall restore storage area to its original condition. Nothing contained herein which permits the Contractor to use designated space shall be deemed or construed as a lease of space, but shall be a mere permissive right to use space.

71. MANAGEMENT, SUPERVISION, AND SAFETY

The Contractor shall provide fully trained and qualified personnel. Training shall be documented and available for review. It is the responsibility of the Contractor's executive, management, and supervisory staffs to oversee the activities of its staff, throughout the range of its activities.

The Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be knowledgeable in this Contract and its time lines. An outline of the task requirements, schedule, and time lines for each building shall be kept with each crew. If any task cannot be thoroughly completed within the Contract schedule time line, the City shall be immediately notified. The Contractor's crew leader or supervisor shall inspect each site along with custodial staff once a week.

Prior to initiating any task, each site shall be inspected by a knowledgeable and responsible employee of the Contractor, who shall determine the practicality of initiating the operation. Upon the Contractor's determination of the impracticality of initiating the operation, the City shall be consulted. The City's decision shall be final.

The Contractor shall inspect and identify any condition(s) that renders any portion of a site unsafe, as well as any unsafe practices occurring thereon, and shall immediately notify the City Representative(s) of any unsafe or undesirable condition(s). This includes, but is not limited to:

- a. damaged/inoperable fixtures, hose bibs, partitions, and dispensers
- b. running water
- c. evidence of arson, vandalism, or other crimes
- d. illegal or suspicious activity occurring in restrooms or the immediate area
- e. damaged/inoperable door locks
- f. inoperable/burned out lights
- g. electrical problems/hazards
- h. graffiti (which cannot be removed through cleaning operations)
- i. hypodermic needles or condoms
- j. large amounts of blood or feces
- k. hazardous or suspicious materials/items
- l. insect, rodent, or bird infestations
- m. homeless persons or their possessions
- n. items lost by patrons
- o. standing water

The Contractor shall be responsible for making minor corrections including, but not limited to:

- a. using barricades or traffic cones to alert the public to the existence of hazards
- b. securing any damaged dispensers, fixtures, or appurtenances so as to protect members of the public or others from injury.

If needed, the Contractor shall assist the public by summoning emergency assistance while at the site. The Contractor shall cooperate fully with the City in the investigation of any injury or death occurring at any site, including a complete written report thereof to the City within five (5) days following the occurrence.

The Contractor shall also ensure that:

1. Cleaning utensils and tools are not left unattended or laying on walkways or appurtenances where patrons may be put in jeopardy.
2. Operator and machine safety equipment shall be in place and operational.
3. Machine speed and operational characteristics shall match manufacturer's recommendations.
4. Transport and operation speeds shall be within maximum limits established for the site.
5. The preservation of site equipment, appurtenances, infrastructure, and public activities shall be paramount.
6. Debris from operations shall not be allowed to compound existing conditions on hard surfaces and public access areas. All debris that is deposited on these areas as a result of the Contractor's work shall be cleared from hard surfaces and public access areas before leaving the site that day
7. The Contractor shall remediate hazardous materials on site, which result from the Contractor's work and shall properly dispose of the materials. The Contractor shall notify all appropriate agencies.
8. Malfunctioning equipment shall not be left on site without barricading, tagging, and reasonably supervising it until repairs are affected. In no case shall the equipment be left on site overnight.
9. During all operations, the Contractor shall be subject to local ordinances regarding noise levels. Any scheduling of the Contractor's operations may be modified by the City at no additional compensation to the Contractor in order to ensure that the public is not unduly impacted by the noise of equipment or operations. The Contractor shall not use any power equipment or have excessive vehicular or staff noise prior to 7:00 a.m.

72. CONTRACTOR'S STAFF

The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein.

The Contractor shall provide at least one individual who speaks, reads and comprehends the English language at each City building unless otherwise requested by the building representative.

The City may, at any time, give the Contractor notice to the effect that the conduct or action of an employee of the Contractor is, in the reasonable belief of the City, detrimental to the interest

of the City or public. The Contractor shall meet with representatives of the City to consider the appropriate course of action with respect to such matter and the Contractor shall take reasonable measures under the circumstances to assure the City that the conduct and activities of the Contractor's employee(s) will not be detrimental to the interest of the City or public.

The Contractor shall establish an identification system for personnel assigned to the buildings that clearly indicate to City employees and the public the name of the Contractor. The identification system shall be furnished at the Contractor's sole expense and may include appropriate attire and name badges as specified by the City.

All of the Contractor's employees will be required to wear a company uniform, identifying the Contractor and its employee, and shall carry proper visible identification on their person at all times. The Contractor shall notify the City representative at each service location and/or the City's buyer immediately in writing of all changes in contract personnel by submitting name and address of employee and effective date of employment or termination.

BACKGROUND CHECKS ARE TO BE ADMINISTERED PRIOR TO THE EMPLOYEES START DATE AND A COPY OF THE INVOICE IS TO BE SUBMITTED WITH THE WRITTEN CHANGE NOTICE.

The Contractor shall require each of its employees to adhere to basic standards of working attire, including full uniforms, proper shoes and other gear required by California Occupational Safety and Health Act (CalOSHA), Federal Occupational Safety and Health Act (OSHA), California Division of Industrial Safety Orders (CDIS), laws and regulations and any other applicable law, rule, regulation, ordinance and risk management standards, and proper wearing of clothing. Employee pants, shirts, jackets, and sweatshirts must be uniform. Shirts, jackets, and caps used as uniforms shall bear the Contractor's identification logo. Shirts shall be worn at all times, and shall be buttoned and tucked-in. No caps with insignias or designs other than the Contractor's logo may be worn, and no caps shall be worn backwards.

The City shall approve the Contractor's uniform.

The City expects the Contractor's staff to give to City representative(s) all items, which have been lost or misplaced by the general public, regardless of perceived value. The Contractor shall communicate this expectation to all employees.

73. CONTRACT ADMINISTRATORS

The City shall designate employees of the City as Contract Administrators who shall act on behalf of the City with respect to all aspects of this Contract. The City shall designate the Contract Administrator for each building group in writing within ten (10) days after the execution of this Contract and shall promptly notify the Contractor in writing if the Contract Administrators are changed. (Henceforth, the Contract Administrators will be referred to in the singular tense.)

The administration of this Contract is vested wholly in the Contract Administrator (for each building or building group). The Contract Administrator shall have complete authority to require the Contractor to comply with all provisions of this Contract. The Contractor shall

strictly and promptly follow the instructions of the Contract Administrator in every case. The Contract Administrator's decision upon all questions claims and disputes shall be final and conclusive upon the parties of this Contract. The Contract Administrator shall exercise any discretionary authority in a reasonable manner.

The Contractor shall provide the Contract Administrator free and easy access to inspect and measure the manner and progress of the Services at all times and to inspect the types and quantities of tools, equipment, chemicals, supplies and all other materials used in the performance of the Services. It is agreed that such inspection and measurement is not for the purpose of controlling or directing the Services or employees of the Contractor, but to assure that all Services meet the requirements of this Contract.

The Contract Administrator shall decide any and all questions, which may arise as to conformance of and acceptability of tools, equipment, chemicals, supplies and all other materials and methods and procedures used in the performance of the Services with regard to the requirements included herein. The Contract Administrator shall decide all questions that may arise as to the interpretation of this Contract relative to the Services and the fulfillment of this Contract by the Contractor. The Contract Administrator shall determine the amount and quality of the several kinds of Services performed and materials furnished which are to be paid for under this Contract.

The Contract Administrator shall have the authority to require the Contractor to make temporary changes in the assignment of Routine Services, tasks and task frequencies if such changes do not affect the unit prices contained in *Schedule No 1*. Such temporary changes shall not affect the amount of payment to the Contractor.

74. CONTRACT MANAGER

The Contractor shall provide a Contract Manager for this Contract. The Contract Manager shall devote a minimum of 20 hours per week to this Contract. The Contract Manager shall have full authority to act for the Contractor at all times to carry out the provisions of this Contract. The work schedule of the Contract Manager shall be subject to approval by the City; but, as a minimum, the work schedule shall provide partial coverage of both the day shift and the evening shift.

The Contract Manager shall make sufficient inspections to ensure the Services are performed as specified. In addition to these inspections, the Contract Manager shall perform written inspections of each building in accordance with the *Inspection and Customer Contact Schedule* defined in the Specifications, Staffing section of the Contract Documents.

The Contract Manager, or his/her designate, shall be on-call at all times for emergencies and must be able to report within two (2) hours to any of the locations covered by this Contract.

The Contract Manager shall make him/herself available to the Contract Administrator to discuss performance of the Services or other provisions of this Contract.

The Contract Manager shall be adequately trained in the compliance of all applicable OSHA, EPA, and other federal, state and local laws and regulations regarding materials that may be encountered in the performance of the Services.

The Contractor shall provide adequate secretarial, clerical and record keeping support both on-site and off-site to eliminate the need for the Contract Manager or Contract Supervisors to personally prepare payroll, daily, weekly and monthly statements and invoices and to personally perform other clerical and record keeping activities.

The Contractor shall promptly notify the Contract Administrator in writing if the Contract Manager is changed.

75. CONTRACT SUPERVISION

In addition to the workers, the Contractor shall provide a minimum of one (1) hour of supervision for every fifteen (15) labor hours specified. The Contractor shall provide trained, qualified supervisors capable of providing adequate supervision to accomplish the Services.

Each Supervisor, to the satisfaction of the Contract Administrator, shall be capable of verbal and written communication in the English language and shall be able to communicate with the Service Workers.

The Contract Administrator may request the Contractor to remove any Supervisor if it is determined the individual is not performing the Services in accordance with the terms and conditions of this Contract.

In addition to the inspections performed by the Contract Manager, each Supervisor shall perform sufficient inspections to ensure the performance of the work in their assigned buildings. In addition to these inspections, each Supervisor shall perform written inspections of their assigned building in accordance with the *Inspection and Customer Contact Schedule* defined in the *Specifications, Staffing* section of the Contract Documents.

76. CUSTODIAL SERVICE SCHEDULES

76.1 CHANGE IN MINIMUM NUMBER OF WEEKLY ROUTINE SERVICE HOURS

The Contract Administrator shall have the right to increase or decrease the required *Minimum Weekly Labor Hours* specified in *Schedule No. 1* by providing written notification to the Contractor, and by increasing or decreasing *Bid Items R1, R2, R3, R4, R5, R6, R7, R8 and Bid Item R9* in direct proportion to the change in *The Minimum Weekly Labor Hours*. The City may elect to increase the required Minimum Weekly Labor Hours for certain buildings or building groups as identified in *Schedule No. 2*.

76.2 SPECIAL COVERAGE: EVENTS, FACILITY RESERVATIONS, AND MEETINGS

The Contractor shall provide custodial staff for events, facility reservations, and meetings (i.e., Special Coverage) as requested by the Contract Administrator for each building group. Many of this Special Coverage will occur on weekends and on weekday evenings. In addition to providing emergent custodial services, the Contractor's staff may be requested to assist in setting-up and breaking-down tables and chairs, and performing other light tasks associated with the events. In most instances, the Contract Administrator will provide a minimum of 48 hours-notice preceding the event. The employees providing Special Coverage shall be capable of verbal and written communication in the English language. The approximate

number of Labor Hours to be devoted to Special Coverage are identified in *Schedule No. 3: Bid Sheet for Special Coverage*.

76.3 LABOR ACTIVITY

The Contractor shall be responsible for its own labor relations with any trade or union representative among its employees and shall negotiate and be responsible for adjusting all of the disputes between itself and its employees or any union representing such employees. Whenever the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of the Services, the Contractor shall immediately give written notice thereof to the City.

If any strike, boycott, picketing, work stoppage, slowdown or other labor activity is directed against the Contractor which results in the curtailment or discontinuation of Services provided hereunder, the City shall have the right during said period to employ any means legally permissible to have the Services provided. This shall include the use of the Contractor's tools, equipment, chemicals and supplies. If the City elects to use the tools, equipment, chemicals and supplies of the Contractor to provide the Services hereunder, the City shall pay the Contractor an amount equal to *Bid Item R6* and *Bid Item R7* plus a profit applied to these items

In the same proportion as is *Bid Item R9* to *Bid Item R10* as defined in *Schedule No. 1* for each week or a prorated amount for each portion of a week in which such items are used by the City. The Contractor shall continue to maintain an adequate supply of such items at no additional cost to the City other than that cost defined above.

In the event of a work stoppage by employees of the City or any of the City's other contractors affecting the site, the Contractor shall furnish the Services required to keep the site in a condition acceptable to the City. In the event of danger to the employees of the Contractor, such Services shall be performed by the Contractor's management and supervisory employees in cooperation with the City's employees.

77. STAFFING

77.1 AREA ASSIGNMENTS

The Contractor shall assign its employees to areas of work for performance of the Services in accordance with the Minimum Required Hours as defined in the Specifications section of this Contract.

Each employee shall be in his or her assigned area or station, properly equipped, uniformed and ready to begin work at the beginning of the work shift and will remain in his or her work area during the entire work shift except for the break periods described below.

The Contractor shall provide its employees with paid break periods of fifteen (15) minutes per four (4) hour period of work. The Contractor shall ensure that its employees take breaks in areas designated by the Contract Administrator. Break periods shall be calculated from the time an employee of the Contractor discontinues the performance of the work, until the time the worker resumes the performance of the work. Break times in excess of fifteen (15)

minutes per four-hour period of work will not be counted toward the actual number of hours worked by the employee.

77.2 CONTRACT DOCUMENT PROVIDED TO STAFF

Specifications showing general outlines and details necessary for a comprehensive understanding of the Services form a part of the Contract Documents. All Services under this Contract shall be performed in all respects in strict compliance with the requirements of the Specifications.

The Contractor will be supplied with two (2) copies of the Contract Documents. The Contractor shall have available at the office space provided by the City at all times one (1) copy of the Contract Documents. All staff members shall be provided a copy of the Contract.

77.3 HOLIDAYS

The following buildings do not close for holidays and will require services whenever a holiday falls on a day scheduled for services.

Park Restrooms
Fire Department Emergency Communications & Operations Center
Police Department East Division

Whenever a holiday falls on a Monday, Branch Libraries will observe the holiday on the Saturday prior to the holiday.

BASE SERVICES (LEVEL 1)

The chart below specifies the minimum required hours for routine services as reflected in *Schedule No. 1A*. The tasks and frequencies are specified in *Appendix B: Tasks and Frequencies, Base Services (Level 1)*.

Department	Buildings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	When Contractor shall perform the work
Development Services (Travel time is not included.)	Neighborhood Resources Center	1.00	.50	.50	1.00	.50	--	--	3.50	Monday – Friday: 4:00 am – 8:00 am.
Fire (Travel time is not included.)	Emergency Communications & Operations Center	7.00	7.00	7.00	7.00	7.00	4.00	4.00	43.00	Monday - Sunday: 8:00 am – 5:00 pm. Contractor shall provide one employee per day.
	Administrative Headquarters	8.00	8.00	8.00	8.00	8.00	--	--	40.00	Monday – Friday: 7:00 am – 4:00 pm.
	Fire Training Center	--	--	4.00	--	4.00	--	--	8.00	Monday & Thursday: 8:00 am – 12:00 pm.
	Subtotal: Fire	15.00	15.00	19.00	15.00	19.00	4.00	4.00	91.00	
Health & Human Services (Travel time is not included.)	Housing Authority Office	3.50	3.50	3.50	3.50	3.50	--	--	17.50	Monday – Friday: 6:00 pm – 10:00 pm.
Library Services (Travel times are not included.)	Main Library	--	13.00	13.00	13.00	13.00	8.00	--	60.00	Tuesday – Thursday: 7:00 am – 12:00 pm, Friday: 7:00 am – 12:00 pm, and Saturday: 8:15 am – 10:00 am for tasks performed in public areas that create noise, odor or interfere with the use of public areas. Staff areas and other areas can be cleaned during the following 2 hours as long as there is no noise, odor or interference with the public or staff.
	Alamitos Branch Library	--	2.50	2.50	2.50	1.50	1.50	--	10.50	Monday – Thursday: 9:00 am – 12:00 pm, and Friday & Saturday: 9:00 am – 10:00 am
	Bach Branch Library	--	2.50	2.50	2.50	1.50	1.50	--	10.50	for tasks performed in public areas that create noise, odor or interfere with the use of public areas. Staff areas and other areas can be cleaned during the following 2 hours as long as there is no noise, odor or interference with the public or staff.
	Bay Shore Branch Library	--	2.50	2.50	2.50	1.50	1.50	--	10.50	
	Bret Harte Branch Library	--	2.00	2.00	2.00	2.00	2.00	--	10.00	
	Brewitt Branch Library	--	1.50	1.50	1.50	1.50	1.50	--	7.50	
	Burnett Branch Library	--	2.50	2.50	2.50	1.50	1.50	--	10.50	
	Dana Branch Library	--	2.50	2.50	2.50	1.50	1.50	--	10.50	
	El Dorado Branch Library	--	2.50	2.50	2.50	2.00	2.00	--	11.50	
	Los Altos Branch Library	--	2.50	2.50	2.50	1.50	1.50	--	10.50	
	Mark Twain Branch Library	--	4.00	4.00	4.00	4.00	4.00	--	20.00	
	North Branch Library	--	2.00	2.00	2.00	1.50	1.50	--	9.00	

BASE SERVICES (LEVEL 1)

Department	Buildings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	When Contractor shall perform the work
Library Services (Cont.) (Travel times are not included.)	Main Library (Day Porter)	--	8.00	6.00	7.00	7.00	7.00	--	35.00	Tuesday: 12:00 pm – 8:00 pm, Wednesday: 12:00 pm – 6:00 pm, Thursday: 12:00 pm – 7:00 pm, and Friday & Saturday: 10:00 am – 5:00 pm.
	Mark Twain Branch Library (Day Porter)	--	7.00	6.00	7.00	7.00	7.00	--	34.00	Tuesday, Thursday, Friday & Saturday: 10:00 am – 5:00 pm, and Wednesday: 10:00 am – 4:00 pm.
	Subtotal: Libraries	--	55.00	52.00	54.00	47.00	42.00	--	250.00	

Long Beach Gas & Oil (Travel time is not included.)	SERRF Administration	1.00	--	--	.50	--	--	--	1.50	Monday & Thursday: 8:00 am – 10:00 am.
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Parks, Recreation & Marine (Park Restrooms: Travel time to the first building is not included. Travel times between each building and back to 1 st building are included. Senior Center: Travel time is not included.)	Park Restrooms – Route 1	11.50	11.50	11.50	11.50	11.50	11.50	11.50	80.50	1 st Cleaning
	Park Restrooms – Route 2	10.25	10.25	10.25	10.25	10.25	10.25	10.25	71.75	Monday – Sunday: 4:00 am – 10:00 am.
	Park Restrooms – Route 3	10.50	10.50	10.50	10.50	10.50	10.50	10.50	73.50	Contractor shall provide two employees for each group.
	Park Restrooms – Route 4	9.75	9.75	9.75	9.75	9.75	9.75	9.75	68.25	
	Senior Center	8.00	8.00	8.00	8.00	8.00	--	--	40.00	Monday – Friday: 4:00 am – 8:00 am.
Subtotal: Parks, Recreation & Marine	50.00	50.00	50.00	50.00	50.00	50.00	42.00	42.00	334.00	

Police Department (Travel times are not included.)	East Division	2.50	2.50	2.50	2.50	2.50	2.00	2.00	16.50	Monday – Sunday: 8:00 am – 5:00 pm.
Subtotal: Police Department	2.50	2.50	2.50	2.50	2.50	2.50	2.00	2.00	16.50	

Public Works (Travel time is not included.)	Public Service Bureau (Street Maint)	3.50	3.50	3.50	3.50	3.50	--	--	17.50	Monday – Friday: 5:00 am – 8:30 am. Staff lounges (break rooms) shall not be cleaned between 11:00 am and 12:00 pm.
	Traffic Operations (at LBGO)	1.50	1.50	1.50	1.50	1.50	--	--	7.50	Monday – Friday: 7:00 am – 1:00 pm. Staff lounges (break rooms) shall not be cleaned between 11:00 am and 12:00 pm.
	Environmental Services Bureau	6.00	6.00	6.00	6.00	6.00	--	--	30.00	Monday – Friday: 5:00 am – 2:00 pm. Contractor shall provide one employee per day.
	Public Service Bureau - Graffiti Office	--	--	.50	--	.50	--	--	1.00	Wednesdays & Fridays: 7:00 am – 8:00 am
Subtotal: Public Works	13.00	13.00	13.50	13.00	13.00	130.0	--	--	56.00	

Technology Services (Travel time is not included.)	Wireless Communication	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	--	--	12.50	Monday – Friday: 8:00 am –2:00 pm.
Total All Buildings		86.50	140.00	141.50	140.00	136.50	90.00	48.00	782.50				

PARK RESTROOM GROUPS

Group 1	Group 2	Group 3	Group 4
<p>*Eldorado West Park Restroom 31 Eldorado West Park Restroom 30 Eldorado West Park Restroom 32 Eldorado West Park Restroom 33 Eldorado East Park Restroom 34 Eldorado East Park Restroom 35 Eldorado East Park Restroom 36 Eldorado East Park Restroom 37 Eldorado East Park Restroom 38 Eldorado East Park Restroom 39 Eldorado East Park Restroom 40 Eldorado East Park Restroom 41 Eldorado East Park Restroom 42 Eldorado East Park Restroom 43</p>	<p>*Pan American Restrooms 22 Heartwell Park Restrooms 46 Heartwell Park Restrooms 44 Heartwell Park Restrooms 47 Heartwell Park Restrooms 48 Wardlow Park Restrooms 23 Stearns Park Restrooms 24 Whaley Park Restrooms 25 Recreation Park Restrooms 26 Recreation Park Restrooms 27 Recreation Park Restrooms 28</p>	<p>*Davenport Park Restroom 04 Ramona Park Restroom 21 Coolidge Park Restroom 16 Houghton Park Restroom 19 Houghton Park Restroom 20 Deforest Park Restroom 17 Deforest Park Restroom 18 Scherer Park Restroom 15 Bixby Knolls Park Restroom 14 Cherry Park Restroom 13 Somerset Park Restroom 12 Los Cerritos Park Restroom 11</p>	<p>*Veterans Park Restroom 07 Silverado Park Restroom 10 Hudson Park Restroom 09 Seaside Park Restroom 57 Admiral Kidd Park Restroom 08 Drake Park Restroom 01 Cesar Chavez Park Restroom 02 Bixby Park Restroom 29 MacArthur Park Restroom 03 California Recreation Park Restroom 06 ML King Restroom 05 Chittick Field Restroom 56</p>

*** Contractor shall store chemicals, supplies and equipment at this location for this route.**

78. INSPECTION AND CUSTOMER CONTACT SCHEDULE

As a minimum, the Contractor shall perform written inspections for each building and meet with individuals designated by the City in accordance with the following Inspection and Meeting Frequencies. The inspections and meetings day and time will be prearranged with the employee designated by the City for each location.

BUILDINGS

<i>Department</i>	<i>Buildings</i>	<i>Minimum Inspection & Meeting Frequency</i>
Development Services	Neighborhood Resource Center	Every Other Week
Fire	Emergency Communications & Operations Center	Weekly
	Administrative Headquarters	Weekly
	Fire Training Center	Every Other Week
Health & Human Services	Housing Authority Office	Every Other Week
Library Services	Main Library	Weekly
	Alamitos Branch Library	Weekly
	Bach Branch Library	Weekly
	Bay Shore Branch Library	Weekly
	Brete Harte Branch Library	Weekly
	Brewitt Branch Library	Weekly
	Burnett Branch Library	Weekly
	Dana Branch Library	Weekly
	El Dorado Branch Library	Weekly
	Los Altos Branch Library	Weekly
	Mark Twain Branch Library	Weekly
	North Branch Library	Weekly
	Long Beach Gas & Oil	SERRF Administration Building
Parks, Recreation & Marine	Park Restrooms	Weekly
	Senior Center	Weekly
Police	East Division	Every Other Week
Public Works	Environmental Services Bureau	Every Other Week
Technology Services	Wireless Communication	Every Other Week

As a minimum, the Contractor shall review that:

1. All required tools, equipment, supplies and chemicals are available in the building, properly labeled, stored and in good and safe working order.
2. Each worker has been adequately trained and has received the required minimum number of training hours in the best practice methods and procedures used to perform each task.
3. Each worker is performing the tasks and cleaning the areas in the most appropriate sequence.
4. Each worker understands the tasks to be performed, the frequency of task performance and the performance standard for each task.

5. Each worker has experienced no interference or delay that hinders or prevents the performance of the work.
6. Each worker is following all safety and security practices.
7. Each worker is properly uniformed.
8. Each worker is working for the minimum number of daily hours and in accordance with the specified days of the week.
9. The discrepancies documented during the last inspection have been corrected.
10. The key City contact for the building is satisfied that the services have been provided in accordance with the Contract documents.

The Contract Manager or Supervisor performing the inspection shall use the Contract Specifications to document the inspections. The Contractor shall provide a copy of the inspection to the Contract Administrator within 48 hours of the inspection.

The Contract Manager shall perform as a minimum, every 4th inspection and customer meeting. The rest of the inspections and customer meetings may be performed by the supervisor directly responsible for the buildings, unless the City directs the Contract Manager to perform these inspections also.

79. CONTRACTOR'S VEHICLES

The Contractor shall clearly identify and equip each vehicle used at City buildings with decals or magnetic signs on the exterior right and left front door panels identifying the Contractor's name and phone number. No other commercial advertising shall be allowed upon the vehicles, equipment, staff, or posted at the buildings under this Contract. These requirements shall also apply to all sub-contractors.

All vehicles used shall be in "good repair" and shall present a clean, professional appearance. The Contractor's vehicles and equipment shall not be allowed to deposit oil, fluids, litter, foreign substances, or other debris on City Sites. The City reserves the right to require the Contractor to install "diapers" on any and all vehicles utilized or to remove vehicles from the sites until repaired to the satisfaction of the City.

At certain sites and at specified times, the Contractor's vehicles may drive on turf (when it is not wet) or other non-paved surface, following specific routes designated by the City's representative(s). At the other sites, the Contractor's vehicles shall not drive on turf or non-paved surfaces. The City shall provide, if possible, a storage area(s) at those sites, which are not immediately accessible to Contractor's vehicles.

80. CONTRACTOR'S EQUIPMENT

The Contractor shall furnish all tools, equipment and supplies necessary to properly perform the Services defined in this Contract. As a minimum, the Contractor shall furnish each worker and each custodial closet with the types and quantities of tools, equipment and supplies

defined in the Specifications as required to perform the services in accordance with the performance standards and within the minimum required hours.

The Contractor shall use tools, equipment and supplies that are Green Label Certified, if such products exist. The Contractor shall use carpet shampooing and vacuuming equipment that is approved by the Carpet and Rug Institute Standards.

The Mark Twain Branch Library is a LEED certified Building, Silver Level. All tools, equipment and supplies used by the Contractor in this building must conform to the requirements of the U.S. Green Building Council. In other buildings, the Contractor will use brands and types of tools, equipment and supplies that are certified as meeting the GreenSeal Environmental Standard for Cleaning Service by the GreenSeal Organization whenever there are brands and types that perform acceptably to the City.

Before beginning the work, the Contractor shall submit to the Contract Administrator a list of each type of tool, equipment and supply to be used showing the manufacturers' names and model numbers. Manufacturers' specifications and photocopies of each type of tool, equipment and supply shall accompany the list.

The Contractor shall use no tool, equipment or supply in the performance of the Services before obtaining the permission of the Contract Administrator. Such permission by the Contract Administrator shall not relieve the Contractor of the responsibility for assuring the appropriateness of such tool, equipment or supply or of any other responsibility or liability.

80.1 MANUFACTURER BRANDS

The Contractor, if desirous of changing from its initial selection, shall first assure that the alternate tool, equipment or supply complies with the description or specification. Then, the Contractor shall submit to the Contract Administrator a written request to change, defining the alternate, along with the manufacturer's specifications and a photocopy of the alternate.

If the alternate complies with the specifications defined herein, performs as well as the initial selection as demonstrated by actual performance testing requested by the Contract Administrator, causes no operational interference with the City and is in the best interest of the City as determined by the Contract Administrator, then the Contract Administrator shall give written permission to use the alternate.

If requested by the Contract Administrator, the Contractor shall make available for performance evaluation by the Contract Administrator specific brands and models of tools, equipment and supplies proposed for use by the Contractor. Any such items provided shall be returned to the Contractor after the evaluation has been completed.

Any and all costs associated with evaluating an alternate or changing to an alternate not included on the initial list submitted by the Contractor shall be borne by the Contractor if such testing or changing was a result of the Contractor's request to change.

80.2 ALTERNATES OR EXCEPTIONS

Reference Section 6. "Approved Alternates/Approved Brands".

Whenever material or equipment is specified using a brand name or the name of a particular supplier, the specifications are intended to establish the type, function and quality required. **If quoting an "equal" item, bidder shall submit all data supporting its claim that material or equipment is an "equal" at the time the question and answer period by May 1, 2014 by 4:00 PM, PDT. The accepted brands will be listed in the Q & A to be posted as an addendum on May 9, 2014 by 4:00 PM, PDT.** Failure to provide supporting data during the appropriate time may disqualify bid.

The phrase "or approved equal" means that the City Purchasing Agent or his designee, shall make the determination, in his sole discretion, whether or not material or equipment offered as an "equal" is the same in form, function, performance, reliability, quality and features as the brand name or product from a particular supplier.

Bidders acknowledge and agree that use of an approved equal creates a risk that the material or equipment may not actually meet the functional and performance requirements when used under field conditions. Bidders further acknowledge and agree that the City's approval of an "approved equal" product does not relieve the Contractor from its duty to meet the functional and performance requirements in the Specifications so that the Contractor may ultimately be required to replace the "approved equal" product with the material or equipment that was originally specified by brand name or by the name of a particular supplier, at no additional cost to the City, if the City makes a request for replacement. By submitting a bid, Bidder accepts these risks and the liability associated with these risks, and waives all claims against the City for costs related to supplying replacements.

80.3 MAINTENANCE AND REPAIR

The Contractor shall maintain on file at the site of the work one complete set of operating and maintenance instructions for each type, brand and model of equipment, tool and item of supply used in the performance of the Services and shall provide the Contract Administrator with a photocopy of all such operating and maintenance instructions.

The Contractor shall ensure that all tools, equipment and supplies used by its employees shall be used in accordance with the manufacturer's instructions and good safety practices.

All tools, equipment and supplies used by the Contractor in the performance of the Services shall meet all applicable safety requirements. All electrical equipment must operate at full rated performance levels using existing building electrical circuits. It shall be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment that require power exceeding the capacity of existing electrical circuits.

The Contractor shall develop and implement adequate procedures and controls to ensure that all tools, equipment and supplies remain at all times in good, clean condition. All equipment and tools shall have non-marking wheels, adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces.

The Contractor shall maintain access to spare parts and shall have trained qualified employees and resources and adequate quantities of backup equipment to insure that the

minimum quantities of required equipment and tools are available and in safe and proper operating condition at all times during the performance of the Service.

80.4 STORAGE LOCATIONS

The Contractor shall label the storage locations on shelves in each custodial closet for chemicals, small tools and supplies.

The Contractor shall permanently identify all equipment and tools required for a specific building or building group, floor or group of floors, assignment or group of assignments with the building, floor or assignment numbers or groups of numbers.

The Contractor shall develop, implement and maintain adequate procedures and make sufficient inspections each shift to ensure that the minimum tools, equipment and supplies are in designated storage locations.

80.5 SUPPLIES FURNISHED BY THE CITY OF LONG BEACH

Unless otherwise arranged for, the City shall provide the following supplies to be installed in dispensers and waste receptacles located in the spaces cleaned by the Contractor:

- Toilet Tissue
- Paper Towels
- Toilet Seat Covers
- Hand Soap
- Air Freshener
- Trash Can Liners

The Contractor may be asked to provide the above supplies for certain buildings. In such instances, the Contractor shall invoice the City for the actual cost of supplies plus no more than a 10 percent (10%) handling fee. The Contractor shall not provide supplies until written authorization is received from the Contract Administrator for building(s) in question.

Dispensers for toilet tissue, paper towels, hand soap, and toilet seat covers are furnished and installed by the City.

Contractor shall provide the Contract Administrator, or his/her designated representative, with a monthly inventory of all consumable items used.

Problems with dispensers shall be reported to City Representative within two (2) business days.

Contractor shall make sure supply storage areas are kept secure and locked at all times. The Contractor shall provide adequate safeguards to prevent pilferage, loss and misuse to these items and to insure that these items are put to their intended use.

The Contractor shall take delivery at locations and times designated by the City and shall acknowledge by signature receipt of the types and quantities of items.

The City shall have the unilateral right to require the Contractor to provide reports detailing the distribution and usage by building and individual work assignment.

80.6 PRECAUTIONARY LABELS AND WARNINGS

Material that requires precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, or this Contract. The marking or labeling of material containing hazardous or toxic material, substances or wastes shall be in accordance with all federal, state and local laws, ordinances, rules and regulations. The Contractor shall develop and implement procedures to insure its employees use these materials in accordance with the instructions of the manufacturers.

80.7 FUTURE EQUIPMENT CHANGES REQUIRED BY FEDERAL, STATE OR LOCAL LAWS

If the equipment herein specified must be retrofitted or replaced to comply with future federal, state or local laws, any increase in cost to the Contractor shall be subject to negotiation between the Contractor and the City.

80.8 SPECIFICATIONS AND DESCRIPTIONS - EQUIPMENT

Custodial Cart-Shelf Cart

- ___ constructed of chemically resistant plastic
- ___ vinyl waste collection bag
- ___ fold-away bag support handle
- ___ floor sign holder with 'CAUTION-WET FLOOR' sign
- ___ locking security doors for shelves
- ___ locking security hood for cart top
- ___ non-marking swivel front wheels
- ___ leak-proof mop bucket compartment
- ___ holders for mops and brooms and hooks for small tools
- ___ rectangular tool caddy with carry handle to fit on top shelf

Acceptable Brands: Rubbermaid – 9T72 High Capacity Cart with 9T86 Locking Security Hood and 9T85 Locking Cabinet Kit or approved equal.

High Speed Floor Burnisher

- ___ 100 volt, 60 cycle, 1.3 to 1.5 hp motor
- ___ 1950 to 2050 rpm (loaded)
- ___ 20" diameter
- ___ safety interlock switch
- ___ 4" minimum diameter, non-marking, stair climbing rear wheels
- ___ minimum 75 ft. Cable, 14 gauge, 3 wire
- ___ non-marking construction or bumper guards
- ___ 75 to 90 pounds weight
- ___ 15 amp maximum circuit breaker

Acceptable Brands: Windsor Industries – "Lighting 2000" or approved equal.

Upright Carpet Vacuum

- ___ 18 to 21 pounds weight
- ___ 14" brush width minimum
- ___ non-marking wheels and bumper guards
- ___ 35 foot cable length, minimum
- ___ 25 foot extension cord with grounding plug, minimum wire size of 16 AWG
- ___ low profile for easy reach under desks, furniture, etc.
- ___ built in utility hose
- ___ crevice tool, upholstery tool, dusting brush and extension wand
- ___ separate motors for vacuum and for brush
- ___ vacuum motor 950 watts minimum
- ___ brush motor 190 watts minimum
- ___ minimum 90 cfm air volume & minimum 69 inches water lift
- ___ sound level 70 dBA maximum
- ___ top fill collection container
- ___ disposable collection/filter bags capable of capturing at least 99.9 % of particles 1 micron and larger
- ___ clogging indicator light
- ___ secondary exhaust filter
- ___ circuit breaker
- ___ adjustable brush height

Acceptable Brands: Windsor Industries, Inc. – “VS” or approved equal.

Back-Pack Vacuum

- ___ less than 10.25 pounds weight
- ___ 150 CFM minimum airflow
- ___ 100 inch minimum static water lift
- ___ 70 decibels maximum sound at operator level
- ___ 110 volt electrical cord 45 feet minimum length
- ___ adjustable shoulder harness with hip support
- ___ disposable filtration system captures at least 99.9% of particles 1 micron & larger
- ___ hose, wand, crevice tool, dusting brush, floor tool, carpet tool and extension wand

Acceptable Brands: ProTeam Super QuarterVac or approved equal.

Wet/Dry Vacuum

- ___ vacuum motor 1.5 hp minimum
- ___ 15-16 gallon recovery tanks
- ___ 87"-101" water lift
- ___ wet & dry tools
- ___ 27-28 ft power cable
- ___ wheels and casters, non-marking

Acceptable Brands: Windsor Industries – “Recover 12” or approved equal.

Wide Area Carpet Vacuum

- ___ 26" vacuum swath
- ___ dual counter-rotating brushes
- ___ floating brush deck
- ___ two 1.1 hp vacuum motors minimum hp
- ___ rear wheels, 10" minimum size
- ___ front swivel casters, 3" minimum size
- ___ disposable filter bag
- ___ maximum of 74 DBa at operator level
- ___ 70' minimum length power cable
- ___ constructed of non-marking materials
- ___ minimum air flow rate 220 cfm (105 l/s)
- ___ 115V, 60 Hz, 13 amps
- ___ 62" waterlift (1600 mm)

Acceptable Brands: Windsor Industries – "NuWave " or approved equal.

Carpet Spot Extractor

- ___ 2 gallon minimum solution tank capacity
- ___ 2 gallon minimum recovery tank capacity
- ___ 25' minimum cable length
- ___ pump 55 psi minimum
- ___ hose 1" diameter minimum, 8 ' minimum length
- ___ 2 stage vacuum motor, 1.12 hp (840 watt)
- ___ 85" waterlift minimum
- ___ 100 cfm minimum
- ___ transport cart
- ___ double Dry Hand Tool with built-in 2.75" (7 cm) brush.
- ___ spotting Wand 56" minimum length with 9 to 10" wide head.
- ___ extraction spray wand with hose assembly
- ___ nylon mesh hose bag

Acceptable Brands: Windsor – "Presto 3 Deluxe" or approved equal.

High Pressure Sprayer/Washer

- ___ 110 volt, ac
- ___ variable pressure
- ___ pump pressure 160-30 bar
- ___ water flow 870 l/h
- ___ water temp max flow 80 C
- ___ water temp steam 140 C
- ___ fuel tank capacity 25 liters

Acceptable Brands: Alto (Clarke) – "3040HA" or approved equal.

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS

Abrasive Pads

- ___ constructed from chemically resistant synthetic fibers
- ___ fine and medium abrasive
- ___ hand size

Broom

- ___ synthetic fiber self-flagging bristles
- ___ head width approximately 10 inches
- ___ attaches to extending handle
- ___ 2 screw-type mounting holes, 1 at 90 degrees and a 2nd at approximately 60 degrees
- ___ 4' to 8' extending aluminum handle

Acceptable Brands: FLO-PAC No. 853 Flagged Blue Acrilflo or approved equal.

Cleaning Cloths

- ___ absorbent synthetic fiber
- ___ disposable
- ___ lintless
- ___ rags or paper towels not acceptable

Counter Brush

- ___ synthetic fiber, flagging bristles
- ___ 8" to 9" block/handle

Deck Brush

- ___ stiff, heavy duty, synthetic fiber bristles
- ___ brush size approximately 2 1/2" x 12"
- ___ attaches to extending handle

Acceptable Brands: FLO-PAC NO. 197 Dual Surface Floor Scrub Brush or approved equal

Detail Brush – Nylon

- ___ stiff nylon bristle
- ___ similar to tooth brush

Detail Brush – Brass

- ___ stiff brass bristle
- ___ similar to tooth brush

Dispensing Pumps

- ___ chemically resistant plastic
- ___ dispenses 1 ounce per stroke
- ___ dip tube length 14"-15"

Door Stop

- ___ wedge shape
- ___ non-marking rubber construction

Drain Brush

- ___ approximately 1 1/2" diameter
- ___ approximately 6" brush length
- ___ stiff nylon bristles twisted in wire

Corner Brush

- ___ stiff synthetic fiber bristles for scrubbing wall-floor corners
- ___ triangular shape
- ___ attaches to extending handle

Dust Mop

- ___ paraffin-base treatment, dust mop heads
- ___ laundered and retreated off-site
- ___ stored in plastic bags until used
- ___ 5" minimum width
- ___ dust mop head attaches to handle with swivel joint
- ___ handle length approximately 5'

Dust Cloths

- ___ disposable
- ___ treated

Dust Pan

- ___ constructed of nonmetallic material
- ___ eyelet or hook for hanging on cart

Dusting Tool

- ___ extending handle
- ___ lambswool

Floor Machine Polishing Pads

- ___ polyester construction
- ___ minimum pad thickness of 3/4"
- ___ designed for burnishing with 1500-3000 RPM floor machines

Acceptable Brands: 3 M Company – "Scotch-Brite brand Ultra High Speed Buffer Pad" or approved equal.

Floor Machine Spray Buff Pads

- ___ polyester construction
- ___ minimum pad thickness of 3/4"

- ___ designed for spray buffing with 600-1500 RPM floor machines
- ___ 3 M Company – “Scotch Brite brand Super High Speed Buffer Pad” or approved equal

Funnel

- ___ constructed from chemically resistant plastic
- ___ ½ pint capacity

Inspection Mirror

- ___ hand size

Liners for Custodial Cart Or Trash Collection Barrels

- ___ minimum 1 ½ Mil polyethylene
- ___ sized to fit custodial trash barrel and shelf-type custodial carts

Liners for Trash Receptacles

- ___ minimum 1-Mil polyethylene for smaller receptacles
- ___ minimum 1 ½ -Mil polyethylene for larger receptacles
- ___ clear
- ___ sized to fit various size trash receptacles

Measuring Cup

- ___ constructed from chemically resistant transparent plastic
- ___ 1 ounce and ½ gradients
- ___ minimum capacity of 16 ounces

Mop Bucket and Wringer

- ___ constructed from chemically resistant structural plastic
- ___ “CAUTION-WET FLOOR” and international symbol for slippery floor printed on 2 opposite sides of bucket
- ___ metallic bails
- ___ removable, swivel non-marking casters
- ___ down pressure wringer
- ___ bucket capacity approximately 32 quarts and marked with 1 gallon gradients

Pail

- ___ constructed from chemically resistant plastic
- ___ metallic bale with plastic grip
- ___ pouring spout
- ___ capacity approximately 2 gallons with 1 quart gradients

Plastic Drop Cloth

- ___ pliable plastic painters drop cloth
- ___ approximately 4 ft x 8 ft
- ___ reusable

Plumbing Plunger

- ___ rubber plunger
- ___ short handle

Push Broom-Exterior use

- ___ brush head constructed from chemically resistant plastic approximately 18" in length
- ___ synthetic fiber
- ___ for exterior use
- ___ attaches to extending handle

Push Broom-Interior use

- ___ brush head constructed from chemically resistant plastic approximately 18" in length
- ___ synthetic fiber, self-flagging bristles
- ___ for interior use
- ___ attaches to extending handle

Putty Scraper

- ___ metallic blade approximately 2" wide

Rubber Gloves

- ___ chemically resistant synthetic or rubber construction
- ___ waterproof

Safety Goggles

- ___ OSHA approved

Sign - "Caution-Wet Floor"

- ___ signs must conform to OSHA Standard 1910.44 safety color code for marking physical standards
- ___ constructed of durable plastic
- ___ stand alone
- ___ must bear words "CAUTION-WET FLOOR" and international caution symbol for wet floor

Sign and Barrier Bar - "Rest Room Closed For Cleaning"

- ___ signs must conform to OSHA Standard 1910.44 safety color code for marking physical standards
- ___ barrier bar constructed of metal, with rubber ends and adjustable, in two sizes:
 - Regular – 30" to 44"
 - Double door – 44" to 70"
- ___ sign constructed of durable plastic and hangs from bar
- ___ must bear words "REST ROOM CLOSED FOR CLEANING"

Acceptable Brands:

Wilten Manufacturing (800) 241-7371 or (404)366-2111 or approved equal.

Regular barrier bar #2020-1 or approved equal.
Long Barrier bar #2020-2 or approved equal.
Hanging Sign #2020-S or approved equal.

Sign - "Out Of Service"

- ___ signs must conform to OSHA Standard 1910.44 safety color code for marking physical standards
- ___ constructed of durable plastic
- ___ stand alone
- ___ must bear words "CLOSED FOR CLEANING"

Solution Bottles

- ___ chemically resistant construction
- ___ 1 gallon
- ___ transparent
- ___ screw cap
- ___ handle

Spray Bottle

- ___ chemically resistant plastic construction
- ___ transparent or translucent
- ___ 22 ounce capacity with 1 ounce gradients
- ___ pistol-grip type sprayer with adjustable nozzle
- ___ leak proof when on side or upside down

Squeegee - Glass

- ___ tempered brass, stainless steel, or aluminum channel
- ___ rubber blade
- ___ approximate blade width 14" to 18"

Swivel Pad Holder and Abrasive Pads

- ___ pad holder constructed from chemically resistant plastic
- ___ 360 degree swivel pad holder
- ___ 2 abrasive pads, fine and medium
- ___ attaches to extending handle

Toilet Bowl Swab

- ___ chemically resistant plastic construction
- ___ synthetic fiber mop head
- ___ pliable squeeze cup
- ___ Plastic storage cup with hinged lid

Tool Caddy For Custodial Cart

- ___ non-metal construction
- ___ durable, lightweight
- ___ approximate dimensions 15" x 10" x 5"h

Utility Brush

- soft, synthetic fiber bristles
- constructed from chemical resistant plastic
- hand size with short handle

Wet Mop

- cotton and synthetic fiber mop head with looped end strings
- stitched tail-band
- quick release type mop handle constructed from chemically resistant plastic
- 20 to 32 ounce mop head
- hollow core, light weight screw-type handle approximately 5' in length
- mops shall be color-coded as follows: rest rooms, general purpose, stripping, refinishing

CONTRACTOR'S EQUIPMENT (CONT.)
CHEMICALS, TOOLS, EQUIPMENT & SUPPLIES CHECKLIST

Work Assignment _____ Building: _____ Floor: _____ Room: _____

For Each Custodial Closet: (Closet Set)

<input type="checkbox"/> Closet Securable	<input type="checkbox"/> Closet is Odor Free	<input type="checkbox"/> Closet is Clean	<input type="checkbox"/> Closet is Orderly	<input type="checkbox"/> Shelves are Identified
<input type="checkbox"/> Measuring Cup	<input type="checkbox"/> Funnel	<input type="checkbox"/> Water Hose – correct length	<input type="checkbox"/> No Unauthorized Items	<input type="checkbox"/> Pail
<input type="checkbox"/> Gallon of Detergent Concentrate with *Dispensing Pump	<input type="checkbox"/> *Gallon of Detergent Solution	<input type="checkbox"/> Gallon of Germicide Concentrate with *Dispensing pump	<input type="checkbox"/> *Gallon of Germicide Solution	<input type="checkbox"/> Gallon of Glass Cleaner
<input type="checkbox"/> Gallon of Stainless Steel Cleaner	<input type="checkbox"/> "Out of Service" Sign	<input type="checkbox"/> Supply of cleaning cloths	<input type="checkbox"/> Supply of cart liners	<input type="checkbox"/> Supply of Trash Liners
<input type="checkbox"/> Supply of Dust Cloths	<input type="checkbox"/> Chemicals are diluted correctly	<input type="checkbox"/> Chemical Brands are correct	<input type="checkbox"/> All chemical are labeled correctly	<input type="checkbox"/> Correct Sizes & Types of Chemical Containers

- required when custodial closet is not equipped with chemical mixing station

For Each Worker: (Basic Cleaning Set)

<input type="checkbox"/> Clean Custodial Cart	<input type="checkbox"/> Cart is clean	<input type="checkbox"/> Cart is organized	<input type="checkbox"/> No unauthorized items	<input type="checkbox"/> Tool Caddy
<input type="checkbox"/> Spray Bottle of Detergent Solution	<input type="checkbox"/> Spray Bottle of Germicide Solution	<input type="checkbox"/> Spray Bottle of Glass Cleaner	<input type="checkbox"/> Spray Bottle of Stainless Steel Cleaner	<input type="checkbox"/> Broom with extending handle
<input type="checkbox"/> Lotion Cleanser	<input type="checkbox"/> Abrasive Pads	<input type="checkbox"/> Counter Brush	<input type="checkbox"/> Door Stop	
<input type="checkbox"/> Detail Brush – Light	<input type="checkbox"/> Detail Brush – Dark	<input type="checkbox"/> Rubber Gloves	<input type="checkbox"/> Cloth Gloves	
<input type="checkbox"/> Putty Scraper	<input type="checkbox"/> Cleaning Cloths	<input type="checkbox"/> Utility Brush	<input type="checkbox"/> Squeegee	<input type="checkbox"/> 2 lambswool dusting tools
<input type="checkbox"/> Brass Detail Brush	<input type="checkbox"/> Items on cart are labeled with assignment #	<input type="checkbox"/> Spray bottles are labeled correctly	<input type="checkbox"/> Spray bottle solutions are diluted correctly	<input type="checkbox"/> Face Shield

For Each Worker Assigned to Clean Areas with Hard Floor Surfaces: (Hard Floor Set)

<input type="checkbox"/> Supply of Disposable Dust Mops – 24"	Disposable Dust Mops – 36"	<input type="checkbox"/> 1 Disposable Dust Mops – 48" (for workers with large corridors)	<input type="checkbox"/> Disposable Dust Mops – 60" (for workers with Gym Floors)	
<input type="checkbox"/> Deck Brush	<input type="checkbox"/> Corner Brush	<input type="checkbox"/> 2 Clean Wet Mops	<input type="checkbox"/> 1 Dust Pan	<input type="checkbox"/> 1 Push Broom
<input type="checkbox"/> 2 "Caution-Wet Floor" Signs (minimum quantity)	<input type="checkbox"/> Mop Bucket & Wringer	<input type="checkbox"/> "Doodle Bug" Brush with white & Brown Pads		

For Each Worker Assigned to Burnish Floors: (Burnisher Set)

<input type="checkbox"/> Gallon Container of Spray Buff Solution	<input type="checkbox"/> Spray Bottle of Spray Buff Solution	<input type="checkbox"/> Gallon Container of Restorer	<input type="checkbox"/> 2 Burnishing Pads	<input type="checkbox"/> 2 Buffing Pads
<input type="checkbox"/> High Speed Floor Burnisher	<input type="checkbox"/> Floor Burnisher is Clean	<input type="checkbox"/> Floor Burnisher is in good condition	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACTOR'S EQUIPMENT (CONT.)

CHEMICALS, TOOLS, EQUIPMENT & SUPPLIES CHECKLIST (CONT.)

For Each Worker Assigned to Areas with Carpeted Floors: (Carpet Floor Set)

<input type="checkbox"/> Gallon Container of Carpet Stain Remover	<input type="checkbox"/> Spray Bottle of Carpet Stain Remover	<input type="checkbox"/> Aerosol Container of Gum Remover	<input type="checkbox"/> Supply of Filter Bags	↑
<input type="checkbox"/> Upright Carpet Vacuum	<input type="checkbox"/> Vacuum cleaner is clean	<input type="checkbox"/> Vacuum cleaner is in good condition	<input type="checkbox"/> Filters are clean	<input type="checkbox"/> Filter Bag is Clean
<input type="checkbox"/> Vacuum Hose	<input type="checkbox"/> Wand	<input type="checkbox"/> Crevice Tool	<input type="checkbox"/> Upholstery Brush	↑

For Each Worker Assigned to Clean Rest Rooms: (Rest Room Set)

<input type="checkbox"/> Acid Bowl Cleaner	<input type="checkbox"/> Bowl Mop	<input type="checkbox"/> Drain Brush	<input type="checkbox"/> Inspection mirror	<input type="checkbox"/> Wet mop (blue)
<input type="checkbox"/> Rest Room Supplies	<input type="checkbox"/> Soap Scum Remover	<input type="checkbox"/> "Out-of -Service" Sign	<input type="checkbox"/> Plumbing Plunger	<input type="checkbox"/> Foaming rest room cleaner, Foam Gun and hose *

* only required for workers with large rest rooms with floor drains.

Worker

<input type="checkbox"/> Uniform OK	<input type="checkbox"/> Worker is using correct methods	<input type="checkbox"/> Attended all required training classes within past 6 months	<input type="checkbox"/> Worker has Task & Frequencies Sheets	<input type="checkbox"/> Worker is following Task Frequencies
<input type="checkbox"/> Assignment Drawings up-to-date	<input type="checkbox"/> Assignment Drawings indicate days of week each room is cleaned	<input type="checkbox"/> Assignment Drawings indicate when detail cleaning is performed for each room	<input type="checkbox"/> Worker is cleaning all areas on assignment drawing	<input type="checkbox"/> Worker is not experiencing interference
<input type="checkbox"/> Worker is Working in Best Sequence				

<input type="checkbox"/> Discrepancies from previous inspections have been corrected:	Date of Last Inspection:
Contract Supervisor:	Date:
Contract Manager:	Date:
Worker:	Date:

Attach copy of assignment drawings indicating types and locations of discrepancies and any additional comments.

81. MINIMUM QUANTITIES

The minimum required tools, equipment and supplies defined herein must be present and in good operating condition at all times during the performance of the Services.

CONTRACTED BUILDINGS	Custodial Shelf Cart	Custodial Barrel	Tilt Cart	Carpet Vacuum	Wide Area Carpet Vacuum	Burnisher	Pressure Washer	Back Pack Vacuum	Carpet Spot Extractor	Low Speed Floor Machine	Foam Gun With Hose	Carpet Extractor	Radio Cell Phones	Wet/Dry Tank Vacuum	Auto Scrubber
DV - Neighborhood Resource Center	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
FD - Emer. Communication & Oper.	1	1	0	1	0	0	0	1	1	0	0	0	0	0	0
FD - Administration HQ	1	1	0	1	1	0	0	0	0	0	1	0	0	0	0
FD - Fire Training Center	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
HHS - Housing Authority Office	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LBGO - SERRF Administration Building	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Main Library	4	4	1	2	2	1	0	1	1	0	0	0	1	0	0
LS - Alamos Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Bach Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Bay Shore Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Bret Harte Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Brewitt Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Burnett Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Dana Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - El Dorado Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Los Altos Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - Mark Twain Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
LS - North Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
PD - East Division Station	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
PRM - Parks and Recreation Route 1	0	0	0	0	0	0	1	0	0	0	2	0	1	0	0
PRM - Parks and Recreation Route 2	0	0	0	0	0	0	1	0	0	0	2	0	1	0	0
PRM - Parks and Recreation Route 3	0	0	0	0	0	0	1	0	0	0	2	0	1	0	0
PRM - Parks and Recreation Route 4	0	0	0	0	0	0	1	0	0	0	2	0	1	0	0
PRM - Senior Center	2	2	0	2	0	1	0	1	1	0	0	0	0	0	0
PW - Environmental Services	1	1	0	1	0	0	0	0	1	0	1	0	0	0	0
PW - Public Service Bureau	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0
PW - Street Maintenance Graffiti Office	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TS - Wireless Communications	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Shared	0	0	0	0	0	2	1	3	3	3	0	2	3	3	0
Total All Areas	10	26	1	24	3	4	5	6	7	3	11	2	8	3	0

82. CHEMICALS

The Contractor shall furnish all chemicals necessary to perform the Services in accordance with this Contract. As a minimum, the Contractor shall furnish the Chemicals defined in the "List of Chemicals" of the Contract Specifications.

The Contractor shall ascertain the appropriateness of all chemicals for their intended use on a surface or material before any actual use of any chemical on any surface or material regardless of whether the chemical is included on the List of Chemicals and regardless of whether the Contract Administrator has given permission to use said chemical.

The Mark Twain Branch Library is a LEED certified Building, Silver Level. All chemicals used by the Contractor in this building must conform to the requirements of the U.S. Green Building Council. In other buildings, the Contractor will use brands and types of chemicals that are certified as meeting the GreenSeal Environmental Standard for Cleaning Service by the GreenSeal Organization whenever there are chemical brands and types that perform acceptably to the City.

82.1 CHEMICAL BRANDS

The Contractor shall use only those brands and types of chemicals specified on the "List of Chemical Manufacturers" unless it has obtained written permission to change in accordance with the following procedure:

The Contract Manager shall submit a written request to the Contract Administrator defining the product use, brand name, manufacturer's complete name, address and telephone number.

The Contract Manager shall attach to the written request a product brochure, Safety Data Sheet (SDS) as required by OSHA, and chemical specifications. The Contract Manager shall provide an original, labeled container of the chemical to the Contract Administrator.

The Contract Administrator shall have the right to require the Contract Manager to submit the proposed chemical to an independent testing laboratory selected by the Contract Administrator for evaluation and comparison to the chemicals defined on the "List of Chemicals." The Contract Administrator shall provide the parameters and methods of such evaluation and testing.

If the proposed chemical performs as well or better than the chemical included on the "List of Chemicals" as determined by an independent testing laboratory and on-site evaluation as determined by the Contract Administrator, and causes no interference with the operational activities of the City, or damage to the building, and is in the best interest of the City as determined by the Contract Administrator, then the Contract Administrator shall provide the Contract Manager with written permission to use the proposed chemical in the performance of the Services. Such permission does not relieve the Contractor of any liability or responsibility.

The Contractor shall pay for all costs associated with testing and evaluating the proposed chemical and with changing from the approved chemical to the proposed chemical if the chemical was proposed by the Contractor.

CHEMICALS (CONT.)

82.1.2 LIST OF CHEMICAL MANUFACTURERS

The Contractor shall select a single chemical manufacturer's brand for all chemicals from the following list of manufacturers:

Bruhin	Huntington Laboratories
Buckeye	Johnson Wax Professional
EcoLab	Spartan Chemical Company
Franklin	The Butcher Company
Hillyard, Inc	3M Company

82.2 SAFETY DATA SHEETS (SDSs)

The Contract Manager shall provide the Contract Administrator with a copy of a Safety Data Sheet (SDS), formerly known as Material Safety Data Sheets or (MSDSs), as required by the Occupational Safety and Health Administration for each type and brand of chemical used in the performance of the Services and shall maintain a separate file with duplicate copies of the form for each chemical used in the performance of the Services. One SDS book shall be placed in each custodial closet. These books shall be updated a least annually or when new chemicals are used. A revised book must be provided to the Contract Administrator.

82.3 CONTAINERS

The Contractor shall purchase and issue all chemicals in their original containers.

82.4 LABELING

All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container. The Contractor shall provide a SDS to the Contract Administrator for any and all such materials.

Material that requires precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agencies, or this Contract. The marking or labeling of material containing hazardous or toxic material, substances, or wastes shall be in accordance with all federal, state and local laws, ordinances, rules and regulations.

All chemical containers shall bear their original manufacturer's label that includes the name and address of the manufacturer, instructions for use and any pertinent warnings and safety instructions. All chemical containers must have the manufacturer's quality control batch numbers included on cases or containers. The Contractor shall develop and implement procedures to insure its employees use chemicals in accordance with the instructions of the chemical manufacturers.

82.5 PROHIBITED CHEMICALS

No ammonia, laundry bleach, powdered cleanser or any other type of chemical not included on the "List of Chemicals" shall be used in the performance of the Services without the written permission of the Contract Administrator.

82.6 MANUFACTURER'S INSTRUCTIONS

The Contractor shall follow the instructions of the chemical manufacturers in every instance.

82.7 SLIP RESISTANCE

The Contractor shall verify that all floor finishes, seals, restorers, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. The Contractor shall immediately report any observed instances of slippery or slick floors to the Contract Administrator.

82.7 GERMICIDAL PROPERTIES

The Contractor shall use a germicidal detergent that displays an Environmental Protection Agency Registration Number.

82.8 CONTAINER SIZES AND TYPES

The Contractor shall provide the following chemicals in the type and size containers listed below:

Toilet Bowl and Urinal Descaler	1 qt. Squeeze bottle, with flip-cap
Carpet shampoo	6 gallon or smaller, concentrate
Carpet stain remover	1 gallon or smaller
Crema cleanser	1 qt. Squeeze bottle, with flip-cap
Concrete seal	6 gallon or smaller
Degreaser	1 gallon, concentrate
Detergent	1 gallon, concentrate or smaller
Floor finish	6 gallon or smaller
Floor finish restorer	1 gallon
Floor finish remover	6 gallon or smaller, concentrate
Floor seal	6 gallon or smaller
Germicidal detergent	1 gallon, concentrate or smaller
Glass cleaner	1 gallon or smaller
Gum remover	Aerosol
Stainless steel cleaner and polish	1 gallon container or smaller
Foaming Restroom Cleaner	1 gallon of smaller

82.9 MEASUREMENT AND DILUTION

The Contractor shall provide adequate instructions, training, and measurement and dilution devices to measure and dilute chemicals in accordance with the manufacturer's directions. The Contractor shall provide chemical dispensing stations in each custodial closet or area

where a water connection is available and chemicals are stored for use. As a minimum, the dispensing stations shall dispense germicide, detergent, and glass cleaner into spray bottles and mop buckets. As a minimum, there shall be at least one dispensing station in each building for each of the work assignments in that building. The Contractor shall provide portable units for dispensing of rest room mopping chemicals for assignments with rest rooms on floors where there is no dispensing station in the custodial work station.

83. CUSTODIAL SERVICE SCHEDULES

The Contractor shall, within ten (10) working days after the effective date of the Contract, submit a work schedule to the City's Representative(s) for review and approval. Said work schedule shall be based on a twelve-month calendar identifying and delineating the time frames for the required work by the day of the week, morning or afternoon.

The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the City's Representative(s) for review, and if appropriate, approval, within five (5) working days prior to scheduled time for the work.

At the discretion of the building Representative(s), monthly meetings between the Contractor and the building Representative(s) may be scheduled to determine progress and address any changes in schedules, problem areas, etc.

83.1 HOURS AND DAYS OF CUSTODIAL SERVICES

The Contractor shall perform work in accordance with pre-approved schedules during City business or non-business hours, depending on the needs of the building where work is performed. Changes in schedule by the City may be made with five (5) business days advance written notice to the Contractor. The Contractor must notify the City's Representative(s) of any problems or service interruptions within twenty-four (24) hours or next business day. Unavoidable service disruptions may be made up, subject to the sole discretion of the City's Representative(s). Service interruptions without justification or approval of the City's Representative(s) shall be subject to action provided in Payment Deductions/ Contractor's Non-Compliance.

The Contractor shall provide adequate staffing to perform the required services during the prescribed times. Any changes in the days and hours of service shall be subject to approval by the City.

84. CUSTODIAL SERVICE SCHEDULES

84.1 ON-CALL SERVICES

The Contractor shall be available for on-call services twenty-four (24) hours a day. The Contractor shall respond to non-emergency on-call requests within four (4) hours after notification by City Representative or as mutually scheduled and agreed to by the Contractor and City Representative. The Contractor shall respond to all requests for on-call emergencies within one (1) hour after notification by the City Representative.

For emergency on-call requests, the City shall not pay a minimum call-out charge in excess of three (3) hours of labor, at one and one-half times the regular hourly labor rate.

84.2 CHANGE IN MINIMUM NUMBER OF WEEKLY ROUTINE SERVICE HOURS

The Contract Administrator shall have the right to increase or decrease the required *Minimum Weekly Labor Hours* specified in *Schedule No. 1* of the Bid Form by providing written notification to the Contractor, and by increasing or decreasing *Bid Items R1, R2, R3, R4, R5, R6, R7 and R8 and Bid Item R9* in direct proportion to the change in *The Minimum Weekly Labor Hours*. The City may elect to increase the required Minimum Weekly Labor Hours for certain buildings or building Groups as identified in *Schedule No. 2*.

No change shall be made in *Bid Item R10 Fixed Overhead for all Buildings and Building Groups* due to any increase or decrease in the minimum number of weekly hours required for Routine Services. All other subtotals, totals and extensions in *Schedule No. 1* would become the correct subtotals, totals and extensions.

For example, if the Contract Administrator were to direct the Contractor to increase the Minimum Weekly Labor Hours by 10 percent, then Bid Items R2, R3, R4, R5, R6, R7 and R8 would also be increased by 10 percent. Bid Item R9 would become the correct total of Bid Items R1, R2, R3, R4, R5, R6, R7 and R8. Bid Item R10 would not change. Bid Item R11 would become the correct total of Bid Item R9 and Bid Item R10. Bid Item R12 would become the correct extension of Bid Item R11 multiplied by 52 weeks per year.

84.3 LABOR ACTIVITY

The Contractor shall be responsible for its own labor relations with any trade or union representative among its employees and shall negotiate and be responsible for adjusting all of the disputes between itself and its employees or any union representing such employees. Whenever the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of the Services, the Contractor shall immediately give written notice thereof to the City.

If any strike, boycott, picketing, work stoppage, slowdown or other labor activity is directed against the Contractor which results in the curtailment or discontinuation of Services provided hereunder, the City shall have the right during said period to employ any means legally permissible to have the Services provided. This shall include the use of the Contractor's tools, equipment, chemicals and supplies.

If the City elects to use the tools, equipment, chemicals and supplies of the Contractor to provide the Services hereunder, the City shall pay the Contractor an amount equal to *Bid Item R5 and Bid Item R6* plus a profit applied to these items in the same proportion as is *Bid Item R9 to Bid Item R10* as defined in *Schedule No. 1* for each week or a prorated amount for each portion of a week in which such items are used by the City. The Contractor shall continue to maintain an adequate supply of such items at no additional cost to the City other than that cost defined above.

In the event of a work stoppage by employees of the City or any of the City's other contractors affecting the site, the Contractor shall furnish the Services required to keep the site in a condition acceptable to the City. In the event of danger to the employees of the Contractor,

such Services shall be performed by the Contractor's management and supervisory employees in cooperation with the City's employees.

84.4 ORGANIZATION CHART

The Contractor shall prepare and maintain on file at the site of the work an updated organization chart showing assigned work areas of each employee performing Services under this Contract. The Contractor shall provide the Contract Administrator with an up-to-date copy of the organizational chart whenever a change is made.

84.5 PERFORMANCE OF THE SERVICES

The Contractor shall be responsible for the complete and timely performance of all the Services under this Contract and for all manner and type of tools, chemicals, equipment, supplies and materials of every description required to successfully perform all Services under this Contract.

84.6 RELIEF FOR ABSENTEEISM AND VACATION

The Contractor shall provide relief personnel as necessary and work overtime as necessary at no cost to the City to ensure that the Routine Services, Special Coverage, and Projects are performed as required.

If the Contract Manager is absent, the Contractor shall provide a competent replacement that has the authority to carry out the terms and provisions of the Contract.

84.7 WORK ORDER

A Work Order is a written order issued by the Contract Administrator directing the Contractor to perform Services in accordance with *Schedules Nos. 3, 4 and 5*. Work Orders for Emergency Call-outs can be verbal from a Contract Administrator or an authorized City Representative. The Contractor shall prepare Project Work Orders based upon actual inspection of the buildings for review by the Contract Administrator.

84.8 SHIFT REPORT

At the beginning of each work shift, the Contract Manager shall report to the Contract Administrator, or the Contract Administrator's designated representative, any area assignments that are not filled.

The Contractor shall prepare, keep on file and furnish a copy to the Contract Administrator by the end of each work shift, a shift report that includes the following information for the previous work shift:

- a. A list of the names of all personnel present for work, showing the name of each person for each Area Assignment and the number of hours worked by each person in each such assignment, as certified by Contractor's time records.

- b. A list of projects completed the past day, ready for inspection by the Contract Administrator.

84.9 DAILY TASK / LOG POSTING

An outline of task requirements and schedule for each building shall be kept with each custodial crew. A posted document shall state daily and other frequency tasks with an area for the lead worker to sign off immediately after completion on the day. Additionally, each custodial crew must sign in and sign out of each building or building group every time they provide service.

85. STATEMENTS AND INVOICES

The Contractor shall prepare and submit to the Contract Administrator weekly statements for Routine Services, Project Services, and reimbursable items as follows:

- a. Routine Services – The Contractor shall prepare and submit weekly statements using the format below.

<i>Week ending</i>									
<i>Assignment Area</i>	<i>Employee</i>	<i>Hours</i>							
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total

- b. Special Coverage - Weekly statements of Special Coverage completed are to be submitted using the format below. Projects are to be grouped and subtotaled by building.

<i>Work Order</i>	<i>Area</i>	<i>Date</i>	<i>Time Start</i>	<i>Time End</i>	<i>No. Units</i>	<i>Unit Price</i>	<i>Total Price</i>	<i>Insp By</i>

- c. Projects - Weekly statements of Projects completed are to be submitted using the format below. Projects are to be grouped and subtotaled by building.

<i>Week ending</i>									
<i>Work Order</i>	<i>Area</i>	<i>Date Start</i>	<i>Date Comp.</i>	<i>Proj. No.</i>	<i>No. Units</i>	<i>Unit Price</i>	<i>Reimbursable Items</i>	<i>Total Price</i>	<i>Insp By</i>

- d. Emergency Call-outs - Weekly statements of Emergency Call-outs completed are to be submitted using the format below. Projects are to be grouped and subtotaled by building.

<i>Work Order</i>	<i>Area</i>	<i>Date</i>	<i>Time Start</i>	<i>Time End</i>	<i>No. Units</i>	<i>Unit Price</i>	<i>Total Price</i>	<i>Insp By</i>

The Contractor shall submit invoices for each four (4) week period.

Properly documented, substantiated invoices shall be payable within thirty (30) days after approval by the Contract Administrator. Those invoices not acceptable to the Contract Administrator shall be returned to the Contractor for correction and subsequent resubmittal for payment.

The City may require the Contractor to submit individual invoices for each department or building group.

86. TRAINING

The Contractor shall provide each employee used in the performance of Services with adequate training to competently perform the Services.

The Contractor shall maintain a training record for each employee. The training record shall show, as a minimum, the employee's name, date of employment, the type and date of each training class attended, and the class instructor. The Contractor shall present such records for inspection upon request by the Contract Administrator. The Contract Administrator may, from time to time, monitor the conduct of such training classes.

At a minimum, the Contractor shall provide each employee performing Services with the following 12 one-hour cleaning procedures classes within the first two weeks of employment, and again each successive six-month period:

- | | |
|--|----------------------------|
| Organizing Work Assignments | Carpet Care |
| Housekeeping Chemicals | Hard Surface Floor Care |
| Housekeeping Tools & Equipment | Tasks and Frequencies |
| Dusting | Common Mistakes |
| Spot Cleaning and Disinfection | Providing Quality Services |
| Rest Room Cleaning, Disinfection and Re-supply | Soil Prevention |

Each Friday by 3:00 pm, the Contractor shall prepare and provide to the Contract Administrator, a written schedule of training classes to be conducted the forthcoming week. The schedule shall define the dates, times, locations, contents, instructors, and attendees for each class.

The Contractor shall provide a portable computer and portable projector that will display output from the computer.

The time each employee spends attending a training class shall not be applied to any minimum number of hours required for the performance of the Services.

87. TELEPHONE SERVICE

The Contractor shall provide a cellular telephone and telephone service for the Contract Manager and Supervisors. The Contract Manager and Supervisors shall carry the telephones at all times during the conduct of the Services. Should the Contract Manager be away from the site or otherwise not able to respond to pages or telephone calls, another authorized person shall be designated to act for Contractor.

88. SPECIAL REQUIREMENTS FOR THE MAIN LIBRARY

The Contractor shall replace interior light bulbs and fluorescent tubes that can be reached from an eight-foot ladder in the Library Buildings. The replacement light bulbs and fluorescent tubes shall be provided by the City. The Contractor shall provide the laborer assigned to the Main Library with a smartphone with text and email capabilities.

89. UNIFORMS

The Contractor shall ensure all of its employees are clean, neat, and appropriately attired with uniforms and work shoes at all times during the performance of the Services.

In buildings where an employee of the Contractor performs the work while the spaces are occupied by City Staff or accessible by the public, the Contractor shall provide each employee performing Routine and Project Services under this Contract with a freshly laundered uniform each shift. The uniform shall consist of a white shirt or blouse and slacks or a dress/skirt and blouse with the Contractor's name printed on the back of the shirt, blouse and dress.

The Contractor shall supply, launder and maintain employee uniforms at no cost to the employee. The uniforms must meet the approval of the Contract Administrator.

The Contractor shall provide each employee with an Identification badge that displays the Contractor's name, the employee's full name, and a photograph of the employee.

The Contractor shall ensure all employees shall prominently wear the badge at all times while performing the work or on break times for easy identification of Contractor employees.

The uniforms and badges must meet the approval of the Contract Administrator. The Contractor shall submit samples of the badges and uniforms to the Contract Administrator for approval prior to beginning the Services.

90. INQUIRIES AND COMPLAINTS

The Contractor shall maintain an office located within one (1) hour's response time from the buildings requiring maintenance services under this Contract and shall maintain a telephone

there, listed in the telephone directory in its own name or in the firm name by which it is most commonly known. During the daily hours of maintenance operation, the Contractor shall have a responsible person, who is proficient in English, employed to take the necessary action regarding all inquiries and complaints that may be received from the City. An answering service shall be considered an acceptable substitute to full-time coverage, provided that the Contractor is advised of any complaint within one (1) hour after receipt of such complaint by the answering service.

During normal working hours, the Contractor's Foreman or an employee of the Contractor who is responsible for providing maintenance services shall be available for notification through electronic communications.

During normal days and hours of operation, whenever immediate action is required to prevent impending injury, death or property damage, the City may, after reasonable attempt to notify the Contractor, cause such action to be taken by the City work force and charge the cost thereof as determined by the City to the Contractor or may deduct such cost from an amount due to the Contractor from the City.

The Contractor shall maintain a written log of all complaints, the date and time thereof, and the action taken pursuant thereto or the reason for non-action. The log of complaints shall be open to the inspection of the City at all reasonable times.

All complaints shall be resolved as soon as possible after notification, but in all cases within twenty-four (24) hours, and to the satisfaction of the City representative(s). If any complaint is not resolved within this time, the City shall be notified immediately of the reason for not resolving the complaint, followed by a written report to the City within five (5) days. If the complaints are not resolved within the time specified or to the satisfaction of the City, the City may correct the specific complaint and the total cost incurred by the City will be deducted from the payments owing to the Contractor from the City.

The Contractor shall, during the hours and days of custodial services, as identified in the "Bid Section," respond to all emergencies within one (1) hour after notification by the City Representative or identification by the Contractor's staff.

91. ACCIDENT REPORTING

The Contractor shall immediately notify the designated City Representative(s) of any accident, regardless of whether or not injury or damage is evident, involving patrons and the Contractor's staff, vehicles, and/or equipment. The Contractor shall provide all written reports and/or documentation requested by the City.

92. PERFORMANCE STANDARDS

The Contractor shall perform the Routine Services Tasks in accordance with the frequencies defined in *Appendix B: Tasks and Frequencies, Base Services (Level 1)*, or *Appendix D: Tasks and Frequencies, Enhanced Services (Level 2)*, if an enhanced service level is awarded.

The Contractor shall perform the Special Coverage and Project Services Tasks when ordered by the Contract Administrator by written Project Work Order.

The Contractor shall perform the Routine Services Tasks, Special Coverage, and Projects using equipment and chemicals meeting the requirements contained in the Equipment Section and in the Chemical Section of the Specifications and in conformance with the standards contained in this section of the Specifications. The Contractor shall follow the instructions provided by the manufacturers of such items in every case.

Unless exempted by the Contract Administrator, the Contractor shall remove all non-fixed furnishings such as tables, seats, chairs, desks, carts, trash and ash receptacles, storage containers, etc. prior to performing a Project and return such items after the completion of the Project.

The Contractor shall move or tilt all items such as tables, seats, chairs, desks, carts, trash and ash receptacles, storage containers, etc. as required to perform the Services next to, under or above such items.

The Contractor shall return to their appropriate locations all items moved by the Contractor during the performance of the Service, in public and common-use areas, and the Contractor shall return all furniture to its appropriate configuration.

The Contractor shall provide and use adequate barricades and signs to provide sufficient warning prior to, during and after the performance of Services.

92.1 NON-SPECIFIC TASKS

The Contractor shall perform miscellaneous activities as directed by the Contract Administrator. The hourly price shall include the cost of any tool, item of equipment, chemical or supply if such type of item is used in performing Routine Services as defined in the Specifications. Should any tool, item of equipment, chemical or supply not normally used in performing Routine Services be required as directed by the Contract Administrator, then such item shall be deemed to be not included in this bid price and shall be reimbursed to the Contractor in accordance with the Paragraph "*Compensation For Routine Work, Projects And Reimbursable Items*" of the *Special Conditions*.

92.2.1 EMPTY AND SERVICE TRASH RECEPTACLES

The Contractor shall empty and return to their appropriate locations all wastebaskets, cigarette ash receptacles and other trash containers. The Contractor shall remove all litter, cans, papers, and other containers marked '*trash*'. The Contractor shall keep trash in Recycle Containers separated from other trash. The Contractor shall remove all collected trash to area(s) on the site or within the building as designated by the Contract Administrator in such a manner as to prevent the adjacent area from becoming littered by such trash.

The Contractor shall replace all obviously soiled or torn trash receptacle liners with new trash receptacle liners. The Contractor shall replace such liners in such a manner as to present a neat uniform appearance. The Contractor shall use damp cloths and detergent solution or crème cleanser and scrub pads to remove non-permanent stains and soil from the interior and exterior of trash receptacles.

92.2.2 EMPTY AND SERVICE RECYCLING CONTAINERS

The Contractor shall empty and return to their appropriate locations all recycling containers. The Contractor shall keep trash in Recycle Containers separated from other trash. The Contractor shall remove all collected recycle materials to area(s) on the site or within the building as designated by the Contract Administrator in such a manner as to prevent the adjacent area from becoming littered by such materials.

The Contractor shall replace all obviously soiled or torn recycling receptacle liners with new receptacle liners. Contractor shall replace such liners in such a manner as to present a neat uniform appearance. The Contractor shall use damp cloths and detergent solution or crème cleanser and scrub pads to remove non-permanent stains and soil from the interior and exterior of recycle receptacles.

92.2.3 REFRESH TRASH RECEPTACLES

The Contractor shall empty and return to their appropriate locations all wastebaskets, cigarette ash receptacles and other trash containers that may become filled or near filled before the next scheduled cleaning or policing of the area. The Contractor shall remove all litter, cans, papers, and other containers marked "trash."

The Contractor shall replace all obviously soiled or torn trash receptacle liners with new trash receptacle liners. The Contractor shall replace such liners in such a manner as to present a neat uniform appearance. The Contractor shall use damp cloths, and detergent solution or crème cleanser and scrub pads to remove non-permanent stains and soil from the exterior of trash receptacles.

92.2.4 REMOVE LITTER

The Contractor shall remove unsightly soil and litter. If the litter cannot be removed by hand, the Contractor shall use a carpet vacuum on carpeted floors or broom or dust mop and damp mop on non-carpeted floors.

92.3.1 DUST FURNITURE SURFACES

The Contractor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of chairs, telephones, lamps, tables, cabinets, shelves, and other types of furniture and surfaces which are not considered to be building surfaces or building fixtures. Papers, typewriters, calculators, computers, staplers, and other similar desk items are not to be disturbed. The Contractor shall accomplish dusting by the removal of soil from the area - not by moving it from one surface to another.

92.3.2 DUST BUILDING SURFACES

The Contractor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of ledges, heater convectors, window sills, fire extinguishers, counter tops, walls, door frames and sills, ceiling mounted fans, fixtures, partitions, rails, blinds, and other types of fixtures and surfaces which

are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, typewriters, calculators etc. below 9 feet from the floor surface. The Contractor shall dust up to a height of 20 feet from the floor surfaces at the interior and exterior of exterior entry areas. The Contractor shall accomplish dusting by the removal of soil from the area - not by moving it from one surface to another.

92.3.3 SPOT CLEAN BUILDING SURFACES

The Contractor shall use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or crème cleanser to remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of ledges, windows, partition glass, window sills and blinds, fire extinguishers, counter tops, walls, doors, door frames and sills, pictures, partitions, rails, and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, typewriters, calculators etc. below 9 feet from the floor surface. The Contractor shall perform spot cleaning up to a height of 10 feet from the floor surface at the interior and exterior of exterior entry areas. The Contractor shall polish stainless steel surfaces with glass cleaner and soft clean cloths. The Contractor shall use a clean cloth and stainless steel polish to remove smudges, fingerprints, marks, streaks, tape, etc. that glass cleaner cannot remove. The Contractor shall remove excess stainless steel polish.

92.3.4 SPOT CLEAN DRINKING FOUNTAIN

The Contractor shall use germicidal detergent, neutral detergent, lotion cleanser and a clean cloth to remove visible soil from drinking fountains.

92.3.5 SPOT CLEAN FIXTURES

The Contractor shall use clean cloths (except inside toilet bowls and urinals where the Contractor shall use bowl mops) to remove visible soil from all surfaces of toilets, lavatories, urinals and showers and adjacent surfaces. The Contractor shall use crème cleanser and scrub pads to remove soil not removed by the cloths and germicidal detergent solution. The Contractor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in spot cleaning toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. The Contractor shall use a plumbing plunger to unstop clogged toilets.

92.3.6 SPOT CLEAN FURNITURE SURFACES

The Contractor shall use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or crème cleanser to remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of chairs, telephones, cleared surfaces of desks, lamps, tables, cabinets, shelves, and other types of furniture and surfaces that are not considered to be building surfaces or building fixtures. Typewriters, calculators, papers, computers, staplers, and other similar desk items are not to be disturbed.

92.4.1 CLEAN FURNITURE

The Contractor shall use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or crème cleanser to completely damp wipe and remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of chairs, tables, cabinets and other furniture.

92.4.2 SPOT CLEAN APPLIANCES – EXTERIOR SURFACES ONLY

The Contractor shall use spray bottles of germicidal detergent solution, clean cloths, scrub pads and crème cleanser to remove all obvious soil, streaks, smudges, etc. from the outside of refrigerators, ovens, surface units, dishwashers, washers, dryers, and microwave ovens, toasters and other kitchen appliances. After cleaning and disinfecting, surfaces shall be free of streaks, stains, spots, smudges, scale, and other removable soil.

92.4.3 CLEAN APPLIANCES

The Contractor shall use spray bottles of germicidal detergent solution, clean cloths, scrub pads and crème cleanser to remove all obvious soil, streaks, smudges, etc. from the inside and outside of refrigerators, ovens, surface units, dishwashers, washers, dryers, microwave ovens, toasters and other kitchen appliances. The Contractor shall use oven cleaner inside of kitchen ovens. After cleaning and disinfecting, surfaces shall be free of streaks, stains, spots, smudges, scale, and other removable soil. Oven cleaner shall be used on hard-to-remove soil from ovens. In staff lounges, the Contractor is only responsible for cleaning the exterior surfaces of appliances.

92.4.4 CLEAN AND DISINFECT DRINKING FOUNTAINS

The Contractor shall use spray bottles of germicidal detergent solution, clean cloths, scrub pads and crème cleanser to remove all obvious soil, streaks, smudges, etc. from the drinking fountains and cabinets; then, the Contractor shall disinfect all porcelain and polished metal surfaces including the orifices and drain. After cleaning and disinfecting, the entire drinking fountain shall be free of streaks, stains, spots, smudges, scale, and other removable soil.

92.4.5 CLEAN AND DISINFECT FIXTURES

The Contractor shall use spray bottles or pump-up sprayers, to apply germicidal detergent solution to all surfaces of washbasins, toilets, urinals, showers, shower curtains, and adjacent surfaces. The Contractor shall use clean cloths (except inside toilet bowls and urinals where the Contractor shall use bowl mops) to remove soil from all surfaces of these fixtures and adjacent surfaces. The Contractor shall use crème cleanser and scrub pads to remove soil not removed by the cloths and germicidal detergent solution. The Contractor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. The Contractor shall use a plumbing plunger to unstop clogged toilets.

92.4.6 CLEAN WRITING BOARD ERASERS AND TRAYS

The Contractor shall use a vacuum cleaner and utility brush to remove chalk dust and marker dust from writing board erasers and writing board trays.

92.4.7 DISINFECT BUILDING AND FIXTURE CONTACT SURFACES

The Contractor shall use a disposable cleaning cloth and germicidal detergent solution to damp wipe and disinfect contact surfaces such as doorknobs, push plates, handrails, and dispenser levers.

The Contractor shall avoid spreading germs from surface to surface by using different surfaces of the cleaning cloth on different contact surfaces and disposing of the cleaning cloth when it becomes soiled or there are no surfaces of the cleaning cloth that have not been contaminated.

92.4.8 DISINFECT STORAGE SHELVES

The Contractor shall use a disposable cleaning cloth and germicidal detergent solution to damp wipe and disinfect surfaces used for storage in custodial closets and custodial storage areas.

The Contractor shall avoid spreading germs from surface to surface by using different surfaces of the cleaning cloth on different contact surfaces and disposing of the cleaning cloth when it becomes soiled or there are no surfaces of the cleaning cloth that have not been contaminated.

92.5.1 REFILL DISPENSERS

The Contractor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, toilet seat cover dispenser, etc. The Contractor shall place supplies in dispensers in accordance with the directions of the supplier and dispenser manufacturers. The Contractor shall wipe surfaces adjacent to hand soap dispensers to remove spillage and leakage.

92.5.2 REFRESH DISPENSERS

The Contractor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, toilet seat cover dispenser, etc. that may become empty before the next scheduled cleaning or policing of the area. The Contractor shall place supplies in dispensers in accordance with the directions of the supplier and dispenser manufacturers. The Contractor shall wipe surfaces adjacent to hand soap dispensers to remove spillage and leakage.

92.5.3 DESCALE TOILETS AND URINALS

The Contractor shall use acid-type bowl cleaner and nylon bowl mops to remove scale, scum, mineral deposits, rust stains, etc. from the insides of toilet bowls and urinals.

92.5.4 DISINFECT ALL SURFACES

The Contractor shall use cloths, squeegees and germicidal detergent solution from spray bottles or pump-up sprayers to damp wipe and disinfect all surfaces of furniture, fixtures, walls, partitions, doors, etc.

92.6.1 DUST MOP, SWEEP OR VACUUM HARD SURFACE FLOORS

The Contractor shall use a treated dust mop, broom or vacuum to remove soil and litter from non-carpeted floors.

Detail dust mopping, sweeping and vacuuming includes corners, areas underneath, between and behind furniture and areas that can be accessed only by the temporary repositioning of furniture, small boxes, trash and recycle containers, etc.

Obvious soil is considered to be soil that is visible or can be felt by walking on the floor surface.

On smooth floors, the Contractor shall use a treated dust mop or vacuum. On rough, unsealed concrete, or other floors where dust mopping is not effective, the Contractor shall use brooms or vacuums. The Contractor shall use putty scrapers to remove gum, tar and other sticky substances from the floor. The Contractor shall use a dustpan or vacuum to remove accumulated soil and litter. After the floor has been dust mopped, swept or vacuumed, the floor surface shall be free of dust, litter and debris that can be removed by dust mopping or vacuuming or with a putty knife. Corners and abutments shall be free of litter. The Contractor shall vacuum elevator floor and door tracks.

92.6.2 DUST MOP, SWEEP OR VACUUM HARD SURFACE FLOORS (CONT.)

The Contractor shall use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. The Contractor shall use carpet stain remover and gum remover to remove carpet stains and gummy soil. The Contractor shall clean exterior entrance mats by hosing with water and/or vacuuming.

92.7.1 SWEEP FLOORS

The Contractor shall use brooms and vacuums to remove all soil and litter from non-carpeted floors.

Sweeping includes all accessible areas of the floor surface including corners, areas underneath, between and behind furniture and areas that can be accessed only by the temporary repositioning of furniture, small boxes, trash and recycle containers, etc.

Visible soil is considered to be soil that is visible or can be felt by walking on the floor surface. The Contractor shall use putty scrapers to remove gum, tar and other sticky substances from the floor. The Contractor shall use a dustpan or vacuum to remove accumulated soil and litter.

After the floor has been swept or vacuumed, the floor surface shall be free of dust, litter and debris that can be removed by sweeping or vacuuming or with a putty knife. Corners and abutments shall be free of litter. The Contractor shall vacuum elevator floor and door tracks.

The Contractor shall use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. The Contractor shall use carpet stain remover and gum remover to remove carpet stains and gummy soil. The Contractor shall clean exterior entrance mats by hosing with water and/or vacuuming.

92.7.2 SPOT MOP

The Contractor shall use detergent solution and mops to remove spots, spills and obvious soil from non-carpeted floors that cannot be removed by vacuuming or dust mopping. After the floor has been spot mopped, it shall have a uniform appearance free of soil, stains, and streaks, swirl marks, detergent film or any observable soil, which can be removed by damp mopping. In rest rooms and medical exam or treatment areas, the Contractor shall use germicidal detergent solution instead of detergent solution. The Contractor shall remove all splash marks applied to baseboards, doors, partitions, furniture legs, etc. during damp mopping.

92.7.3 DAMP MOP NON-CARPETED FLOORS

The Contractor shall use detergent solution and mops to remove soil from non-carpeted floors and baseboards that cannot be removed by sweeping, dust mopping or vacuuming. The Contractor shall dust mop floors that are coated with floor finish prior to damp mopping. The Contractor shall sweep other floor surfaces prior to damp mopping.

The Contractor shall damp mop all areas of the floor. After the floor has been damp mopped, it shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film or any observable soil, which can be removed by damp mopping. In rest rooms and locker rooms, the Contractor shall use *germicidal* detergent solution instead of detergent solution. The Contractor shall remove all splash marks applied to baseboards, doors, partitions, furniture legs, etc. during damp mopping.

92.7.4 BURNISH FLOORS WITH FINISH

Prior to burnishing, the Contractor shall dust mop and spot mop, or damp mop the entire floor surface. The Contractor shall use a single-disc floor machine, buffing pad, and a spray bottle with spray buffing solution to restore a uniform gloss and protective finish to resilient tile or terrazzo floors that are finished with a floor finish.

The Contractor shall apply a restorer solution to the floor when spray buffing cannot easily polish the floor. The renovating solution and the spray buff solution shall be formulated as companion products to the finish already on the floor. The Contractor shall tilt or remove all chairs, trash receptacles, etc. where necessary to spray buff or burnish underneath. The Contractor shall dust mop the floor after spray buffing or burnishing. After spray buffing and burnishing, the entire floor shall have a uniform, glossy appearance, free of scuffmarks, heel marks, and other stains, and should have a uniform coating of floor finish. The Contractor

shall remove all over-spray and splash marks from baseboards, furniture, trash receptacles, etc.

92.7.5 CLEAN AND REFILL FLOOR DRAINS

The Contractor shall use a floor drain brush to clean floor drains. The Contractor shall use abrasive cleanser and scrub pads to remove corrosion and tarnish. The Contractor shall pour a solution of germicidal detergent down the floor drain to fill the drain trap and prevent the escape of sewer gas.

92.7.6 CLEAN ELEVATOR DOOR TRACKS

The Contractor shall remove litter and debris, and vacuum soil from elevator car door tracks, and the floor tracks on each floor accessed by the elevator car. The Contractor shall use a spray bottle of detergent solution, crème cleanser, and clean cloths and scrub pads to remove soil not removed by vacuuming.

92.8.1 CLEAN FLOOR MATS

The Contractor shall clean and empty floor mats. Use a wet/dry tank vacuum to remove moisture. Use an upright carpet vacuum to clean carpeted floor mats. Use a hose to wash out non-absorbent floor mats when emptying or vacuuming cannot clean the mat.

92.8.2 REFRESH FLOOR MATS

The Contractor shall clean and empty floor mats. Use a wet/dry tank vacuum to remove moisture. Use an upright carpet vacuum to clean carpeted floor mats.

92.8.3 CLEAN OUTSIDE FLOOR MATS

The Contractor shall clean and empty floor mats. Use a hose to wash out non-absorbent floor mats when emptying or vacuuming cannot clean the mat.

92.8.4 MACHINE SCRUB FLOORS

The Contractor shall use electrically powered floor machines with a scrubbing brush or grout cleaning machines and detergent or degreaser solution to remove soil and stains from floor surfaces such as concrete, brick or pavers, grouted tile and other such uneven or rough floors, and from baseboards, furniture and partition bases and legs. The Contractor shall use hand brushes in areas inaccessible to the floor machines. The Contractor shall use a wet/dry tank vacuum to pick up the scrubbing solution and wet mops, buckets and wringers in areas inaccessible to a tank vacuum. The Contractor shall rinse the floor with clean water after picking up the scrubbing solution with the tank vacuum. The Contractor shall remove all splash marks on baseboards, furniture and other such surfaces.

92.8.5 CLEAN AND DISINFECT FLOORS, PARTITIONS, WALLS AND FIXTURES – SPRAY FOAM

The Contractor shall use a water hose, foam gun applicator and foaming restroom cleaner, scrubbing brushes, floor and wall squeegees and crème cleanser to clean all surfaces of walls, partitions, doors, floors, corners, baseboards, floor drains, sinks, washbasins, toilets, urinals, showers, shower curtains, and adjacent surfaces. The Contractor shall apply germicidal detergent solution to cleaned surfaces of sinks, toilets, urinals, floors and all contact surfaces such as push plates, faucets, sinks, urinals, toilets, showers, door knobs, latches, etc.

The Contractor shall apply the restroom cleaner to all surfaces below 6 feet from the ground, except for any electrical outlets, switches or light fixtures. Electrical outlet plates, switch plates and light fixtures shall be cleaned by using a damp cloth.

The Contractor shall allow the restroom cleaning chemical to remain in contact with the surface in accordance with the manufacturer's instructions. The Contractor shall use scrubbing pads, brushes and crème cleanser to remove hard-to-remove soil and marks.

The Contractor shall apply clear water to rinse the chemical and soil from all surfaces where the foam has been applied.

The Contractor shall use floor and wall squeegees to remove excess water from all surfaces.

The Contractor shall use clean cloths (except inside toilet bowls and urinals where the Contractor shall use bowl swabs) to remove soil from all surfaces of these fixtures and adjacent surfaces. The Contractor shall use crème cleanser and scrub pads to remove soil not removed by the cloths and germicidal detergent solution. The Contractor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. The Contractor shall use a plumbing plunger to unstop clogged toilets.

92.8.6 WET CLEAN FLOORS

The Contractor shall use detergent solution, wet mops, buckets with wringers, deck brushes, corner brushes, swivel pad holders, abrasive pads, and putty knives to remove soil from non-carpeted floors which cannot be removed by vacuuming or dust mopping. The Contractor shall apply detergent solution to the entire floor area, allowing the solution to set for three to five minutes. The Contractor shall use scrub brushes to remove spots and stains not removed by mopping. In areas with floor drains, the Contractor shall squeegee the floor dry and then rinse with clear water. In areas without a floor drain, Contractor shall use a wet mop and mop bucket with wringer or a wet/dry tank vacuum to pick up the solution, and then rinse with clean water, twice. The Contractor shall wet clean all accessible areas. The Contractor shall dust mop floors that are coated with floor finish prior to damp mopping. The Contractor shall vacuum other floor surfaces prior to damp mopping. The Contractor shall take care as required to prevent splash and mop marks from being left on baseboards, furniture legs, doors, etc. After the floor has been wet cleaned, it shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film, or any observable soil, which can be removed by

damp mopping. In areas where floor finish has not been applied to the floor surface and greasy soil must be removed, the Contractor shall use a solution of degreaser.

92.8.7 STRIP AND REFINISH FLOORS

The Contractor shall completely remove all non-permanent floor finish and seal from resilient tile or terrazzo floors, and from baseboards, furniture, partition legs and bases. The Contractor shall apply a minimum of 2 coats of floor seal and 3 coats of floor finish. The Contractor shall use single disc floor machines, stripping pads, putty knives, abrasive pads, mops, mop buckets and wringers, floor finish remover and rust remover to remove all removable marks, heel marks, scuff marks, rust stains, gum and other types of stains and soil. The Contractor shall use manual scrubbing devices in areas inaccessible to the floor machine. The Contractor shall use a wet/dry tank vacuum to pick up stripping solution except in areas where its use is not practical. The Contractor shall rinse thoroughly with clear water all floor surfaces to which floor finish remover has been applied. When a wet/dry tank vacuum is used, the Contractor shall rinse the area at least once after the floor finish remover has been picked up with the wet/dry tank vacuum. When a wet/dry tank vacuum is not used, the Contractor shall rinse the floor at least twice.

After the floor finish has been removed, the Contractor shall use a fine strand rayon mop to apply at least 2 coats of floor seal and 3 coats of floor finish. The Contractor shall apply no finish within 1" of baseboards and fixed furniture setting directly on the floor surface. The Contractor shall remove all floor seal, floor finish, stripper and stripping slurry from baseboards, furniture and other such areas. After the finish has dried, the reflectance shall be uniform with no streaks, swirls, etc. The Contractor shall follow appropriate procedures and precautions for floor surfaces containing asbestos.

92.9.1 VACUUM VISIBLE SOIL ONLY

The Contractor shall use a carpet vacuum to remove visible soil and debris from the carpet surface. The Contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. After vacuuming, the carpet shall be free of any visible soil and litter. The Contractor shall vacuum elevator floor and door tracks. Use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. The Contractor shall use carpet stain remover and gum remover to remove stains and gummy soil from entrance mats.

92.9.2 VACUUM VISIBLE SOIL AND TRAFFIC LANES

The Contractor shall use a carpet vacuum to remove visible soil and debris from the carpet surface. The Contractor shall vacuum traffic patterns and lanes of carpeted floors to remove soil and debris from the carpet surface and pile, and to raise the carpet pile. The Contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum.

92.9.3 VACUUM COMPLETELY (WITH DETAIL)

The Contractor shall use a carpet vacuum to remove visible and hidden soil and debris from the carpet surface and from within the carpet pile. The Contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. After completely

vacuuming, the carpet shall be free of all visible soil, litter and all soil, which can be removed from the carpet pile.

92.9.4 REMOVE CARPET STAINS

The Contractor shall use carpet stain remover, a dampened utility brush, clean cloths, aerosol gum remover and wet/dry tank vacuums to remove non-permanent stains from carpeted floors. The Contractor shall blot, or vacuum and scrape as much of the stain from the carpet as practical before applying carpet stain remover to the carpet. The Contractor shall spray carpet stain remover onto the stain and use a utility brush, if required. After the stain has dissolved, the Contractor shall blot and rub the stain up in such a manner as to prevent spreading of the stain. After the stain has been removed, the Contractor shall blot or vacuum the carpet dry.

The Contractor shall clean carpet manufactured by Milliken, using products, equipment and procedures approved by the Milliken Carpet Manufacturer.

92.9.5 SHAMPOOING CARPET - EXTRACTION METHOD

The Contractor shall remove carpet stains, completely vacuum, shampoo using water extraction equipment and supplies, and completely re-vacuum all carpet in the specified area. The Contractor shall shampoo areas, such as corners that are inaccessible to the equipment, with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern that will give the carpet pile a uniform appearance.

92.9.6 SHAMPOOING CARPET - EXTRACTION METHOD

The Contractor shall vacuum the carpet sufficiently prior to shampooing to remove dry loose soil from the carpet pile. Contractor shall use a pile brush to raise the carpet pile before and after shampooing if necessary in order to remove embedded soil and grit from the carpet pile or raise the carpet pile to allow sufficient penetration or to provide for adequate drying of the carpet.

The Contractor shall shampoo carpet manufactured by Milliken using products, equipment and procedures approved by the Milliken Carpet Manufacturer.

92.9.7 SHAMPOO FLOOR MATS

The Contractor shall remove carpet stains, completely vacuum, shampoo using water extraction equipment and supplies, and completely re-vacuum all carpeted floor mats in the specified area. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern that will give the carpet pile a uniform appearance. The Contractor shall vacuum the mat sufficiently prior to shampooing to remove dry loose soil from the carpet pile. The Contractor shall use a pile brush to raise the carpet pile, before and after shampooing if necessary, in order to remove embedded soil and grit from the carpet pile or raise the carpet pile to allow sufficient penetration or to provide for adequate drying of the carpet.

BID SECTION

BID TO PROVIDE CUSTODIAL SERVICES FOR THE CITY OF LONG BEACH.

WE ARE PLEASED TO SUBMIT OUR BID IN ACCORDANCE WITH THE CITY OF LONG BEACH INVITATION TO BID, SPECIFICATIONS, AND TERMS AND CONDITIONS TO FURNISH AND DELIVER THE FOLLOWING EQUIPMENT, MATERIAL, SUPPLIES OR SERVICES **FOB DESTINATION** CITY OF LONG BEACH.

SALES TAX: UNIT PRICES STATED HEREIN SHALL NOT INCLUDE SALES TAX.

SUMMARY OF BID ITEMS

PLEASE QUOTE PRICES FOR THE FOLLOWING **BID SECTIONS** FOR EACH CITY BUILDING.

PAYMENT TERMS: 30 days

BID SECTION

Bid Form

Date: May 21, 2014

Bidder: ABM Onsite Services

Gentlemen:

The undersigned, as Bidder, hereby declares the only person or persons interested in this bid as principal, or principals, is or are named herein, and that no person other than herein mentioned has any interest in this bid or in the Contract to be entered into; that this bid is made without connection with any other person, company, or parties making a bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that it has carefully examined the site of the services and understands the conditions and restrictions under which the services must be provided and the time within which the services must be performed, examined the Bid Bond; Faithful Performance Bond, Bid Form, Contract, General Conditions, Supplemental Conditions, Specifications and all other contract documents; and read all of the Addenda furnished prior to the bid due date.

The Bidder agrees, if this bid is accepted, to contract in the form of contract attached; to furnish all necessary tools, equipment, supplies, chemicals, means of transportation, labor, management, supervision, direction, services and incidentals necessary to perform and complete within the time specified the services covered by the contract; to furnish the prescribed Faithful Performance Bond for not less than one hundred percent (100%) of the total annual contract price; and to furnish evidence of the required insurance.

The bidder agrees that in *Schedule No. 3: Bid Sheet for Special Coverage*, *Schedule No. 4: Bid Sheet for Projects*, and *Schedule No. 5: Bid Sheet for Emergency Call-outs*, the numbers entered in column (1), *Estimated Unit Quantity*, are estimates only and may be increased or decreased as provided in the Contract Documents.

The bidder agrees to accept as full compensation for all services required to complete the Contract, the prices named therefore in *Schedule No. 1*, *Schedule No. 2 (if awarded)*, *Schedule No. 3: Bid Sheet for Special Coverage*, *Schedule No. 4: Bid Sheet for Projects (as requested by the City)*, and *Schedule No. 5: Bid Sheet for Emergency Call-outs*.

The Bidder further agrees not to withdraw this Bid for a period of sixty (60) days after the time and date set for receipt of bids.

BID SECTION

Definition of Bid Items in Schedule No. 1A: Bid Sheets for Routine Services
Bid Item R1 – Weekly Wages & Salaries for Laborers. Includes cost of laborers to perform the work based on the <i>Minimum Weekly Labor Hours</i> to be provided for the performance of Routine Services, and for <i>Minimum Weekly Training Hours</i> . Does <u>not</u> include the cost for the In-Lieu Health Payment.
Bid Item R2 - Weekly Fringe Benefits for Laborers. Includes cost of holidays, vacation, sick leave, health and welfare contribution, health insurance, life insurance, jury duty, funeral leave, pensions, and all other fringe benefits for Routine Services. If an In-lieu Health Payment is provided, the cost should be included here.
Bid Item R3 – Weekly Wages & Salaries for Supervisors. Includes cost of supervisors to supervise the work based on the <i>Minimum Weekly Labor Hours</i> to be provided for the performance of Routine Services. Does <u>not</u> include the cost for the In-Lieu Health Payment.
Bid Item R4 - Weekly Fringe Benefits for Supervisors. Includes cost of holidays, vacation, sick leave, health and welfare contribution, health insurance, life insurance, jury duty, funeral leave, pensions, and all other fringe benefits for Routine Services. If an In-lieu Health Payment is provided, the cost should be included here.
Bid Item R5 - Weekly Payroll Taxes and Insurance. Includes all taxes and insurance paid to Federal, State, County and City governments based on payroll such as Social Security, Federal Employment Insurance, State Unemployment Insurance, State Disability, Workers Compensations, etc. for Routine Services.
Bid Item R6 - Weekly Chemicals and Supplies. Includes cost of all chemicals and expendable supplies and related services used for Routine Services such as detergents, dust mops, cleaning cloths, dusting tools, vacuum cleaner bags, etc.
Bid Item R7 - Weekly Tools and Equipment. Includes the cost of all tools and equipment used for Routine Services such as vacuum cleaners, carts, spray bottles and their maintenance, service, replacement cost, etc.
Bid Item R8 - Weekly Overhead. Includes all fixed and variable overhead costs such as bookkeeping, recruiting, transportation, uniforms, corporate administration, and clerical support.
Bid Item R9 - Weekly Profit for Routine Services.
Bid Item R10 - The subtotal of <i>Bid Items R1, R2, R3, R4, R5, R6, R7, R8, and R9</i> .
Bid Item R11 - Weekly Salary for Contract Manager. Includes cost of the Contract Manager to provide a minimum of 20 hours per week toward the management and administration of the Contract.
Bid Item R12 - Weekly Fringe Benefits for Contract Manager. Includes cost of holidays, vacation, sick leave, health and welfare contribution, health insurance, life insurance, jury duty, funeral leave, pensions, and all other fringe benefits.
Bid Item R13 – Total Maximum Weekly Price for Routine Services for all Buildings. The Sum of <i>Bid Items R10, R11, and R12</i> .
Bid Item R14 – Total Maximum Annual Price for Routine Services for all Buildings. (<i>Bid Item R13 x 52 Weeks per year</i>).
Cost Per Labor Hour. Bid Item R10 divided by Minimum Weekly Labor Hours. This amount shall be entered into the corresponding item in <i>Schedule No. 2</i> .

BID SECTION

Bidder: <u>ABM Janitorial Services</u> Price effective 7/1/2014 - 12/31/2015										
Schedule No.2: Bid Sheet for Enhanced Services										
Bid Items	Development Services Dept.	Financial Mgmt. Dept.	Fire Dept.	Health & Human Services Dept.	Library Services Dept.	Long Beach Gas & Parks, Recreation & Marine Dept.	Police Dept.	Public Works.	Technology Services Dept.	
Additional Weekly Labor Hours	2.0	0.0	31.0	2.5	32.0	0.5	113.3	11.5	26.5	2.5
Cost Per Labor Hour (from the corresponding item in Schedule No.1) \$	15.96		15.96	15.96	15.96	15.96	15.96	15.96	15.96	15.96
Total Maximum Weekly Price (Additional Weekly Labor Hours Multiplied by Cost Per Labor Hour) \$	31.92		494.76	39.90	510.72	7.98	1,807.47	183.54	422.94	39.90

If awarded, these labor hours would be added to hours specified in Schedule No.1. The total labor hours specified for the enhanced service level are specified in Appendix D and the tasks and frequencies are specified in Appendix E.

BID SECTION

Bidder: <u>ABM Janitorial Services</u> Price effective 1/1/2016										
Schedule No.2: Bid Sheet for Enhanced Services										
Bid Items	Development Services Dept.	Financial Mgmt. Dept.	Fire Dept.	Health & Human Services Dept.	Library Services Dept.	Long Beach Gas & Oil Dept.	Parks, Recreation & Marine Dept.	Police Dept.	Public Works.	Technology Services Dept.
Additional Weekly Labor Hours	2.0	0.0	31.0	2.5	32.0	0.5	113.3	11.5	26.5	2.5
Cost Per Labor Hour (from the corresponding item in Schedule No.1) \$	17.46		\$ 17.46	\$ 17.46	\$ 17.46	\$ 17.46	\$ 17.46	\$ 17.46	\$ 17.46	\$ 17.46
Total Maximum Weekly Price (Additional Weekly Labor Hours Multiplied by Cost Per Labor Hour) \$	\$ 34.92		\$ 541.26	\$ 43.65	\$ 558.72	\$ 8.73	\$ 1,977.35	\$ 200.79	\$ 462.69	\$ 43.65

If awarded, these labor hours would be added to hours specified in Schedule No.1. The total labor hours specified for the enhanced service level are specified in Appendix D and the tasks and frequencies are specified in Appendix E.

BID SECTION

Formula for Computing Weekly Routine Services Charge By Contractor

ATW&SP = Actual Total Wages and Salaries Paid for actual laborer hours provided by Contractor as required in the Minimum required Staffing in the Specifications, in accordance with the Compensation Schedule in the Bid Form, and in conformance with the minimum hours to be provided for Laborers in Schedule No.1.

$$\begin{array}{l} \text{Actual} \\ \text{Weekly} \\ \text{Charge} \\ \text{For} \\ \text{Routine} \\ \text{Work for all} \\ \text{Buildings} \\ \text{in} \\ \text{Building} \\ \text{Group 1} \end{array} = \left[\begin{array}{c} \text{ATW\&SP} \\ \div \\ \text{(Bid Item} \\ \text{R1B} \\ \text{Totals for} \\ \text{all} \\ \text{Buildings} \\ \text{in Building} \\ \text{Group 1)} \end{array} \right] \times \left[\begin{array}{c} \$ \\ \text{(Bid Item R 11} \\ \text{Total for all} \\ \text{Buildings in} \\ \text{Building Group 1)} \end{array} \right] - \begin{array}{c} \text{Deductions} \\ \text{For Non-} \\ \text{Performance for} \\ \text{all Buildings in} \\ \text{Building Group 1} \end{array}$$

The *Actual Weekly Charge for Routine Services* shall not exceed *Bid Item R11*.

BID SECTION

Bidder: ABM Onsite Services			
Schedule No. 3 Bid Sheet for Special Coverage			
Laborers	(1) Estimated Unit Quantity	(2) Unit Bid Price	(3) Annual Bid Price (1) x (2)
Health & Human Services	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Long Beach Gas & Oil	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Parks, Recreation & Marine	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Public Works	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year

BID SECTION

Bidder: <u>ABM Onsite Services</u>			
Schedule No. 4 Bid Sheet for Projects - Laborers			
Laborers	(1) Estimated Unit Quantity	(2) Unit Bid Price	(3) Annual Bid Price (1) x (2)
Development Services	2 Hours	\$ 17.00 Per Hour	\$ 34.00 Per Year
Fire	8 Hours	\$ 17.00 Per Hour	\$ 136.00 Per Year
Health & Human Services	6 Hours	\$ 17.00 Per Hour	\$ 102.00 Per Year
Library Services	120 Hours	\$ 17.00 Per Hour	\$ 2,040.00 Per Year
Long Beach Gas & Oil	2 Hours	\$ 17.00 Per Hour	\$ 34.00 Per Year
Parks, Recreation & Marine	110 Hours	\$ 17.00 Per Hour	\$ 1,870.00 Per Year
Police	2 Hours	\$ 17.00 Per Hour	\$ 34.00 Per Year
Public Works	8 Hours	\$ 17.00 Per Hour	\$ 136.00 Per Year
Technology Services	8 Hours	\$ 17.00 Per Hour	\$ 136.00 Per Year

Bidder: <u>ABM Onsite Services</u>			
Schedule No. 4 Bid Sheet for Projects - Floors			
	(1) Estimated Unit Quantity	(2) Unit Bid Price	(3) Annual Bid Price (1) x (2)
Shampoo Carpets	50,000 Hours	\$ 0.07 Per Hour	\$ 3,500.00 Per Year
Strip & Refinish Floors	50,000 Hours	\$ 0.09 Per Hour	\$ 4,500.00 Per Year

BID SECTION

Bidder: <u>ABM Onsite Services</u>			
Schedule No. 4 Bid Sheet for Projects - Laborers			
Laborers	(1) Estimated Unit Quantity	(2) Unit Bid Price	(3) Annual Bid Price (1) x (2)
Development Services	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Financial Management	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Fire	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Health & Human Services	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Library Services	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Long Beach Gas & Oil	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Parks, Recreation & Marine	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Police	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Public Works	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year
Technology Services	10 Hours	\$ 17.00 Per Hour	\$ 170.00 Per Year

BID SECTION

Compensation Schedule

The City and Contractor agree that in order to meet the obligations of this Contract, a stable supervisory and work force must be maintained and the foregoing contribute to the same.

As a minimum, the Contractor shall pay the wages and salary rates defined below to his employees performing services under this Contract:

Enter the minimum salaries, wages and fringe benefits below.		
	Salaries & Wages	Fringe Benefits
Contract Manager	\$ 601.00 (Per Week)	\$ 83.55 (Per Week)
Contract Supervisor	\$ 18.00 (Per Hour)	\$ 1.75 (Per Hour)
Contract Laborers	\$ 9.00 (Per Hour)	\$ 1.75 (Per Hour)

BID SECTION

Bidder's Questionnaire

1. Name of Company ABM Onsite Services
-
2. Address 165 Technology Drive, Suite 100
Irvine, CA 92618
-
3. Area Code/Phone Number
949 / 585-5900
4. Is your Company a Corporation X, Partnership _____, or individually owned _____?
If incorporated, in what state? Delaware _____?

5. Give names and titles of persons of authority in your organization. If partnership, list all partners and the percentage owned by each partner.

Please see attached Corporate Officer List

6. What types of services do you provide other than cleaning?
Engineering, Security, Energy Solutions and Parking Services
7. How long has your organization been in business under your present name? 5 months
Former names, if any ABM Services, Inc.;
ABM Janitorial Services - Southwest, Inc.

How long under former names? ABM was first started in 1909 with various iterations over the years.

8. Affiliated companies (If parent company, list subsidiaries and divisions. If subsidiary or division, name of parent company, its principals and their addresses):
ABM Onsite Services - West, Inc. is a subsidiary of
ABM Industries, Inc.
Other ABM Brands include: AirServ, Diversco, OneSource Landscape and
Golf Services and Southern Management.

9. What are your craft labor affiliations?
ABM is affiliated with SEIU Local 1877 in Southern California.
Other industry organizations and affiliations include:
AAAE, ASHRAE, BOMA, BSCAI, CREW, CoreNet, IREM, NACORE, ICSC, IDA,
IFMA, ISSA, NACUBO, NAESCO, PRSM, SAME, SMA and the US Green
Building Council.

BID SECTION

Bidder's Questionnaire - continued

10. What surety companies have furnished bonds for you in the past?

ACE, Liberty Mutual and Travelers Insurance.

11. What are your bond limits? \$135M Aggregate and \$10M Single

12. Are there any judgments, suits or claims pending against your firm? ↙ If so, submit brief details on a separate sheet and attach. Please refer to Statement of Finances & Liabilities.

13. Are there any liens for labor or material filed on any of your work? None If so, submit brief details on a separate sheet and attach.

14. Please furnish the following:

List the organizations or firms, their addresses, contacts, phone numbers, and approximate square feet cleaned for all current customers in the Long Beach area and a representative sample of current customers (see attachment, pg. 10).

List the organizations or firms, their addresses, contacts, phones numbers, and approximate square feet for all previous customers for whom your services have been discontinued for any reason within the past six months (see attachment, pg. 11).

Corporate Directors

ABM Onsite Services - West, Inc.

Directors:

Henrik C. Slipsager
Director
551 Fifth Avenue, Suite 300
New York, NY 10176

James S. Lusk
Director
551 Fifth Avenue, Suite 300
New York, NY 10176

James P. McClure
Director
1111 Fannin, Suite 1500
Houston, TX 77002

Officers:

James P. McClure
President & Chief Executive Officer
1111 Fannin, Suite 1500
Houston, TX 77002

Dale R. Elkins
President, OneSource Landscape
11301 Reames Road
Charlotte, NC 28269

Jan P. Kaupas
Executive Vice President
420 Feheley Drive
King of Prussia, PA 19408

Nancy Collins
Vice President – Risk Management
1775 The Exchange, 6th Floor
Atlanta, GA 30339

Rene Jacobsen
Executive Regional Vice President, ABM Janitorial
Services
830 Riverside Parkway, Suite 20
West Sacramento, CA 95605

James Heberlein
Vice President – Finance, OneSource Landscape
1111 Fannin, Suite 1500
Houston, TX 77002

Robert A. Juestel
Senior Vice President & Chief Financial Officer
600 Harrison St., Suite 600
San Francisco, CA 94107

James Altieri
Regional Vice President, ABM Janitorial Services
1150 S. Olive St., 19th Floor
Los Angeles, CA 90015

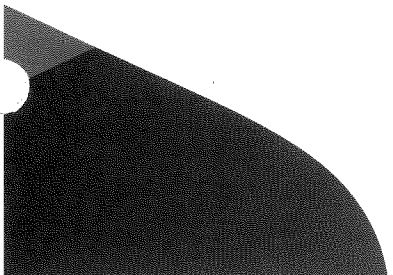
Robert G. Avant
Vice President – Tax
8101 W. Sam Houston Pkwy S., Suite 150
Houston, TX 77002

D. Anthony Scaglione
Treasurer
551 Fifth Avenue, Suite 300
New York, NY 10176

Sarah H. McConnell
Secretary
551 Fifth Avenue, Suite 300
New York, NY 10176

Barbara L. Smithers
Assistant Secretary
551 Fifth Avenue, Suite 300
New York, NY 10176

Christopher Bouvier
Assistant Secretary
1111 Fannin, Suite 1500
Houston, TX 77002



Current Customers in the Long Beach Area

REMOVED

Discontinued Customers in Previous 6 Months

REMOVED

Bidder: ABM Onsite Services

Conflict of Interest ABM has no conflict of interest to declare.

All Bidders must disclose in the space provided below the name of any officer, director, or agent who is also an employee of The City. Further, all Bidders must disclose the name of any City Employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches.

<u>Name</u>	<u>Interest or position</u>	<u>Amount of ownership</u>
<hr/>		

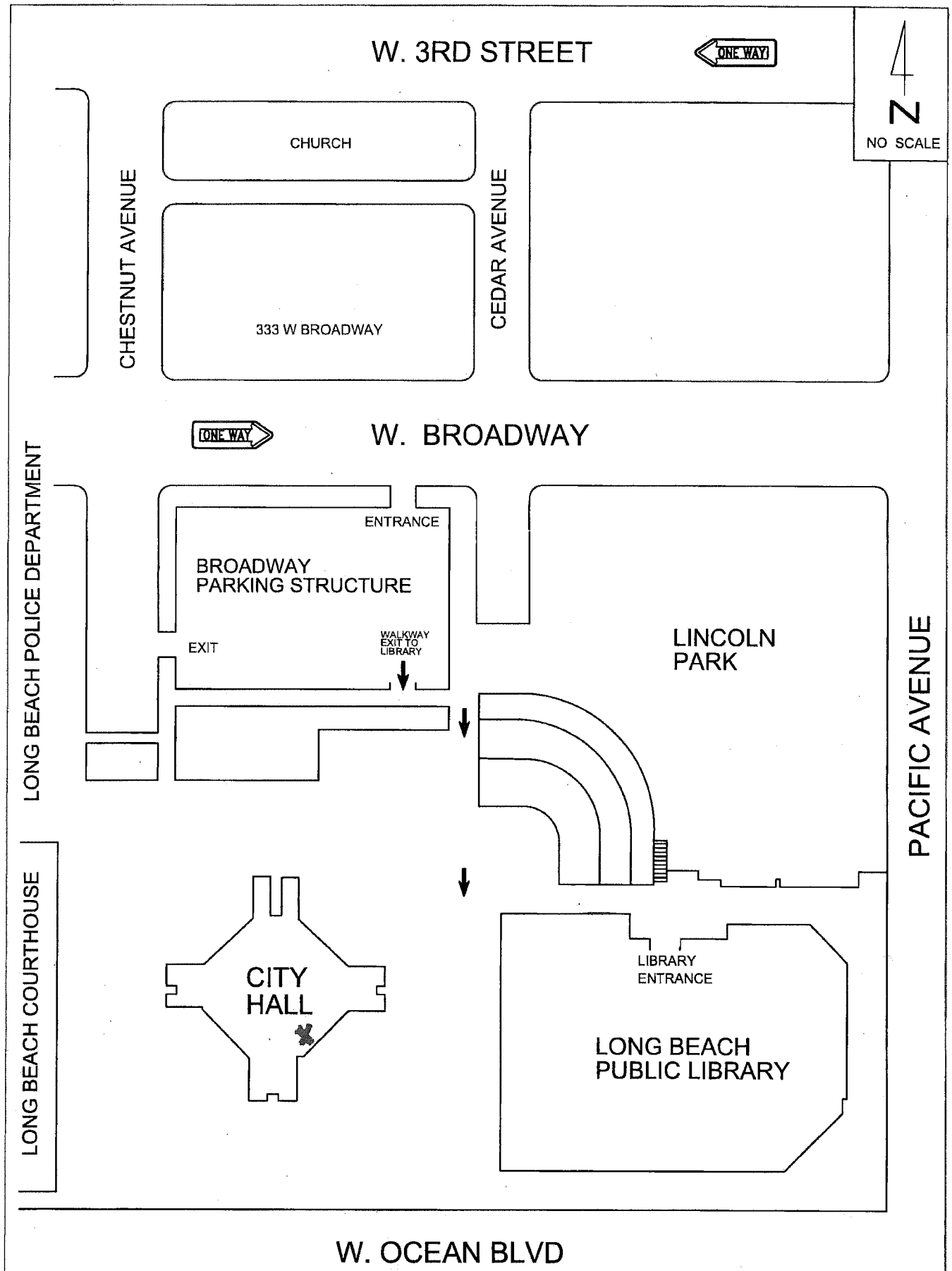
Acknowledgment of Addenda

Addendum	Date	Signature
No. _____	_____	_____
No. _____	_____	_____
No. _____	_____	_____
No. _____	_____	_____
No. _____	_____	_____
No. _____	_____	_____

ATTACHMENT A

MAP OF CIVIC CENTER

MANDATORY PRE-BID CONFERENCE IS LOCATED IN CITY HALL. THERE IS 30 MINUTES FREE PARKING IN THE CIVIC CENTER PARKING STRUCTURE OFF OF BROADWAY AND CHESTNUT OR OTHER PARKING IN THE AREA.



ATTACHMENT B

NON-MANDATORY SITE VISIT SCHEDULE

**ATTACHMENT B
Non-Mandatory Site Visit Schedule**

Item	Building	Department	Address	Date	Time	Notes:
1	Neighborhood Resources Center	Development Services	425 Atlantic Ave	Various	Various	Open to the Public
2	Emergency Communications Operations Center	Disaster Communications	2990 Redondo Ave	4/24/2014	9:00 AM - 11:00 AM	Contact 8-9250 from the Visitor's Pedestrian Gate
3	Administrative Headquarters	Fire	3205 Lakewood Blvd	4/22 - 4/24	7:30 AM - 11:30 AM and 1:30 PM to 3:30 PM	None
4	Fire Training Center	Fire	2249 Argonne Ave	4/22/2014	8:00 AM - 12:00 PM	None
5	Housing Authority	Health & Human Services	521 E 4th St	4/22/2010	10:00 AM - 12:00 PM	Please check in at Front Counter. Contact Cindy Acero, phone: 562-570-6169 or Laurie Sharp, phone: 562-570-5490
6	Various Libraries	Library Services	Various	Various	Various	Open to the Public (All locations closed on Sundays and Mondays). Please refer to the website: www.lbpl.org for specific site open hours and locations.
7	SERRF Administration	Long Beach Gas & Oil	120 Henry Ford Ave	4/22 & 4/23 ONLY	7:30 AM - 4:30 PM	None
8	Various Parks Locations	Parks, Recreation & Marine	Various	Various	Various	Open to the Public
9	Senior Center	Parks, Recreation & Marine	1150 E 4th St	Various	Various	Open to the Public Mondays - Fridays 8:00 AM - 4:30 PM and Saturdays 10:00 AM - 4:00 PM
10	East Division	Police Department	4800 Los Coyotes Diagonal	4/23/2014	10:00 AM - 12:00 PM	Please call Nikki Poling, phone: 562-570-5882 or Kerry Parker, phone 562-570-5879 for entrance to the building.
11	Environmental Services Bureau	Public Works, Environmental Services Bureau	2929 E Willow	4/22 - 4/24	9:00 AM - 11:00 AM	All Visitors should park off of Willow St (east of Temple St) and check in with the receptionist at the front counter. Please contact Norma Sanchez, phone 562-570-2851 if any questions
12	San Francisco Yard-Street Maintenance	Public Works, Public Services Bureau	1651 San Francisco Ave	4/22/2014	9:00 AM - 5:00 PM	Site Contact: Pat Hachtel, phone: 562-570-2801

ATTACHMENT B
Non-Mandatory Site Visit Schedule

13	San Francisco Yard-Facilities Management	Public Works, Public Services Bureau	1651 San Francisco Ave	4/22/2014	9:00 AM - 5:00 PM	Site Contact: Pat Hachtel, phone: 562-570-2801
14	Street Graffiti Office (at Veterans Park)	Public Works, Public Services Bureau	101 E Spring St	4/22/2014	10:00 AM - 2:00 PM	Site Contact: Lani Leota, phone: 562-570-8262
15	Traffic Ops	Public Works, Public Services Bureau	2400 E Spring St/Bldg 560	4/22/14	10:00 AM - 12:00 PM	Site Contact: Dave Roberts, 562-570-2766
16	Wireless Communications	Technology Services	5580 Cherry Ave	4/22 - 4/24	8:00 AM - 10:45 AM	Site Contact: John Black, phone: 562-570-4801

ATTACHMENT C

CERTIFICATION OF SITE EXAMINATION

ATTACHMENT C

CITY OF LONG BEACH

CERTIFICATION OF SITE EXAMINATION

Each Bidder shall be fully informed of the conditions relating to the construction of the Work and the employment of labor thereon. Failure to do so will not relieve a successful Bidder of this obligation to furnish all material and labor necessary to carry out the provisions of this Contract.

Each Bidder shall examine the site(s) for the Work described herein to its satisfaction. Bidders shall have the option to attend non-mandatory inspections of the building and sites.

This is to certify that I have examined the subject buildings and sites to my satisfaction and the bid is complete and there will be no additional payment for failure to examine the building(s) and site(s) thoroughly.

Date of Site Examination Company

Ted Reynoso, Branch Manager

Printed

Name of Company Representative



Signature of Representative

Date

5/21/14

ATTACHMENT D

**Sample Faithful Performance Bond
(Does not need to be completed until after the award)**

BID NO. LB14-065
BOND NO. 070013143

BOND FOR FAITHFUL PERFORMANCE

KNOW ALL MEN BY THESE PRESENTS: THOSE we,
ABM Onsite Services – West, Inc.
As PRINCIPAL, and Liberty Mutual Insurance Company Located at Boston, MA, a corporation, incorporated under the laws of the State of NH. Admitted as a surety in the State of California and authorized to transact business in the State of California, as SURETY, are held and firmly bound unto the **CITY OF LONG BEACH, CALIFORNIA**, a municipal corporation, in the sum of One Million Seven Thousand Seven Hundred Thirty-Eight and No/100s DOLLARS (\$ \$1,007,738.00**), lawful money of the United States of America, for the payment of which sum, well and truly to be made, we bind ourselves, our respective heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, said Principal has been awarded and is about to enter the annexed contract (incorporated herein by this reference) with said City of Long Beach for the ITB LB14-065 - Provide Custodial Services (CITYWIDE). And is required by said City to give this bond in connection with the execution of said contract;

NOW, THEREFORE, if said Principal shall well and truly keep and faithfully perform all of the covenants, conditions, agreements and obligations of said contract on said Principal's part to be kept, done and performed, at all times and in the manner specified therein, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any modifications, alterations, or changes which may be made in said contract, or in the work to be done, or in the services to be rendered, or in any materials or articles to be furnished pursuant to said contract, or the giving by the City of any extension of time for the performance of said contract, or the giving of any other forbearance upon the part of either the City or the Principal to the other, shall not in any way release the Principal or the Surety, or either of them, or their respective heirs, administrators, executors, successors or assigns, from any liability arising hereunder, and notice to the Surety of any such modifications, alterations, changes, extensions or forbearances is hereby waived. No premature payment by said City to said Principal shall release or exonerate the Surety unless the officer of said City ordering the payment shall have actual notice at the time the order is made that such payment is in fact premature, and the only to the extent that such payment shall result in actual loss to the Surety, but in no event in an amount more than the amount of such premature payment.

IN WITNESS WHEREOF, the above named Principal and Surety have executed, or caused to be executed, this instrument with all of the formalities required by law on this 8th day of October, 20 14.

ABM Onsite Services – West, Inc.
CONTRACTOR / PRINCIPAL
By: [Signature]
Name: Lu Ann Brinkley, Director Insurance Services
Title: _____

Liberty Mutual Insurance Company
SURETY
By: [Signature]
Name: Simone Gerhard
Title: Attorney-In-Fact
Telephone: 213 630 1386

By: [Signature]
Name: Christopher B. Bouvier
Title: Assistant Secretary

Approved as to form this 4th day of Nov, 20 14
Charles Parkin, City Attorney
By: [Signature] Deputy

approved as to sufficiency this 7th day of November, 20 14
[Signature] Assistant City Manager
By: _____ City Manager/City Engineer

- Note: 1. Both PRINCIPAL AND SURETY before a Notary Public and a Notary's certificate must acknowledge execution of this bond Certificate of Acknowledgment must be attached.
2. A corporation must execute the bond by 2 authorized officers and, if executed by a person not listed in Sec. 313, Calif. Corporate Code, then a certified copy of a resolution of its Board of Directors authorizing execution must be attached.

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6165413

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Ashraf Elmasry; B. Aleman; Daravy Mady; Edward C. Spector; James Ross; KD Conrad; Kristine Mendez; Lisa K. Crail; Marina Tapia; Misty Wright; Paul Rodriguez; Simone Gerhard; Tracy Aston

all of the city of Los Angeles state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of June, 2013

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

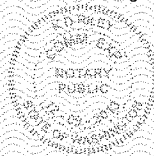
By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary



STATE OF WASHINGTON ss
COUNTY OF KING

On this 12th day of June, 2013, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: KD Riley
KD Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this OCT 08 2014 day of 20



By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6165426

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

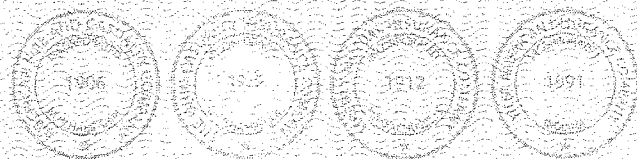


POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Ashraf Elmasry; B. Aleman; Daravy Mady; Edward C. Spector; James Ross; KD Conrad; Kristine Mendez; Lisa K. Crail; Marina Tapia; Misty Wright; Paul Rodriguez; Simone Gerhard; Tracy Aston

all of the city of Los Angeles state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of June, 2013.



American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

STATE OF WASHINGTON ss
COUNTY OF KING

On this 12th day of June, 2013, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: KD Riley
KD Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this day of MAY 09 2013



By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or individual value guarantees.

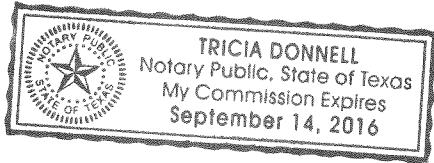
To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

Certificate of Acknowledgement

State of Texas §
 § SS.
County of Harris §

On October 23, 2014, before me, Tricia Donnell, Notary Public, personally appeared Christopher B. Bouvier, Assistant Secretary of ABM Onsite Services – West, Inc., personally known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument, the person, or the entity upon behalf of which the person acted, executed the document.

WITNESS my hand and official seal.



Tricia Donnell
Tricia Donnell
Notary Public

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

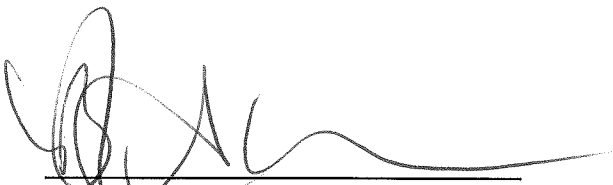
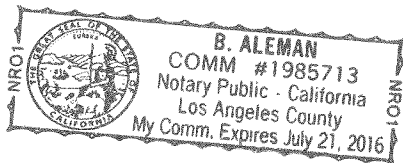
State of California

County of Los Angeles

On OCT 08 2014 before me, B. Aleman, Notary Public, personally appeared Simone Gerhard who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(ies), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



B. Aleman, Notary Public

State of Georgia

County of Cobb

On October 27, 2014 before me, Camela Stephens, Notary Public, personally appeared Lu Ann Brinkley who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Georgia that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Camela Stephens

CAMELA STEPHENS

Notary Public, Cobb County, Georgia

My Commission Expires Dec. 12, 2016

ATTACHMENT E

BIDDER BOND FORM

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

FILE COPY

State of California

County of Los Angeles

MAY 09 2014

On _____ before me, Tracy Aston, Notary Public, personally appeared Simone Gerhard who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity(ies), and that by her signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



A handwritten signature in cursive script, appearing to read "Tracy Aston".

Tracy Aston, Notary Public

ATTACHMENT F

EQUAL BENEFITS ORDINANCE (EBO) COMPLIANCE CERTIFICATION FORM

**CERTIFICATION OF COMPLIANCE WITH THE
EQUAL BENEFITS ORDINANCE**

Section 1. CONTRACTOR/VENDOR INFORMATION

Name: ABM Onsite Services Federal Tax ID No. [REDACTED]
Address: 165 Technology Drive, Suite 100
City: Irvine State: CA ZIP: 92618
Contact Person: Ted Reynoso Telephone: 714-932-3522
Email: ted.reynoso@abm.com Fax: 866-422-3958

Section 2. COMPLIANCE QUESTIONS

- A. The EBO is inapplicable to this Contract because the Contractor/Vendor has no employees. Yes x No
- B. Does your company provide (or make available at the employees' expense) any employee benefits? x Yes No
(If "yes," proceed to Question C. If "no," proceed to section 5, as the EBO does not apply to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee?
 x Yes No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee?
 x Yes No (If you answered "no" to both questions C and D, proceed to section 5, as the EBO is not applicable to this contract. If you answered "yes" to both Questions C and D, please continue to Question E. If you answered "yes" to Question C and "no" to Question D, please continue to section 3.)
- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of an employee? x Yes No
(If "yes," proceed to section 4, as you are in compliance with the EBO. If "no," continue to section 3.)

Section 3. PROVISIONAL COMPLIANCE

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:

 By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or

 At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or

____ Upon expiration of the contractor's current collective bargaining agreement(s).

- B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? (The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.)
____ Yes ____ No

Section 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statement, etc.) to verify that you do not discriminate in the provision of benefits.

Section 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Long Beach Municipal Code and in the terms of the contract of purchase order with the City.

Executed this 20th day of May, 2014, at San Francisco, _____

Name Rene Jacobsen

Signature 

Title Executive Vice President

Federal Tax ID No. 

EQUAL BENEFITS ORDINANCE DISCLOSURE FORM

As a condition of being awarded a contract with the City of Long Beach ("City"), the selected Contractor/Vendor ("Contractor") may be required during the performance of the Contract, to comply with the City's nondiscrimination provisions of the Equal Benefits Ordinance ("EBO") set forth in the Long Beach Municipal Code section 2.73 et seq. The EBO requires that during the performance of the contract, the Contractor shall provide equal benefits to its employees with spouses and employees with domestic partners. Benefits include but are not limited to, health benefits, bereavement leave, family medical leave, membership and membership discounts, moving expenses, retirement benefits and travel benefits. A cash equivalent payment is permitted if an employer has made all reasonable efforts to provide domestic partners with access to benefits but is unable to do so. A situation in which a cash equivalent payment might be used if where the employer has difficulty finding an insurance provider that is willing to provide domestic partner benefits.

The EBO is applicable to the following employers:

- For-profit employers that have a contract with the City for the purchase of goods, services, public works or improvements and other construction projects in the amount of \$100,000 or more
- For-profit entities that generate \$350,000 or more in annual gross receipts leasing City property pursuant to a written agreement for a term exceeding 29 days in any calendar year

Contractors who are subject to the EBO must certify to the City before execution of the contract that they are in compliance with the EBO by completing the EBO Certification Form, attached, or that they have been issued a waiver by the City. Contractors must also allow authorized City representatives access to records so the City can verify compliance with the EBO.

The EBO includes provisions that address difficulties associated with implementing procedures to comply with the EBO. Contractors can delay implementation of procedures to comply with the EBO in the following circumstances:

- 1) By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or
- 2) At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or
- 3) Upon expiration of the contractor's current collective bargaining agreement(s).


Compliance with the EBO

If a contractor has not received a waiver from complying with the EBO and the timeframe within which it can delay implementation has expired but it has failed to comply with the EBO,

the Contractor may be deemed to be in material breach of the Contract. In the event of a material breach, the City may cancel, terminate or suspend the City agreement, in whole or in part. The City also may deem the Contractor an irresponsible bidder and disqualify the Contractor from contracting with the City for a period of three years. In addition, the City may assess liquidated damages against the Contractor which may be deducted from money otherwise due the Contractor. The City may also pursue any other remedies available at law or in equity.

By my signature below, I acknowledge that the Contractor understands that to the extent it is subject to the provisions of the Long Beach Municipal Code section 2.73, the Contractor shall comply with this provision.

Printed Name: James M. Altieri Title: Regional Vice President

Signature:  Date: May 19, 2014

Business Entity Name: ABM Onsite Services - West, Inc.

ATTACHMENT G

DEBARMENT CERTIFICATION



City of Long Beach
Purchasing Division
333 W Ocean Blvd/7th Floor
Long Beach CA 90802

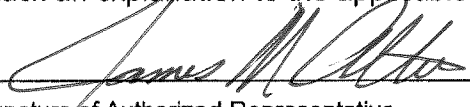
Debarment, Suspension, Ineligibility Certification

(Please read attached *Acceptance of Certification and Instructions for Certification* before completing)

This certification is required by federal regulations implementing Executive Order No. 12549

1. The potential recipient of Federal assistance funds certifies, by submission of proposal, that:
 - Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - Have not within three (3) year period preceding this bid/agreement/proposal had a civil judgment rendered against them for commission of fraud or been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Are not presently or previously indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the above paragraph of this certification; and
 - Have not within a three (3) year period preceding this bid/agreement/proposal had one or more public (Federal, State, or local) transactions terminated for cause of default.

2. Where the potential prospective recipient of Federal assistance funds is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to the applicable bid/agreement/proposal.



Signature of Authorized Representative

James M. Altieri, Regional Vice President

Title of Authorized Representative

ABM Onsite Services - West, Inc.

Business/Contractor/ Agency

May 19, 2014

Date



City of Long Beach
Purchasing Division
333 W Ocean Blvd/7th Floor
Long Beach CA 90802

Acceptance of Certification

1. This bid/agreement/proposal or like document has the potential to be a recipient of Federal funds. In order to be in compliance with Code of Federal Regulations, the City requires this completed form. By signing and submitting this document, the prospective bidder/proposer is providing the certification and acknowledgement as follows:
2. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
3. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
4. The potential recipient of Federal assistance funds agrees by submitting this bid/agreement/proposal or like document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

Instructions for completing the form, Attachment –Debarment Certification

1. The City of Long Beach sometimes receives Federal funding on certain purchases/projects. To ensure that the City is in compliance with Federal regulations we require this form to be completed.
2. The City of Long Beach checks the System for Award Management at www.sam.gov to make sure that Contractors who are awarded City contracts and/or purchase orders are not debarred or suspended. Prospective contractors should perform a search on this website for your company and or persons associated with your business.
3. If your business is in compliance with the conditions in the form, please have the appropriate person complete and sign this form and return with your bid/proposal/agreement.
4. If at anytime, your business or persons associated with your business become debarred or suspended, we require that you inform us of this change in status.
5. If there are any exceptions to the certification, please include an attachment. Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception, indicate to whom it applies, initiating agency and dates of action.
6. Note: Providing false information may result in criminal prosecution or administrative sanctions.

***If you have any questions on how to complete this form, please contact the
City of Long Beach, Business Relations, Purchasing Division at 562-570-6200***

ATTACHMENT H

SMALL BUSINESS ENTERPRISE (SBE) GOAL

There will be a combined SBE/VSBE/LSBE goal of 5% on this contract.



City of Long Beach Department of Financial Management
Purchasing Division
333 W Ocean Blvd. 7th floor, Long Beach, California 90802
p 562.570.6200

INSTRUCTIONS ON HOW TO BECOME CERTIFIED AS A SMALL BUSINESS

There is a combined Small Business Enterprise (SBE) goal associated with this project. Please fill out the attached form COLB Commitment Plan to show your percentage of participation as a small business for this project. Please go to our website at www.longbeach.gov/purchasing and edit your profile, if you have not already done so, to make sure you become certified with the City of Long Beach as a small business. If your company is not eligible to become a small business, please perform the good faith effort. Please see a sample of the place where you can be certified on Planetbids.

FORM FROM LM (VENDOR ID: 124377)

Company Info	Additional Addresses	Classifications/Licenses	Other Business Info	Category/Description	Emergency Operations	Small Business Certification
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Would you like to be certified as a Small Business? YES NO

Small Business (SBE) Certification Status

Current Status

Classification Categories

at least one category must be chosen

Financial Year Information

Gross Annual Receipts for
2010
2009
3 Year Average Gross Receipts
Fiscal Year Begins

Business Affiliation

During the previous three (3) Tax Years, this owner:

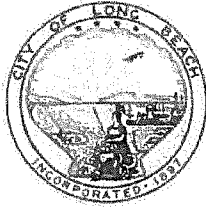
YES NO had ownership interest in another business

YES NO performed management duties for another business

YES NO had a family member(s) engaged in a similar business

YES NO had a financial relationship with another business consisting of loans, and/or assistance to meet bonds, security or other requirements

YES NO shared employees, facilities, equipment or systems with another business



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT
Business Relations Bureau

SMALL BUSINESS ENTERPRISE (SBE) PROGRAM

PARTICIPATION INSTRUCTIONS

Rev. July 28, 2009

PROJECT:

INSTRUCTIONS TO BIDDERS

SUMMARY

This Small Business Enterprise ("SBE") Program shall apply to all City Manager Departments, in accordance to Ordinance #ORD-09-0005, adopted April 7, 2009 and enacted on May 13, 2009 (Attachment A).

Each prospective bidder who is successful in a bid to provide goods or services to the City must comply with the City's SBE policy.

I. Small Business Enterprise (SBE) Certification

Only those Small Business Enterprises certified by City of Long Beach Business Relations Bureau shall be eligible for the fulfillment of the SBE participation goal. SBE listings may be obtained from the Department of Financial Management, Business Relations Bureau, Purchasing Division. If a Small Business Enterprise elects to compete for city business without being certified as such, they may do so, but any bid submitted will not be counted towards fulfillment of the SBE participation goal.

An SBE desiring certification with the City of Long Beach must complete the online certification process. The online certification process can be viewed and completed at the following link:

<http://www.longbeach.gov/purchasing>

Upon receipt, the Business Relations Bureau will review the application and determine SBE certification status. In addition, the vendor will be eligible to receive notices to bid on their selected commodities or services.

II. SBE Participation Goal

The Long Beach City Council has established an overall 20% goal in all procurement categories for Small Business Enterprise program participation with the following City Manager Departments:

- Department of Public Works
- Department of Gas & Oil
- Department of Parks, Recreation and Marine

The exception of goals established by the Manager of Business Relations Bureau on a contract-by-contract basis based on market availability and useful function within the contract.

The SBE Participation goal can be achieved in the following manner(s):

- a) **Non-SBE prime contractors/consultants** shall meet the combined SBE/VSBE/LSBE participation goal, or document and submit an acceptable good faith effort, for their bid or proposal to be deemed responsive.
- b) **SBE & LSBE prime contractors/consultants** are deemed to have met the SBE component of the combined SBE/LSBE participation goal, but shall meet the VSBE component of the goal, or document and submit an acceptable good faith effort, for their bid or proposal to be deemed responsive.
- c) **VSBE prime contractors/consultants** are deemed to have met both components of the combined SBE/VSBE participation goal.

Small Business Enterprises – Eligibility Requirements

I. SBE, VSBE and LSBE Eligibility

- a) **SBE** eligibility is determined utilizing federal U.S. Small Business Administration (SBA) size standards either by the average gross annual revenue or by the number of employees, based on North American Industrial Classification System (NAICS) codes. The current table of size standards can be accessed on the SBA website at www.sba.gov/ca/la. Examples of maximum gross annual revenue averaged over the past three years to qualify as an SBE: general contractor \$33.5 million; specialty trade contractor \$14.0 million; engineering services \$4.5 million.
- b) **VSBE** eligibility is determined utilizing maximum allowable annual gross revenues consistent with those of the State of California's Department of General Services' "micro-business" designation. The current guidelines for this designation can be accessed on the State of California's website at <http://www.pd.dgs.ca.gov/smbus/default.htm>.
- c) Local Small Business Enterprise (**LSBE**) eligibility shall be determined by the criteria established in Municipal Code section 2.84.030, subdivisions (1) and (2), <http://www.municode.com/resources/gateway.asp?pid=16115&sid=5> in addition to the SBE eligibility criteria described in section a, above.

SBE/VSBE/LSBE Good Faith Effort

Good Faith Effort Evaluation Criteria for Contracts

A proposer whose proposal/SOQ fails to meet the SBE, VSBE or LSBE participation goal shall be found responsive if an acceptable Good Faith Effort (GFE) is demonstrated. The GFE should be submitted in a letter or memo showing the following information and attaching the related documentation in the bid packet. The following criteria shall be used in evaluating a proposer's GFE:

1. **Attend Pre-Proposal Meeting:** The proposer submitted written evidence that he/she attended the pre-proposal conference.

Tip: To receive credit for attending the pre-proposal meeting, the attendee must be a person who will be directly involved with the project, i.e., owner, project manager, etc. A copy of the sign-in sheet must be submitted. If no pre-proposal meeting is held, the proposer will receive 10 points credit for this criterion.

2. **Subdivide the Work:** The proposer prepared and followed a plan to subdivide the work into disciplines or work elements that could be economically performed by small businesses. It is the proposer's responsibility to demonstrate that sufficient work was made available to SBEs, VSBEs and LSBEs to meet contract requirements (combined SBE/VSBE/LSBE goal established for that contract).

Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE, VSBE and LSBE participation. For example:

<i>Name of Project:</i>	<i><u>Pipeline Relocation Design</u></i>
<i>Work Elements:</i>	<i>Civil engineering – 70%</i>
	<i>Geotechnical – 10%</i>
	<i>Structural engineering – 10%</i>
	<i>Mechanical engineering – 10%</i>

3. **Advertise:** The proposer submitted written evidence of commercial advertising for small business subconsultants, subcontractors, vendors and/or suppliers at least 14 calendar days prior to the proposal/SOQ due date. A copy of the advertisement, showing the advertisement date(s), name of publication, type of work and amount of work being solicited, must be provided.

Tip: A copy of the advertisement must be provided, including the date(s) of advertisement and name of the publication.

4. **Use Public Databases:** The proposer submitted written evidence of using the City's SBE/VSBE/LSBE database, small business, minority business, and

women-owned business associations, and chambers of commerce to help solicit small businesses. In addition, databases from the agencies below are available.

- Metropolitan Water District
<http://www.mwdh2o.com/mwdh2o/pages/business/business01.html>
- Los Angeles Community College District
http://www.build-laccd.org/bidding_and_contracting/index.asp?pg=oao

5. **Provide Relevant Information to Small Businesses:** The proposer submitted written evidence that he/she has provided interested small businesses with information about the requirements of the contract at least 14 calendar days prior to the proposal/SOQ due date.

Tip: Submitting the information included in the ad copy and also in direct written solicitations satisfies this requirement.

6. **Directly Solicit Small Businesses:** The proposer submitted written evidence of directly soliciting small business subconsultants. A copy of the written notices sent directly to SBEs, VSBEs and LSBEs must be provided. A direct solicitation should include the type of work, amount of work, and a brief specific description of the work being solicited.

Tip: Written evidence must include the following information: name of agency, name of project, company name, scope of work required, date of contact, method of contact (in-person, phone, fax, email), person contacted, result of contact (waiting for response, waiting for proposal/SOQ, left message, no answer, etc.).

7. **Conduct Follow-Up:** The proposer submitted written evidence of specific activities used to follow up initial solicitations in preparing the proposal/SOQ.

Tip: Follow-up activities must include documentation of repeat contact efforts if the first contact was unsuccessful.

8. **Offer Assistance:** The proposer demonstrated that he/she has offered to assist small businesses in obtaining bonding, insurance or equipment.

Tip: Negotiations include give-and-take by both parties with the intention of reaching a mutually satisfactory agreement. This includes responding in writing to proposals/SOQs from small businesses.

9. **Negotiate:** The proposer submitted written evidence that he/she has negotiated in good faith with interested small businesses. Documentation must include company name, contact person, method of contact, and specific items that were

negotiated (scope of work, materials, equipment, insurance, bonding, personnel, timing of project, etc.)

Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy and also in direct written solicitations satisfies this requirement.

- 10. Document proposal (price) and negotiation results:** For any negotiations which were unsuccessful and/or proposals received but not accepted, the proposer submitted the unsuccessful proposer's company name, telephone number, contact person, price proposed, and the reason for rejecting the proposal. If price was the reason for rejecting the proposal, the proposer listed the price proposed by both the SBE/VSBE and the low proposer for that element of work.

Note: For successful proposals/SOQs, Contractor must submit the name of the successful proposer(s) on COLB Form SBE-2P - SBE/VSBE Commitment Plan for Professional Services Contracts. Please refer to the ITB or RFP for submittal deadlines.

Each of the 10 criteria will be assigned 10 points and will be graded with 0 or 10 points; there is no partial credit. The proposer must achieve a score of 70 out of a possible 100 points in order for the SBE Administrator to determine that the proposer has made an acceptable GFE.

SBE/VSBE/LSBE Commitment Plan

For SBE designated contracts, prime contractors must submit a completed SBE Commitment Plan Form (Attachment B) to the City of Long Beach, Business Relations Bureau listing information for each SBE used for contract goal satisfaction or a good faith effort explaining why the goal could not be reached. The Business Relations Bureau will approve the initial SBE commitment or good faith effort submitted by the prime contractor. The Business Relations Bureau office is responsible for approving any revisions to the contract SBE commitment approved by City of Long Beach.

For a prime contractor to request a revision to its approved contract SBE commitment, it must submit a Substitution Replacement Form (Attachment C) to the City for approval. (Contact Business Relations Bureau at [562] 570-6200 for more information on this form.) Upon receipt of this form, the City will implement the following procedure:

1. Contact the SBE subcontractor being terminated or replaced to verify information provided by the prime contractor.
2. Do not consider a more advantageous subcontract with another subcontractor as a valid reason for SBE subcontractor termination or replacement.
3. Ensure the substitution procedure outlined in the contract SBE Special Provision is followed prior to approving the termination or substitution of an approved SBE subcontractor.
4. Obtain a completed SBE Commitment Plan form from the prime contractor with original prime contractor and SBE subcontractor signatures, for any new or replacement SBE subcontractors to be added to the previously approved contract SBE commitment. Ensure the following information is included with the SBE Commitment Plan form:
 - o items and quantity of work to be performed
 - o materials being supplied
 - o dollar value of subcontract, materials or services
 - o total amount of SBE commitment
 - o if the SBE is a material supplier, an explanation of the function performed
5. Notify the prime contractor and the Business Relations Bureau of the approval or denial of the SBE commitment revision. Forward the COLB Substitution/Change Form, the appropriate letter, and any file documentation to the prime contractor and BOP.

Notify the Business Relations Bureau if the SBE commitment revision request is not approved, and the prime contractor is in non-compliance with the contract SBE requirements.

INSTRUCTIONS FOR COLB FORM SBE-2P: SBE/VSBE/LSBE COMMITMENT PLAN FOR CONTRACTS

INSTRUCTIONS FOR SECTION 2

1. List all SBE/VSBE/LSBE subconsultants, vendors, suppliers, and other businesses that will render materials or services under this contract. Only list SBEs/VSBEs/LSBEs.
2. If the prime contractor is an SBE/VSBE/LSBE, list the prime first.
3. For a firm to be counted toward meeting the SBE/VSBE/LSBE goals, the firm must be SBE certified on the City's online vendor database, accessible from the SBE/VSBE/LSBE Program page of the City's website (www.longbeach.gov/purchasing).
4. The City does NOT issue VSBE certifications; VSBE eligibility will be reviewed and determined upon submittal of the Commitment Plan.

5. The prime contractor must verify the current eligibility status of each SBE/VSBE/LSBE, prior to listing the firm(s) on the Commitment Plan, by:
 - a. locating the SBE/VSBE/LSBE on via the small business search function; and/or
 - b. contacting the City's SBE Program staff to verify SBE/VSBE/LSBE status.
6. Lower tier SBE/VSBE/LSBE subcontractors/subconsultants and SBE/VSBE/LSBE vendors/suppliers rendering materials or services to lower tier subconsultants must also be listed to receive participation credit. **See examples listed in the table in Section 2.**
7. The City reserves the right to request proof of payment from the prime contractor/subconsultant to the lower tier sub/vendor/supplier prior to contract close-out.
8. **All SBEs/VSBEs/LSBEs, regardless of tier, MUST be SBE certified for the materials/services that they will be render for the contract.**
9. **All SBEs/VSBEs/LSBEs, regardless of tier, MUST provide materials/services directly applicable to the contract.**
10. When listing the total dollar value of each SBE's/VSBE's/LSBE's subcontract, materials or services provided, the prime contractor shall subtract payments made for any indirect or non-applicable materials/ services.
11. Use multiple copies of this form if necessary.

CONTACT INFORMATION

For questions or assistance, please contact the Business Relations Bureau:

Department of Financial Management
Business Relations Bureau
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6200 Telephone
(562) 570-5099 Fax
Email: sbe@longbeach.gov

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 ORDINANCE NO. ORD-09-0005

2
3 AN ORDINANCE OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH RELATING TO A SMALL, VERY
5 SMALL AND LOCAL SMALL BUSINESS ENTERPRISE
6 PILOT PROGRAM FOR CERTAIN CITY CONTRACTS
7 WITH SPECIFIED CITY DEPARTMENTS, AND MAKING A
8 DETERMINATION RELATED THERETO

9
10 WHEREAS, the economic health of the City depends on the strength of all
11 its businesses, including small, very small and local small businesses that are sometimes
12 unable to compete with large-scale enterprises for City contracts; and

13 WHEREAS, the City desires to strengthen the City's economic base by
14 increasing the participation of small, very small and local small businesses in City
15 contracts; and

16 WHEREAS, in order to assure an effective outcome, a "pilot program" for a
17 period of one (1) year will be undertaken for specified City departments for applicable
18 City contracts and procurement opportunities;

19 NOW, THEREFORE, the City Council of the City of Long Beach ordains as
20 follows:

21 Section 1. The City Council hereby adopts Exhibit "A," setting forth the
22 City of Long Beach Small, Very Small and Local Small Business Enterprise Program (the
23 "Program"), attached hereto and incorporated herein by this reference.

24 Section 2. The Program shall expire one (1) year from the date of
25 adoption of this ordinance, unless extended.

26 Section 3. The City Council hereby finds and determines that Exhibit "A"
27 is statutorily exempt from the provisions of the California Environmental Quality Act.

28 ///

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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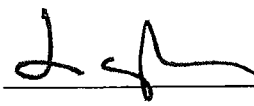
Section 4. The City Clerk shall certify to the passage of this ordinance by the City Council and cause it to be posted in three (3) conspicuous places in the City of Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the Mayor.

I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of April 7, 2009, by the following vote:

Ayes: Councilmembers: S. Lowenthal, DeLong, Schipske,
Andrews, Reyes Uranga, Gabelich,
Lerch.

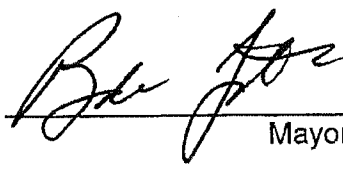
Noes: Councilmembers: None.

Absent: Councilmembers: O'Donnell.



City Clerk

Approved: 4/12/09
(Date)



Mayor

EXHIBIT A

The City of Long Beach Small Business Enterprises (SBE), Very Small Business Enterprises (VSBE) and Local Small Business Enterprise (LSBE) Pilot Program (the "Program").

1.0 Applicability

The Program shall apply to all applicable construction contracts, professional services contracts, and procurement activities undertaken by City of Long Beach Departments of Public Works and Parks, Recreation and Marine, funded with City general fund revenues and/or federal funds, except those subject to 49 CFR 26, "Disadvantaged Business Enterprises (DBE) Program" or those requiring compliance with the City's Section 3 program, and the Department of Gas and Oil, funded with gas or oil revenue. The Program shall not apply to projects or purchases using Tidelands funds or funds from the South East Resource Recovery Facility (SERRF) or projects performed by oil contractors Thums and Tidelands.

2.0 Policy

2.1 The City shall promote utilization of Small Business Enterprises (SBEs), Very Small Business Enterprises (VSBEs) and Local Small Business Enterprises (LSBEs) on construction contracts, professional services contracts, and purchase orders.

2.2 The goal of the Program is to provide the City with more competition, lower costs, and better community participation by reducing barriers to small and local business participation in the City's contracting and procurement process.

2.3 The Program shall be administered in a streamlined and cost effective manner by the City's Business Services Manager, operating under the appropriate bureau managing director, division director, and section manager.

2.4 For the Department of Parks, Recreation and Marine, VSBE participation will not be tracked separately from SBE participation, due to the large number of small contracts (less than \$100,000) and the administrative costs of tracking SBEs and VSBEs separately.

3.0 Program Structure

The Program was established by an ordinance adopted on _____, 2009 by the City Council of the City of Long Beach, and became effective on _____, 2009.

4.0 Program Applicability to Non-SBE Firms, SBE Firms and VSBE Firms

4.1 Non-SBE prime contractors/consultants/vendors shall meet the combined SBE/VSBE/LSBE participation goal, or document and submit an acceptable Good Faith Effort, for their bid or proposal to be deemed responsive.

4.1.1 The Department of Public Works shall identify and may exempt from the requirements of this Program any project requiring compliance with the City's Section 3 Program, established by federal court consent decree. In cases where a determination is made to exempt a project due to the Section 3 requirements, submission of a Good Faith Effort shall not be required for a bid or proposal to be deemed responsive.

4.2 SBE prime contractors/consultants/vendors, certified through the City's online SBE/VSBE/LSBE database and verified by the City, are deemed to have met the SBE component of the combined SBE/VSBE/LSBE participation goal, but shall meet the VSBE component for the goal, or document and submit an acceptable Good Faith Effort, for their bid or proposal to be deemed responsive.

4.3 City-certified SBE prime contractors/consultants/vendors who also qualify as a Very Small Business Enterprise (VSBE) based upon the Business Services Manager's review of qualifying information are deemed to have met both components of the combined SBE/VSBE/LSBE participation goal.

4.4 The City encourages all prime contractors/consultants/vendors to utilize small business subcontractors and subconsultants, whether at a first tier or lower tier sub level, as well as vendors and suppliers. Lower tier subs and vendors/suppliers must provide services/materials directly related to the project or they will not qualify to meet the goal.

5.0 SBE, VSBE and LSBE Eligibility

5.1 SBE eligibility is determined utilizing federal U.S. Small Business Administration (SBA) size standards, based on North American Industrial Classification System (NAICS) codes. The current table of size standards can be accessed on the SBA website at www.sba.gov/ca/la. Examples of maximum gross annual revenue averaged over the past three years to qualify as an SBE: general contractor \$31.0 million; specialty trade contractor \$13.0 million; engineering services \$4.5 million.

5.2 VSBE eligibility is determined utilizing maximum allowable annual gross revenues consistent with those of the State of California's Department of General Services' "micro-business" designation.

5.3 Local Small Business Enterprise (LSBE) eligibility shall be determined by the criteria established in section 2.84.030, subdivisions (1) and (2), in addition to the SBE eligibility criteria described in section 5.1, above.

6.0 Annual SBE/VSBE/LSBE/LSBE Goals, Individual Contract Goals, Division Goals

6.1 For the first year of the Program, annual City-wide SBE/VSBE/LSBE goals for participation shall be twenty percent (20%) for procurement and contracting of services, which include ten percent (10%) general SBE participation; five percent (5%) LSBE participation and five percent (5%) VSBE participation.

6.2 In order to meet the established goals, the Program Manager for each contract will consult with the Business Services Manager. Goals may be adjusted due to the number of qualified SBE/VSBE/LSBE firms available to provide the required services. If the dollar value of the work elements of a contract that can be performed by SBEs, VSBEs and/or LSBEs is high, the contract will have a higher SBE, VSBE and/or LSBE participation goal than one where only a small portion of the work could be competitively performed by SBEs, VSBEs or LSBEs.

6.3 The following is a method for determining SBE/VSBE/LSBE contract goals. Starting with a detailed cost estimate for each contract, the contract Program Manager will identify the types and amounts of work to be performed in the contract using universal codes established by the North American Industrial Classification System (NAICS). The Business Services Manager will research government and City databases and locate potential small

businesses for each work discipline. The goals are then established based on two factors: (1) the number of SBEs/VSBEs/LSBEs available to perform a work discipline; and (2) the amount of work in the contract scope that the discipline represents.

6.4 For City contracts that do not have an assigned contract-specific SBE/VSBE/LSBE goal, additional targeted outreach to SBEs/VSBEs/LSBEs will be conducted, and every effort will be made to award the work to a small business.

6.5 Certain categories of work are exempted from the Program requirements for compelling reasons after consultation with the Business Services Manager and approval by appropriate division director.

7.0 Definitions of "Subcontractor" and "Vendor/Supplier"

7.1 A "Subcontractor" is defined as an individual, firm, or entity having a direct contract with the prime contractor or with any other subcontractor to perform a portion of the subject contract. A subcontractor must have a valid State of California Contractor's License to the extent required by law.

7.2 A "Vendor/Supplier" is defined as an individual, firm, or entity providing materials or supplies directly to the subject contract. For a prime contractor to receive participation credit for utilizing an SBE/VSBE/LSBE vendor or supplier under the City's SBE/VSBE/LSBE Program, the materials/supplies must be directly applicable to the subject contract or City facility.

8.0 City's SBE/VSBE/LSBE Database: Vendor Registration and SBE Certification

8.1 All firms (large and small) wishing to do business with the City are strongly encouraged to register with the City's online database. Vendor registration is relatively simple and quick. A link to vendor registration is provided from the SBE/VSBE/LSBE Program page on the City's website.

8.2 All SBE/VSBE/LSBE firms listed on a City contract (prime contractor/consultant, subcontractors/subconsultants, vendors and suppliers) are required to register with, and obtain SBE certification from, the City's online vendor database, in order to receive credit toward the established SBE/VSBE/LSBE goal for that contract.

8.3 For the prime contractor/consultant to receive credit for a small business as part of the prime's commitment to meeting the established SBE/VSBE/LSBE goal for a contract, the SBE must be certified by the due date of the prime's SBE/VSBE/LSBE Commitment Plan (COLB Form SBE- or SBE-).

8.4 To apply for VSBE status, the small business must check the "VSBE" box on its online SBE certification application. Separate VSBE certifications will not be issued. The City will determine VSBE eligibility at the time of review of the prime contractor's/consultant's SBE/VSBE/LSBE Commitment Plan.

8.5 Prior to contract award, SBE, VSBE and LSBE status shall be verified and may be audited by the City.

9.0 Bidders' Commitment to Meeting the Established SBE/VSBE/LSBE Participation Goals

9.1 All construction contract bidders shall submit a completed SBE/VSBE/LSBE Commitment Plan for Construction Contracts indicating the dollar value and percentage of SBE/VSBE/LSBE contract participation.

9.2 The City may, in its discretion, allow bidders up to three (3) additional business days to submit Good Faith Effort documentation. A bidder that does not meet the SBE/VSBE/LSBE participation goals and does not submit its GFE documentation is declared non-responsive and may forfeit its bidder's bond.

9.3 If all three lowest bidders are declared non-responsive, the fourth-lowest bidder shall submit its SBE/VSBE/LSBE Commitment Plan (COLB Form SBE-) within 48 hours of written request by the City. The bidder's Commitment Plan will be evaluated by the Business Services Manager. If the bidder does not meet the combined SBE/VSBE/LSBE participation goal established for that contract, the bidder shall submit its Good Faith Effort documentation within 48 hours of request by the City.

9.4 Bidders that do not meet the SBE, VSBE or LSBE participation goal shall be deemed non-responsive unless they demonstrate that they have made an acceptable Good Faith Effort to meet the SBE/VSBE/LSBE participation goals.

9.5 Within three business days of being informed by the City that a firm is non-responsive because it has failed to meet the SBE/VSBE/LSBE participation goal and has not documented an acceptable Good Faith Effort (GFE), the bidder may request administrative reconsideration. The bidder shall make this request in writing to appropriate Managing Director who will serve as the SBE Reconsideration Official. The SBE Reconsideration Official will not be involved in the initial evaluation of the bidder's GFE. Contractors shall forfeit their right for reconsideration if they fail to act within three business days.

9.6 The reconsideration process provides an opportunity for the affected bidder to meet with the SBE Reconsideration Official to discuss the basis of the City's determination of non-responsiveness. The SBE Reconsideration Official will send the affected bidder a written decision on reconsideration, via certified mail, explaining the basis for finding that the bidder did or did not meet the participation goal or demonstrate an acceptable Good Faith Effort.

10.0 Proposers' Compliance with SBE/VSBE/LSBE Participation Goals

10.1 All proposers shall submit, with their proposal or Statement of Qualifications, a completed COLB Form SBE- : SBE/VSBE/LSBE Commitment Plan for Professional Services Contracts, indicating the estimated dollar value and percentage of SBE/VSBE/LSBE contract participation. This will demonstrate the proposer's ability or intent to meet the SBE/VSBE/LSBE participation goals.

10.2 If, during the evaluation process, the City finds that the proposer was unable to show ability or intent to meet the SBE/VSBE/LSBE goals assigned to the project, the proposer will be required to submit a Good Faith Effort in order to continue in the selection process.

10.3 Consultants shall indicate SBE/VSBE/LSBE participation levels prior to receiving authorization for a work task.

10.4 After negotiations have been completed and the Consultant contract is executed, achieving the SBE/VSBE/LSBE goal is a contractual commitment and can only be altered with

written approval of the appropriate City division director, for unusual instances such as a change in scope of services.

11.0 Bidder and Proposer Compliance with Good Faith Effort Evaluation Criteria

A bidder/proposer whose bid or proposal fails to meet the SBE, VSBE or LSBE participation goal shall be found responsive if an acceptable Good Faith Effort is demonstrated. The following criteria shall be used in evaluating a bidder's/proposer's GFE:

11.1 Attend Pre-Bid/Pre-Proposal Meeting: The bidder/proposer submitted written evidence that he/she attended the pre-bid conference or pre-proposal meeting.

11.2 Subdivide the Work: The bidder/proposer prepared and followed a plan to subdivide the work into disciplines or work elements that could be economically performed by small businesses. It is the bidder's/proposer's responsibility to demonstrate that sufficient work was made available to SBEs, VSBEs and LSBEs to meet contract requirements.

11.3 Advertise: The bidder/proposer submitted written evidence of commercial advertising for small business subcontractors/subconsultants at least 14 calendar days prior to the bid/proposal due date. A copy of the advertisement showing the advertisement date(s), name of publication, type of work and amount of work that is being solicited, must be provided.

11.4 Use Public Databases: The bidder/proposer submitted written evidence of using the City's SBE/VSBE/LSBE database, shall business, minority business, and women-owned business associations, and chambers of commerce to help solicit subcontractors.

11.5 Provide Relevant Information to Small Businesses: The bidder/proposer submitted written evidence that he/she has provided interested small business with information about the requirements of the contract, and how to obtain plans and specifications, at least 14 calendar days prior to the bid/proposal due date.

11.6 Directly Solicit Small Businesses: The bidder/proposer submitted written evidence of directly soliciting for small business subcontractors/subconsultants. A copy of the written notices sent directly to SBEs, VSBEs and LSBEs must be provided. A direct solicitation should include the type of work, amount of work, and a brief specific description of the work being solicited.

11.7 Conduct Follow-Up: The bidder/proposer submitted written evidence of specific activities used to follow up initial solicitations in preparing the bid/proposal.

11.8 Offer Assistance: The bidder/proposer demonstrated that he/she has offered to assist small businesses in obtaining bonding, insurance or equipment.

11.9 Negotiate: The bidder/proposer submitted written evidence that he/she has negotiated in good faith with interested small businesses. Documentation must include company name, contact person, method of contact, and specific items that were negotiated (scope of work, materials, equipment, insurance, bonding, personnel, timing of project, etc.).

11.10 Document Bid and Negotiation Results: For any negotiations which were unsuccessful and/or bids/proposals received but not accepted, the bidder/proposer submitted the unsuccessful bidder's/proposer's company name, telephone number, contact person, price bid (if applicable), and the reason for rejecting the bid or proposal. If price is the reason for

rejecting the bid/proposal, list the price bid by both the SBE/VSBE/LSBE and the low bidder for that element of work.

Each of the 10 criteria will be assigned 10 points. The bidder/proposer must achieve a score of 70 out of a possible 100 points in order for the Business Services Manager to determine that the bidder/proposer has made an acceptable Good Faith Effort (GFE).

For detailed GFE submittal instructions and specific examples, log on to www._____ and click on "Good Faith Effect Evaluation criteria and Submittal Instructions."

12.0 Utilization/Substitution of SBEs/VSBEs/LSBEs on Construction Contracts

12.1 During the term of the contract, the prime Contractor shall be required to utilize all Subcontractors (as defined in Section 7.0 of this document) listed on its SBE/VSBE/LSBE Commitment Plan (COLB Form SBE-), in the amount and percentage specified on the form. Any SBE/VSBE/LSBE subcontractor substitution will require prior written approval by the appropriate City division director, and must meet all State laws and statutes.

12.2 All Subcontractors listed on COLB Form SBE- , who defined work is greater than ½ of one percent of the prime contract value, must be listed on the bidder's list of Subcontractors submitted with the bid documents. If an SBE/VSBE/LSBE Subcontractor is added after submittal of the bidder's list of Subcontractors, the bidder shall follow Subcontractor listing/substitution procedures pursuant to Public Contract Code 4107 et al.

12.3 If a prime Contractor substitutes an SBE/VSBE/LSBE vendor/supplier, the Contractor shall provide proof, to the satisfaction of the appropriate City division director, that a good faith effort was made to replace that vendor's/supplier's participation percentage with another SBE/VSBE/LSBE firm, to meet the combined SBE/VSBE/LSBE participation percentage specified on the Contractor's SBE/VSBE/LSBE Commitment Plan (COLB Form SBE-). At project close-out, if the prime Contractor fails to meet the combined SBE/VSBE/LSBE participation percentage specified on its SBE/VSBE/LSBE Commitment Plan, or fails to provide proof that it made a good faith effort to do so, the Contractor may be considered to be in material breach of contract (refer to Section 16.0).

13.0 Utilization/Substitution of SBEs/VSBEs/LSBEs on Professional Services Contracts

13.1 During the term of the contract, the prime Consultant shall be required to utilize all subconsultants listed on its SBE/VSBE/LSBE Commitment Plan (COLB form SBE-), unless the City approves a change in scope of work that would eliminate or reduce the utilization of an SBE, VSBE or LSBE subconsultant. Any SBE/VSBE/LSBE subconsultant substitutions require prior written approval by the appropriate City division director.

13.2 If a prime Consultant substitutes an SBE/VSBE/LSBE vendor/supplier, the Consultant shall provide proof, to the satisfaction of the appropriate City division director, that a good faith effort was made to replace that vendor's/supplier's participation percentage with another SBE/VSBE/LSBE firm, to meet the combined SBE/VSBE/LSBE participation percentage specified on the Consultant's SBE/VSBE/LSBE Commitment Plan.

14.0 Contract Amendments

If the City approves a change order or contract amendment, the SBE/VSBE/LSBE participation goals may, at the sole discretion of the appropriate City division director, apply to the change

order or contract amendment. If the additional work can be performed by SBEs, VSBEs or LSBEs that are already part of the Contractor's/Consultant's team, the SBE/VSBE/LSBE participation goals shall apply to the entire contract, including the amendment.

15.0 Contract Monitoring

15.1 The prime Contractor/Consultant shall report the dollar value of payments to small businesses at project close-out. This data will be verified. Construction contractors shall submit a completed COLB Form SBE- (SBE/VSBE/LSBE Monthly Utilization Report for Construction Contracts), and consultants shall submit a completed COLB Form SBE- (SBE/VSBE/LSBE Monthly Utilization Report for Professional Services Contracts).

15.2 If a firm's SBE, VSBE or LSBE status changes prior to contract award, the firm will not receive SBE/VSBE/LSBE status for that City contract.

15.3 If an SBE, VSBE or LSBE firm listed on a prime Contractor's/Consultant's SBE/VSBE/LSBE Commitment Plan (POLB Form SBE-2C or SBE-2P) loses its SBE or VSBE status prior to contract award, the Contractor/Consultant shall replace the affected SBE/VSBE/LSBE dollar amount/percentage and shall submit for approval, a revised COLB Form SBE- or SBE- , in order to proceed with contract award.

15.4 If a firm's SBE, VSBE or LSBE status changes during the term of a contract, work performed on that contract after the firm loses its certification will continue to be credited toward meeting the SBE, VSBE or LSBE participation goal. However, the firm will not be able to receive SBE/VSBE/LSBE status on subsequent City projects unless the firm is subsequently re-certified as an SBE, VSBE or LSBE.

15.5 Substitution of any SBE, VSBE or LSBE subcontractor/subconsultant listed on a prime Contractor's/Consultant's SBE/VSBE/LSBE Commitment Plan must be approved by the appropriate City division director.

15.6 {For Construction Contracts only} Nothing herein shall be construed to supersede or limit the requirements for contractor substitutions provided in Section 4100 et seq. of the California Public Contract Code.

15.7 The Construction Manager, Program Manager, Business Services Manager, or their designee may conduct site visits and subcontractor/subconsultant/vendor/supplier interviews and telephone calls to verify proper and full utilization of SBEs, VSBEs and LSBEs to meet contract requirements. Prime contractors/consultants/vendors and SBEs/VSBEs/LSBEs shall fully cooperate with such monitoring.

16.0 Contract Compliance

16.1 The Prime Contractor/Consultant may be considered in material breach of contract for any one or more of the following violations:

16.1.1 Failure to submit, in a timely manner, a SBE/VSBE/LSBE Monthly Utilization Report (COLB Form SBE- or SBE-);

16.1.2 Failure to correct discrepancies found on COLB Form SBE- or SBE- ;

16.1.3 Falsifying or misrepresenting any information provided to the City, including information provided on the City's online SBE/VSBE/LSBE database;

16.1.4 Substituting a SBE/VSBE/LSBE subcontractor/subconsultant without prior written City approval; and/or

16.1.5 Failure to meet the committed SBE/VSBE/LSBE participation percentage as listed on the prime's COLB Form SBE- or SBE- .

16.2 In addition to any other remedy the City may have under the Contract or by operation of law, the City, in its sole discretion, may impose any or all of the following provisions against Contractor/Consultant determined to be in breach of contract.

16.2.1 Assess the cost of the City's audit of the books and records of the Contractor/Consultant, subcontractors/subconsultants, and all other firms claiming SBE, VSBE or LSBE status, where such audit is necessary because the Contractor has filed to timely submit a required SBE, VSBE or LSBE program report;

16.2.2 Withhold payment up to ten percent of a monthly progress payment until the Contractor/Consultant is brought into compliance.

16.3 Within three business days of written notification of the intent to enforce any of the measure described above, the Contractor/Consultant may submit in writing a request for an administrative hearing conducted by the City's SBE Reconsideration Official, as defined in Section 9.0.

17.0 Small Business Facilitation

17.1 To the extent practicable, the City will endeavor to disassemble larger construction and procurement projects into contract packages of \$15 million or less. This amount is estimated to be the current bonding limit of heavy construction SBEs.

17.2 The City will conduct pre-bid meetings for individual construction projects between advertisements and bid openings. These will provide opportunities to raise questions about the SBE/VSBE/LSBE Program, plans and specifications, and will also provide an opportunity for primes, subcontractors, vendors and suppliers to meet.

17.3 The City will conduct training forums for SBEs, VSBEs and LSBEs interested in providing contracting and/or consulting services to the City.

17.4 The City will conduct periodic Good Faith Effort/small business outreach training for prime contractors/consultants/vendors interested in working with the City.

17.5 The City will cooperate with other agencies in providing SBE/VSBE/LSBE contractor and consultant training.

17.6 The City will provide referral information to SBE/VSBE/LSBE contractors and consultants on available loan, insurance, and bonding programs that could assist small businesses.

17.7 The City will coordinate outreach activities with the appropriate divisions of the City of Long Beach.

17.8 The City will participate in business and vendor fairs directed at local and small businesses.

18.0 Periodic Review

18.1 City staff will seek periodic comments from City contractors, consultants, and small businesses on the effectiveness of the SBE/VSBE/LSBE Program.

18.2 The Program is a pilot program, and shall be in effect for one year from the date of adoption of the ordinance, unless extended by action of the City Council. As soon as practicable following the conclusion of the initial year, City staff shall report to the City Council on the effectiveness and progress of the Program. The report shall include data on contracts issued in the preceding twelve months and payments to all SBE, VSBE and LSBE contractors, consultants, vendors and suppliers. To the extent possible, the cost effectiveness of the Program, including City staff costs, will also be measured.



COLB FORM SBE-2P: SBE/VSBE/LSBE COMMITMENT PLAN

SECTION 1

Project Name:	Bid Number ITB LB-14-065 Custodial Services (Citywide)	Date:	May 21, 2014
Prime Vendor:	ABM Onsite Services	Prime Contract \$ Amount:	

Estimated \$ Value of Prime's Participation:	\$637,157.88 (annually)	Estimated % of Prime's Participation:	93%
Estimated \$ Value of SBE Participation:	\$47,958.12 (annually)	Estimated SBE % of Prime Contract \$ Amount:	7%
Estimated \$ Value of VSBE Participation:		Estimated VSBE % of Prime Contract \$ Amount:	
Estimated \$ Value of LSBE Participation:		Estimated LSBE % of Prime Contract \$ Amount:	

SECTION 2 (please refer to instructions on page 2)

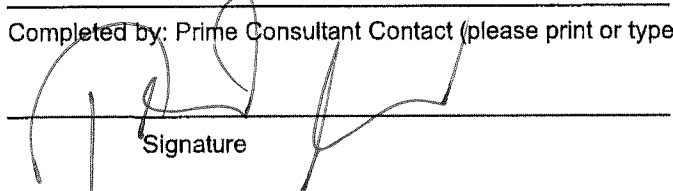
Business Name, City, State, Contact Person, Phone #	Indicate "SBE", "VSBE" or "LSBE"	Indicate if 1st Tier Sub, Lower Tier Sub, Vendor or Supplier	Contract With	Brief Description of Work	\$ Value of Subcontract, Materials or Services	% of Total Prime Contract Value
<i>Ex #1: ABC Land Surveyors Long Beach, CA Mr. Joe Smith, (562) 555-1212</i>	LSBE	1st tier sub	XYZ Prime Consultant	Land surveying	\$100,000	20%
<i>Ex #2: Tom's Survey Supplies Long Beach, CA Mr. Tom Jones, (562) 555-1313</i>	VSBE	Supplier	ABC Land Surveyors	Surveying supplies	\$5,000	1%
<i>Ex #3: Banana Blueprints Irvine, CA Mrs. Diane Tomas, (562) 555-1313</i>	SBE	Supplier	XYZ Prime Consultant	Blueprint Supplies	\$10,000	2%
VIP Cleaning Services San Diego, CA Ana Luisa Corral 619-796-0776	SBE/ DBE	Subcontractor	ABM Onsite Services	Janitorial Services	\$47,958.12 (annually)	7%

Ted Reynoso, Branch Manager, ABM Onsite Services

714-932-3522

Completed by: Prime Consultant Contact (please print or type)

Phone #


Signature

5/21/14

Date

ted.reynoso@abm.com

Email

ATTACHMENT I

W-9/VENDOR APPLICATION

Attachment I: W-9

Form W-9 (Rev. August 2013) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.								
Name (as shown on your income tax return) ABM Onsite Services - West, Inc.										
Business name/disregarded entity name, if different from above ABM Janitorial Services										
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____		Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____								
Address (number, street, and apt. or suite no.) PO Box 745799		Requester's name and address (optional)								
City, state, and ZIP code Los Angeles, CA 90074-5799										
List account number(s) here (optional)										
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <h3>Part I Taxpayer Identification Number (TIN)</h3> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p> </div> <div style="width: 35%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20%; text-align: center;">[] [] [] [] [] []</td> <td style="width: 20%; text-align: center;">- [] [] - [] [] [] [] [] []</td> </tr> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td colspan="2" style="text-align: center;">[] []</td> </tr> </table> </div> </div>			Social security number		[] [] [] [] [] []	- [] [] - [] [] [] [] [] []	Employer identification number		[] []	
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Employer identification number										
[] []										
<h3>Part II Certification</h3> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. citizen or other U.S. person (defined below), and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>										
Sign Here	Signature of U.S. person ▶	Date ▶ <u>5/15/2014</u>								
<h3>General Instructions</h3> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.</p> <p>Purpose of Form</p> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), Certify that you are not subject to backup withholding, or Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and <p>4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.</p> <p>Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p> <p>Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:</p> <ul style="list-style-type: none"> An individual who is a U.S. citizen or U.S. resident alien, A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, An estate (other than a foreign estate), or A domestic trust (as defined in Regulations section 301.7701-7). <p>Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.</p>										
Cat. No. 10231X		Form W-9 (Rev. 8-2013)								

ATTACHMENT J

Please provide print out showing your business is registered with the California Secretary of State.

Awarded vendors/contractors must be registered with the California Secretary of State prior to contract execution. For more information, please consult:

www.sos.ca.gov/

See website location attached

Attachment J: CA SOS Registration



Secretary of State Administration Elections Business Programs Political Reform Archives

Business Entities (BE)

Online Services

- [E-File Statements of Information for Corporations](#)
- [Business Search](#)
- [Processing Times](#)
- [Disclosure Search](#)

Main Page

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

FAQs

Contact Information

Resources

- [Business Resources](#)
- [Tax Information](#)
- [Starting A Business](#)

Customer Alerts

- [Business Identity Theft](#)
- [Misleading Business Solicitations](#)

Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Friday, May 16, 2014. Please refer to [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	ABM ONSITE SERVICES, INC.
Entity Number:	C2715987
Date Filed:	01/03/2005
Status:	ACTIVE
Jurisdiction:	DELAWARE
Entity Address:	8101 W SAM HOUSTON PKWY S STE 150
Entity City, State, Zip:	HOUSTON TX 77072
Agent for Service of Process:	C T CORPORATION SYSTEM
Agent Address:	818 WEST SEVENTH ST 2ND FL
Agent City, State, Zip:	LOS ANGELES CA 90017

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

[Modify Search](#) [New Search](#) [Printer Friendly](#) [Back to Search Results](#)

Sample Invoice



Invoice

ABM SERVICES, INC.
165 TECHNOLOGY AVE.
IRVINE, CA 92618-2402
(949) 585-5900

Remit to:
ABM SERVICES, INC.
FILE #53120
LOS ANGELES, CA 90074-3120

Service Location:
CITY OF LB - 2929 E. WILLOW
2929 E. WILLOW
Long Beach, CA 90806

CITY OF LONG BEACH
2929 E. WILLOW ST
ENVIRONMENTAL SERVICES BUREAU
LONG BEACH, CA 90806

Job #: 32495490
Customer #: 7523748
Customer PO #: BPLB09000041
Invoice #: 6588723
Service Thru: 04/30/14
Invoice Date: 04/01/14
Invoice Due Date: 04/01/14
Amount Due: \$4,651.77

PLEASE RETURN TOP PORTION WITH YOUR REMITTANCE
APRIL, 2014.

ABM SERVICES, INC.
Invoice #: 6588723
Invoice Date: 04/01/14

Customer #: 7523748
Job #: 32495490
Service Thru: 04/30/14
Page: 1 of 1

Remarks	Amount	Tax	Tax Rate	Total
MONTHLY CONTRACT BILLING	\$4,651.77			\$4,651.77

Late payments shall be subject to a late payment charge at the rate of 1 1/2% per month.

Pre-Tax Amount	\$4,651.77
Tax Amount	\$0.00
Total Invoice	\$4,651.77

Financial Statement

REMOVED

Client References

REMOVED

General Business Statement

We provide commercial cleaning and maintenance, facility engineering, energy efficiency, parking and security services for sites of all sizes in the United States and abroad. With fiscal 2013 revenues of \$4.8 billion, nearly 100,000 employees and 300 office locations, we build value for our clients with our stand-alone and integrated service solutions.

Highlights

\$4.8 billion in annual sales
300+ branch offices in the United States, Puerto Rico and British Columbia, Canada
Nearly 100,000 service employees
ABM GreenCare® Program
D&B rating of 5A2

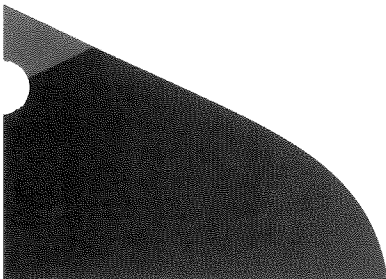
Expansive technology platform
Founded in 1909
ISO 9000 compliant for quality and reliability*
Over 20,000 clients
Public Corporation (NYSE: ABM)
Sarbanes Oxley Compliant (SOX)

Solutions

Electrical
Energy
HVAC and Mechanical
Janitorial
Landscape and Grounds
Maintenance and Repair
Parking and Transportation
Security

Industries We Serve

Aviation and Transportation
Banking and Financial Services
BioPharma
Commercial Buildings
Education
Golf Courses
Government
Healthcare
High-Tech
Hospitality
Improvement Districts
Industrial and Manufacturing
Residential
Retail
Sports and Entertainment





ABM Janitorial at a Glance

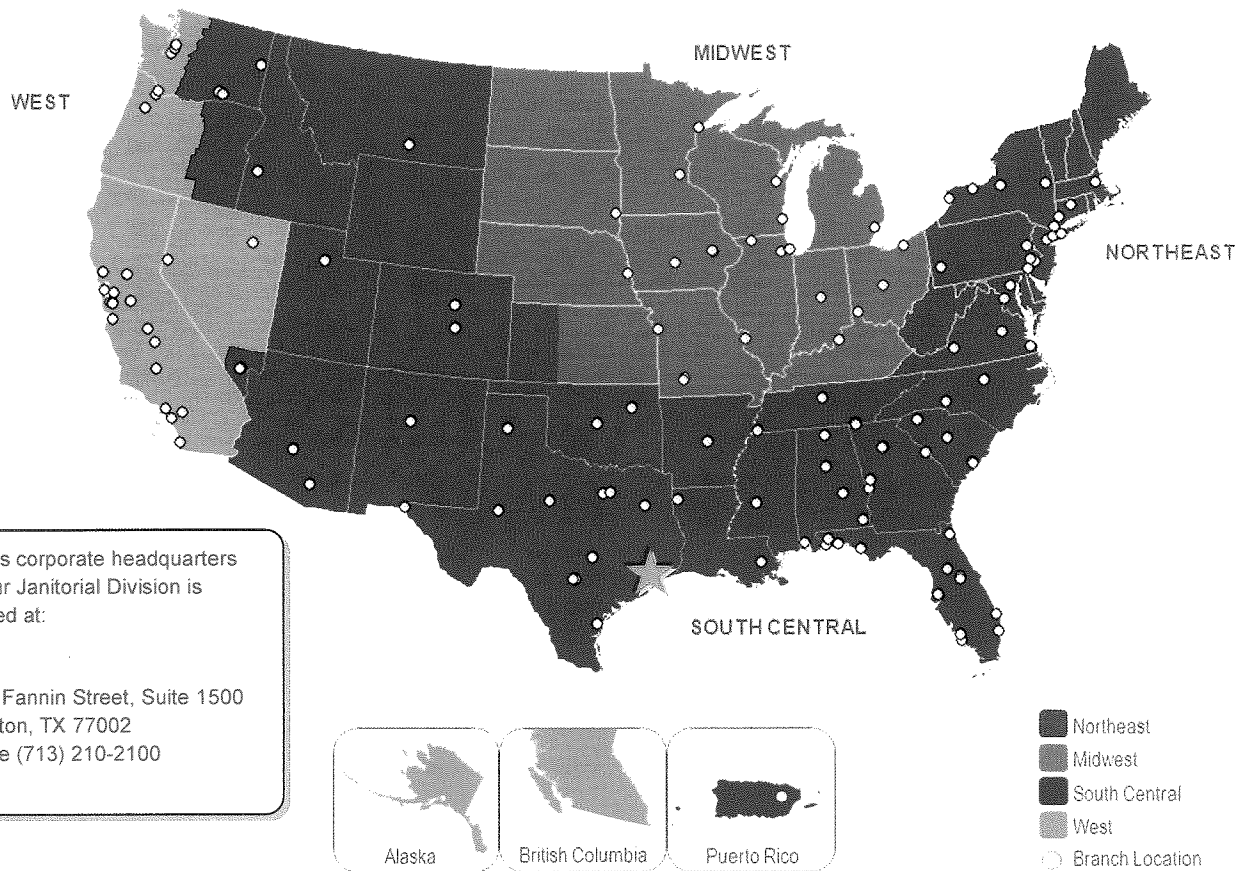
\$2.5 billion in revenues (FY2013)

113 offices nationwide

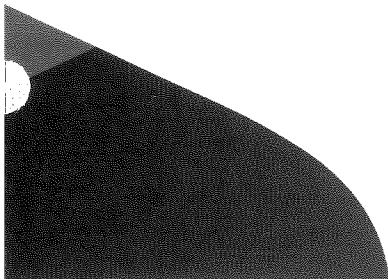
67,000 employees

Started in 1909

Parent Corporation ABM Industries (NYSE:ABM)



Providing local service in thousands of cities through our 350+ branch offices located throughout the U.S., Puerto Rico and Canada.



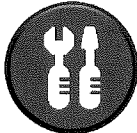


Should Your Facility Needs Expand

... we have a wide range of services to meet your needs.



- Guaranteed energy saving programs
- Smart building technologies
- EV charging stations
- Renewable energy solutions



- On-site maintenance technicians
- Mobile maintenance technicians
- Preventative maintenance
- Handyman services
- Clinical engineering



- Green cleaning and recycling services
- Carpet and floor care
- Staffing and specialty services
- Clean room and GMP cleaning



- Landscape and grounds maintenance
- Golf course maintenance renovations
- Exterior pest and fertility management
- Athletic and sports field maintenance
- Irrigation maintenance and management



- Revenue enhancement and expense control
- Shuttle and transportation service
- Special event and valet parking services
- On and off street parking management



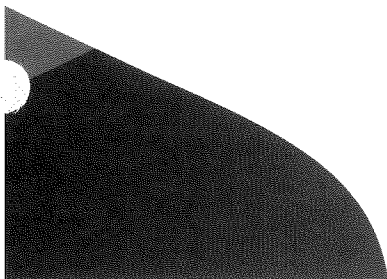
- Security personnel
- Video monitoring and virtual guarding
- Compliance and investigations
- Security consulting and system design



- Predictive and preventive maintenance programs
- Interior and exterior energy efficiency retrofits and programs
- Engineering services, risk assessment and mitigation
- Commissioning, start-up and acceptance testing
- Life extension, upgrade and modernization



- Preventive maintenance programs
- Repairs, replacements and retrofits
- Engineering and recommissioning
- Bundled energy solutions



Executive Overview

We are at your service... with reliable people, technology and experience

ABM will continue to deliver the results necessary to meet and exceed expectations. We will remain responsive to your needs through technologically advanced communication, execution, and quality assurance.

In more than 100 years of doing business, we've learned how to work hard AND smart. We offer:

- **Experience + innovation** = a combination that brings you our tradition of excellence coupled with new ways to solve problems and increase efficiencies.
- **National scale + local presence** = providing you with remarkable economies and expertise coupled with knowledge of your locale and specific needs.

ABM will continue to provide innovative solutions based upon the experience of knowing the city's structure, and our demonstrated commitment to excellence.

What to expect from a continued partnership with ABM

Meeting your needs: No "one-size-fits-all" answers

We understand your everyday demands and special circumstances, and will never provide a "one-size-fits-all" answer. Yes, we're proud of our expertise, but we have built our business on listening to our customers.

Our company values: Working for you

Our relationship with you has been built upon our core values which are respect, fairness and dignity. We instill this in every employee at ABM, and they put it into action at your job site.

New levels of performance: You can count on our expertise

Because we continue to transform the industry through our knowledge, integrity and professionalism, we will continue to expertly handle most anything you ask of us.

A value-added relationship: Service + peace of mind

We conduct business in a way that instills a sense of confidence in our customers. It's something that reaches beyond ABM's service competence; it's a sense of security.

A local perspective: People who know you

Yes, we're a large company with powerful resources; however, we provide the resources so that our customers know us like they would a local company. We will continue to provide responsive people who have local knowledge and expertise in your line of business.

Consistent, quality and reliable service

It's what we stand for. We strive each day to deliver this service. We are customer-focused and at your service to meet your facility needs.

The City of Long Beach will continue to benefit from our industry experts and local specialists in key functions, such as recruitment, operations, account management, quality assurance, safety, risk management, training and technical support. All are focused on delivering consistent, quality, reliable service with the latest technology and staying true to the ABM core values. The combination of resources, tools and processes allows ABM to best serve your specific needs.

We Want To Continue Doing Business With You.

Bank and Credit References

REMOVED

Work History: Former Accounts

REMOVED

ABM Employees: Payroll Wage Rates

REMOVED

Proposed Subcontractor

VIP Cleaning Services

**CALIFORNIA UNIFIED CERTIFICATION PROGRAM
DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATE**

VIP CLEANING SERVICES
2877 A PASADENA BLVD. SUITE 100
PASADENA, CA 91366

Owner: ANNA LUISA CORRAI
Business Structure: SOLE PROPRIETORSHIP


This certificate acknowledges that said firm is approved by the California Unified Certification Program (CUCP) as a Disadvantaged Business Enterprise (DBE) as defined by the U.S. Department of Transportation (DOT) CFR 49 Part 1b, as may be amended, for the following NAICS code(s):

NAICS Code(s) * Indicates primary NAICS code
721110 Commercial Cleaning

Work Category Code(s)
721110 COMMERCIAL CLEANING


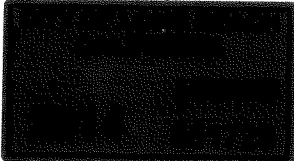
License(s)

CERTIFYING AGENCY:
DEPARTMENT OF TRANSPORTATION
1501 EIGHTH STREET, MS. 9
SACRAMENTO, CALIFORNIA
95833-0900

CUCP Case Number: 15370

JENNIFER SALAS

The CUCP's policy and objective is to provide and maintain a level playing field for DBE's to compete on Federal contracts. We reserve the right to disqualify the use of a Disadvantaged Business Enterprise (DBE) without notice based on the regulations at 49 CFR Part 1b and 1c.

Licenses/Certifications

2127 ACCOUNT: BU00021090 4	CITY OF LONG BEACH, CALIFORNIA BUSINESS LICENSE OWNERSHIP NON-TRANSFERABLE LICENSE EXPIRES ON 01/01/11	DATE: 01/15/10
THE LICENSEE NAMED BELOW IS AUTHORIZED TO OPERATE THE FOLLOWING TYPE OF BUSINESS: CLEANING AGENCY DBA: AMERICAN BUILDING MAINT CO LOCATED AT: 5200 S EASTERN AVE		
 AMERICAN BUILDING MAINT CO 5200 S EASTERN AVE LOS ANGELES CA 90040-2940		
AUTHORIZED BY LORI ANN FARRELL DIRECTOR - FINANCIAL MGMT		

STATE OF CALIFORNIA	
	CONTRACTORS STATE LICENSE BOARD
Pursuant to Chapter 9 of Division 3 of the Business and Professions Code and the Rules and Regulations of the Contractors State License Board, the Registrar of Contractors does hereby issue this license to:	
ABM ONSITE SERVICES - WEST INC	
License Number 991919	
to engage in the business or act in the capacity of a contractor in the following classification(s):	
B - GENERAL BUILDING CONTRACTOR	
Witness my hand and seal this day, April 8, 2014	
 Joan M. Hancock, Board Chair	Issued April 7, 2014
<small>This license is the property of the Registrar of Contractors, is not transferable, and shall be returned to the Registrar upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed.</small>	
 Stephen P. Sands, Registrar of Contractors	
<small>13-24 (REV. 0813)</small>	<small>AUDIT NO: 570134</small>

Our People

Our promise to you is fulfilled by our people. Expectations need to be met by employees who are willing and able to give their best, every day—which ABM employees have demonstrated consistently.

We attract, select and retain employees who will exemplify our core values—respect, integrity, collaboration, innovation and excellence—at every job site. We hire superior employees from diverse backgrounds, give them thorough training, encourage them to be accountable for their work and reward them for exceptional performance.

With well-managed people in the right jobs, the City of Long Beach benefits in many ways:

- Higher quality service
- Increased productivity and reliability
- Professional interaction with city employees
- Reduced turnover, resulting in more familiar faces and more consistent service
- Lower costs as a result of a safer workplace

Attract and Recruit

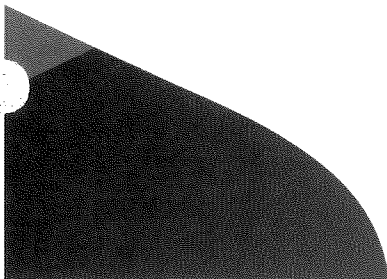
Recruiting the best

The city requires personnel who are able to adapt to the culture and present themselves in a friendly, professional manner. That is why we make great efforts to recruit employees who don't just match the job profile, but also will adapt to meet facility needs and ABM's culture of learning, teamwork and providing high-quality service.

Screen and Select

Careful selection to ensure safety and quality

Through professional interviewing and selection processes, we select quality candidates who meet the city's needs. To ensure the safety of employees and business assets, we provide a range of employee screening packages. We will conduct tiered screening based on industry best practices and business requirements.



Our screening packages can include any of the following:

- Standard background checks
- Criminal/sex offender background checks (CORI/SORI)
- Credit checks
- Drug screening (upon contract requirement)
- Professional certification checks
- Additional reference checks

Train and Develop

An emphasis on safety and training

To deliver the reliable, high-quality service that you expect, we develop training programs at the national and regional level, and emphasize best practices and safety. For more detailed information, see the section titled “Training Program” in this proposal.

Retain

Employee benefits and incentives attract and keep good people

Maintaining a broad, competitive benefits program enables us to keep well-trained, experienced employees who are committed to city facilities and ABM. We provide the flexibility to personalize a benefit package that meets cost objectives while still achieving a work/life balance for the employees.

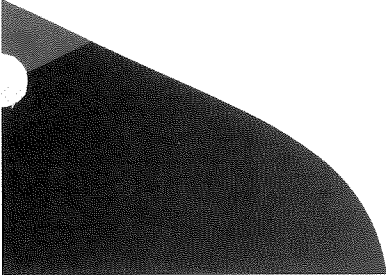
Based on the terms of the contract or collective bargaining agreement requirements, the service workers are offered a selection of benefits that can include the following

- Health and Dental
- Paid Vacation
- Paid Holidays
- Workers’ Compensation

Grow

Encouraging professional growth

Another component of our retention program is the support we provide to employees as they grow in their careers. City facilities are serviced by employees who are allowed to grow, which typically results in higher productivity and better service quality. Our culture encourages each employee to openly communicate with his or her manager to develop a career path that builds on individual strengths. The quality of each individual employee’s service continually improves because of the ongoing coaching facilitated by regular performance reviews.



Managing Risk through Safety Programs

Commitment and Belief

To maintain our high levels of productivity and work quality and decrease the chance of incidents, we teach safety awareness to each employee. We take these preventative measures to enhance the safety of employees and the public and we ensure that training, inspections and reporting are in compliance with government agencies and company policy—yours and ours.

In the event that an accident happens, we have developed procedures that enable us to report it immediately, file claims documentation properly and provide employees with the resources to be able to return to work in a reasonable timeframe.

Resources

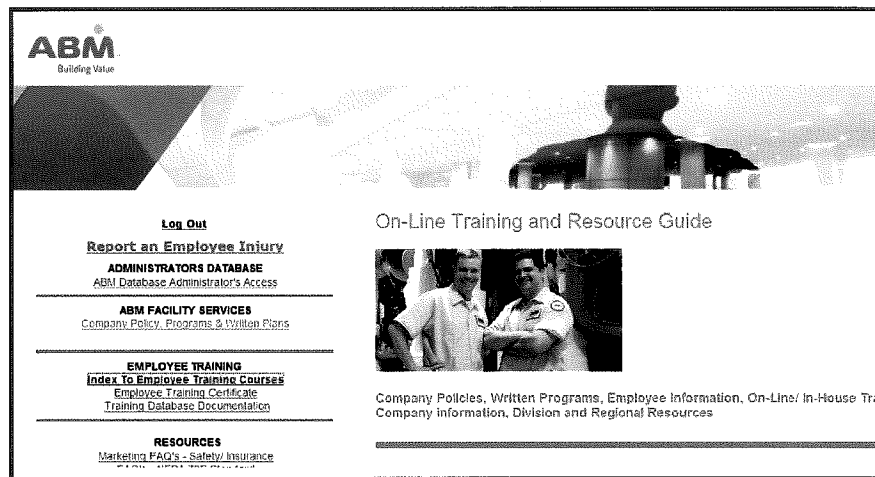
As an ABM client you'll have resources to depend on, including specialists in safety, training, prevention, workers' compensation, Sarbanes-Oxley (SOX), liability, claims and insurance management. To manage the safety of your sites and stay ahead of the latest safety procedures, ABM's Safety Committee meets monthly to:

- Report on training, inspections and incidents
- Revisit safety objectives and loss prevention goals
- Provide recommendations for the prevention of future incidents
- Review monthly Branch Safety Reports

Below are a few of the primary tools we use to teach safety awareness and manage performance:

- **ABM Safety and Health Manual:** This manual describes the essential policies related to organizational responsibilities, safety program organization, safe work practices and recordkeeping requirements. It helps us apply procedures consistently at every site.
- **Safety Communications:** ABM supervisors have online access to the ABM library, which includes over 130 training topics. Also available in English and Spanish.
- **OSHA Injury and Illness Recordkeeping:** ABM maintains and monitors the OSHA 300 Log recordkeeping process to comply with Federal requirements, and also to track safety performance at the local level, providing real-time incident rate data.
- **Motor Vehicle Record (MVR) Check and Driver's Alert Programs:** We check employees' personal driving records if they are to drive a company vehicle. Periodic re-checks are made to determine their continued eligibility. In addition, we require that all ABM vehicles have a decal asking the public to report unsafe driving via a toll-free number.

- **Loss Control:** ABM monitors our Experience Modification Rates (EMR) to better understand and lower our workers' compensation costs. Since an EMR compares our claims experience to other employers of similar size in our industry, it is a measure of how ABM's loss prevention and control practices stack up to the competition. Our intrastate EMR has been consistently below 1.0, better than the industry average.
- **Medical Coverage:** ABM has partnered with a medical telephonic triage service to give our employees 24/7 access to medical professionals in case of an injury. This program not only advises our employees of the proper care for injuries and when to seek emergency services, but also provides timely reporting of all on-the-job incidents.



Monthly Safety Training Topics

All ABM employees receive safety orientation upon hire and monthly thereafter. A schedule will be sent out quarterly along with the training material. The material is available in video, CD, on-line and hard copy formats.

The attendance roster must be available for inspection at the branch office. A copy of each month's attendance rosters is submitted to the Regional Safety Director by the middle of the following month. Copies must be kept on location as well for the duration of the contract.

- Safe Lifting
- Fire Safety
- Electrical Safety
- Personal Protective Equipment
- Slips, Trips and Falls
- Hazard Communication
- First Aid
- Safe Driving
- Ergonomics Awareness
- Natural Disaster Safety
- Blood borne Pathogens
- Emergency Evacuation
- Barricade Training
- Forklift Training
- Cleaning for Safety
- Pandemic Prevention
- Site Specific Certification – Lock Out / Tag Out, etc.

Training Program

We provide employees that have the training they need to successfully perform janitorial services, improve efficiency, and develop new skills. Every ABM employee meets the following criteria:

- Technically proficient with chemicals, equipment and methods
- Familiar with the rules and regulations of city facilities
- Thoroughly trained in job safety
- Committed to providing outstanding client service

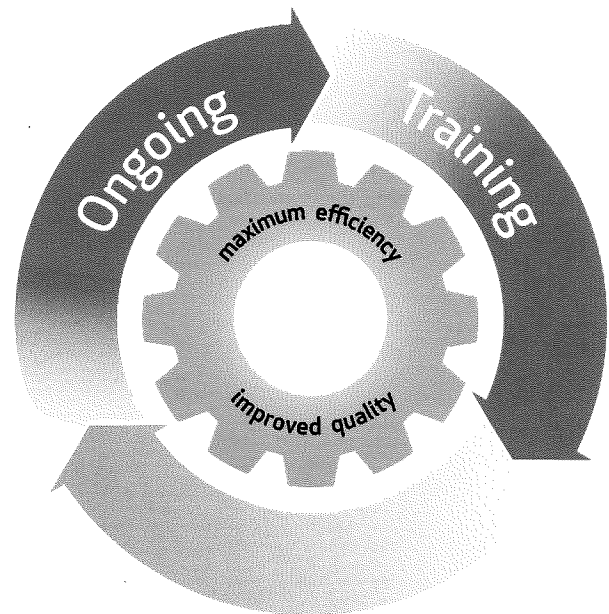
New Hire Orientation and Training

Training for service workers concentrates on specific work tasks. Our Supervisors demonstrate each task step-by-step, detailing the importance of each step along the way, and train them to perform visual inspections before completing work. The Supervisors also provide guidance to the service workers as they work.

Once initial training is complete, Supervisors perform recurring reviews to make sure that they are maintaining the city's and ABM's standards. By empowering our employees with comprehensive training, we are able to minimize deficiencies and quickly identify opportunities for improvement.

Recurrent Training Sessions

Our managers conduct recurrent training sessions for current and replacement employees on site. These sessions are more technical in nature and concentrate on specific job tasks and duties, such as specialized certifications and interdisciplinary training. Employees are trained in groups specific to their function. Compliance is measured and tracked by attendance, job performance, tests, etc. to ensure all employees are receiving the proper level of training.



Green Cleaning Overview

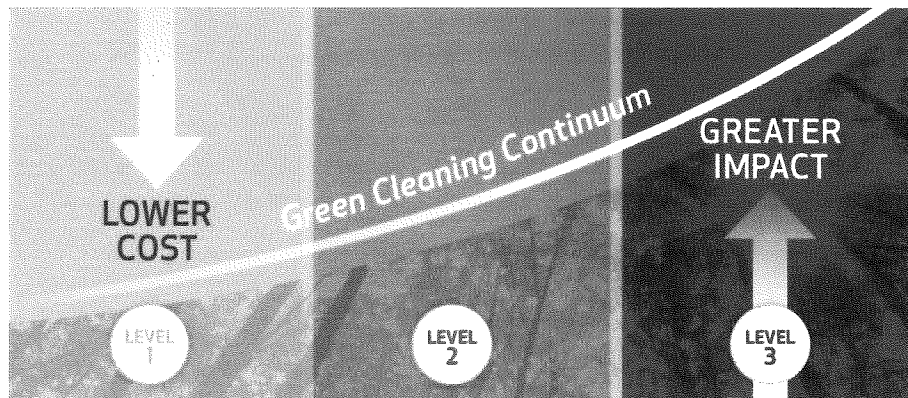
The ABM GreenCare® program focuses on products, tools, equipment, processes and policies. Our program promotes a healthier environment for your building's occupants while significantly reducing the harm done to the environment. Green cleaning also preserves your capital investments (floors, furniture, etc.) because green products are less harsh than traditional products. We use environmentally preferable products and sustainable procedures following the requirements of the U.S. Green Building Council, Green Seal, Environmental Protection Agency, Environmental Choice, and the Carpet and Rug Institute, who provide nationally recognized standards for green products and procedures. Our program is overseen by Alan France, our dedicated Director of Sustainability. He is supported by LEED APs and Green Associates located throughout the country.

ABM
greencare
for facilities, inside & out

Over 361.8 million sf at more than 800 client sites have implemented ABM GreenCare®

A Flexible Program to Meet Your Sustainability Goals

We've made the program flexible by offering three distinct levels. We help customers take a more holistic approach to green cleaning, whether it's switching to green cleaning products, implementing sustainable equipment and processes or assisting with LEED certification. We use our Assessment and Transition Plan Tool to assess existing sustainability efforts and develop pricing and a transition plan to implement green cleaning.



• Microfibre
• Safer Paper Products

- Processes and Prevention
- Microfibre, Entry Way Mats, Early Spill Notification
- Chemical Dilution
- Green Equipment

- LEED Certification Support
- Low Environmental Impact Policies
- Innovative Programs
- Occupant Responsibility and Education
- Measurement & Tracking
- Auditing

Equipment, Supplies and Chemicals

Quality and efficiency at lower costs

The quality of the service that you'll receive is enhanced by our commitment to providing the best delivery, service and employee training on the equipment, supplies and chemicals we use. You save money because we use superior products and methods, requiring fewer man hours.

ABM has strong, established relationships with industry-leading supply, chemical and raw material manufacturers that share our commitment to excellence. This affords us cost-control advantages over our competitors and provides you with several distinct advantages:

- Best quality products available at the best possible prices
- Cost control due to our ability to negotiate long-term, fixed-price contracts with our suppliers
- Access to new products and concepts that save time while increasing productivity
- Personal attention when it comes to problem solving for you and managers
- Prompt deliveries and comprehensive training

Equipment

ABM has standardized the equipment that our service workers use, providing benefits for our clients, including:

- Better cleaning results due to better product and equipment selection
- Increased safety because our employees are thoroughly trained and familiar with the equipment
- Reduced training time and expense because we limit the types of equipment used
- Reduced repair time and, therefore, less equipment downtime



Supplies

ABM selects supplies based on our quality standards, and the product's overall ability to meet the rigorous requirements established for city facilities. We have a range of products to suit your environment that will maintain maximum efficiency, safety and hygiene. We can tailor product selection as needed to best suit any new requirements and offer you a complete solution.



Chemicals

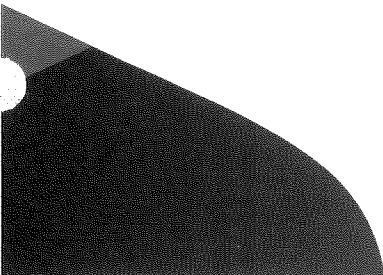
By aligning environmental issues with key business goals, our chemical cleaning program is not only good for the environment—it's good for city facilities. We consider environmental impact, worker safety and product performance when selecting cleaning products. The chemicals we use are premixed by the manufacturer which eliminates the possibility of improper dilution of cleaning. Also, having fewer types of chemicals on-site reduces the risk of property damage, and the packaging of our various types of chemicals helps you and the service workers easily identify improper chemical usage.

Our chemical cleaning program benefits you in several ways:

- Cleaner, healthier environment for occupants and visitors to your facility.
- Improved indoor air quality
- Reduced possibility of property damage due to improper use of chemicals
- Possibility of reduced liability insurance premiums for your facility

ABM advocates consistency at all of our clients' locations by establishing:

- Standardized packaging and dilution ratios
- Optimal choices of products for each cleaning application
- Uniform training on product use
- Simplified HazCom programs



Quality Assurance Program

We've established a quality culture that focuses on client satisfaction, involves employees, measures performance, and is continuously improving. To support quality goals and requirements, we use a unifying quality management system that places a variety of processes into a single framework. This framework acts as a starting point from which new customers and ABM will customize a quality program for the site. The program will improve efficiencies and allow for greater transparency into account activity.

Accounts are managed with innovative technology tools that improve communication, increase worker productivity and integrate processes to measure results. ABM Managers and service workers utilize laptops, tablets or other wireless devices for data entry and communication. The staff will be more dependable because of the efficiency and transparency of our systems.

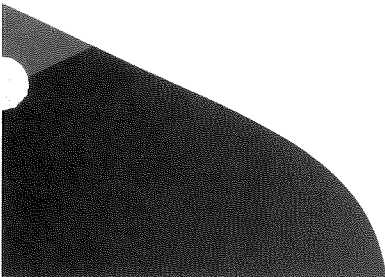
Benefits:

- Automated communication, resulting in reduced response time
- Complete, up-to-date work order status
- Round-the-clock access, communication and tracking
- Periodic scheduling and tracking
- Customized inspection and work order reports providing data for process improvement
- Improved client satisfaction
- Less time spent managing issues

Quality Management System

ABM's quality management tool is a web-based control system that supports quality goals and requirements. The system allows both our customers and ABM to view inspection results, work order statuses, periodic maintenance schedules, and reports through a central online portal. ABM focuses on:

- Analyzing inspection results
- Automating work order management
- Establishing and tracking accountability
- Continually improving processes



Tracking Accountability

In order to provide our customers with transparent accountability, all work requests will clearly define who is responsible for the work and the time involved for completion. The requests will be time stamped, and automatic escalations are triggered by that time, notifying management. Customers have the opportunity to measure, quantify and analyze service delivery, alongside ABM management. This process makes it easy to identify and disseminate best practices.

As work is accomplished and work orders are closed, the reporting system is updated. Supervisory personnel will follow up with service workers on issues and requests to make certain all work is completed to our high standards. Any problems that emerge from this follow-up are immediately corrected and the communication loop is then closed—but only when our clients are absolutely satisfied.

Facilities are inspected on a regular schedule, and the data is entered into the system via a wireless device, allowing for real-time access to inspection results. During inspection, tasks are rated on a scale from one to five, producing a percentage of the maximum possible. The total for all tasks during that inspection becomes the quality score for the site. Customized quality control inspection reports, showing results and trends will be accessible online or via an Excel spreadsheet. This information allows our managers to determine what actions are necessary to maintain compliance, continuous improvement, and ultimately, client satisfaction.

Process Improvement

We optimize our processes to achieve more efficient results through planning, standardization, employee engagement and other means. We continuously look to identify areas of opportunity and target any problem areas, formulate a detailed strategy, and promptly execute the solution. When we engage in a proactive process improvement strategy, we are able to build upon our foundation of best practices, procedures and processes so you receive the best service. Our quality management system helps us identify where to focus our efforts.



What to Continue to Expect From ABM

ABM provides solutions that lower your operating costs, preserve assets and maximize their value. We focus on these core areas in order to deliver the best service possible:

Service Excellence

With our highly-trained, in-house workforce, you can trust that we provide you with services that increase efficiencies and lower your operating expenses—all while maintaining a uniform standard of service excellence.


Breadth of Services

We provide you with an unrivaled range of facilities solutions that will keep city facilities safe, clean, and comfortable.

Deep Industry Expertise

From our national office to our local branches, we've made sure our workforce understands the industry. After all, in over 100 years' of service, we've developed the expertise to make our solutions work best for our customers.

Technology-Enabled Workforce

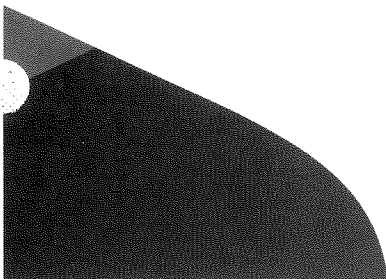
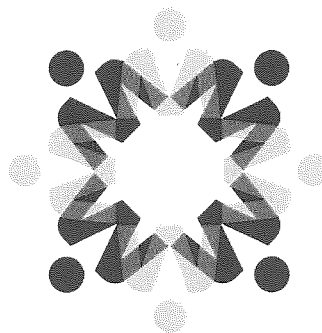


Facilities are serviced with the support of innovative technology solutions that will simplify service delivery and allow for greater transparency.

Guaranteed Sustainability Solutions

We've got expertise to support all sustainability goals, including green cleaning, LEED support, bundled energy solutions, and more.

We are ready to continue to Build Value for the City of Long Beach.



APPENDIX A

DEVELOPMENT SERVICES**Neighborhood Resource Center – 3,098 sq. ft.**

Space Type	Service Frequency
Community Room	Clean 5 Days
Copy, Mail or Printer Room	Clean 5 Days
Corridor	Clean 5 Days
Exterior Entry	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Storage	Clean Monthly

FIRE**Emergency Communication & Operations Center (ECOC) – 51,006 sq. ft.**

Space Type	Service Frequency
Classroom	Clean 1 Day, Check 6 Days
Conference Room	Clean 5 Days
Copy, Mail or Printer Room	Clean 5 Days, Check Sat & Sun
Corridor	Clean 5 Days, Check Sat & Sun
Corridor	Clean 5 Days (Space Vac), Check Sat & Sun
Corridor	Clean 5 Days
Custodial Work Station	Clean 7 Days
ECOC Basement	Check Monthly, Clean Quarterly
ECOC Equipment Area	Clean Monthly
Elevator Car	Clean 5 Days, Check Sat & Sun
Emergency Communications	Clean 7 Days
Exercise Area/Room	Clean 7 Days
Exterior Lot & Perimeter	Clean 7 Days
Locker Room	Clean 7 Days, Refresh 7 Days
Lounge, Staff	Clean 7 Days, Refresh 7 Days
Office	Clean 1 Day
Office Common Area	Clean 5 Days
Restroom	Clean 7 Days, Refresh 7 Days
Stair	Clean 1 Day, Check 4 Days
Stair	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean 1 Day
Storage	Clean Monthly
Storage	Clean Quarterly
Storage	Clean Yearly

Fire Department Administrative Headquarters – 244,796 sq. ft.

Space Type	Service Frequency
Community Room	Clean 1 Day, Check 4 Days
Copy, Mail or Printer Room	Clean 5 Days
Conference Room	Clean 5 Days
Conference Room	Clean 1 Day, Check 4 Days
Corridor	Clean 5 Days
Corridor	Clean 1 Day, Check 4 Days
Custodial Work Station	Clean 5 Days
Elevator Car	Clean 5 Days
Entrance	Clean 5 Days
Exercise Area	Clean 5 Days
Exterior Entry	Clean 5 Days
Locker Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Medical Exam or Treatment Area	Clean 5 Days
Office	Clean 1 Day
On-Call Sleeping Room	Clean 1 Day, Check 4 Days
Restroom	Clean 5 Days
Showers (Foam)	Clean 5 Days
Stair	Clean 5 Days
Stair	Clean 1 Day, Check 4 Days
Storage	Clean 1 Day
Storage	Clean Monthly

Fire Training Center – 6,410 sq. ft.

Space Type	Service Frequency
Classroom	Clean 2 Days
Corridor	Clean 1 Day, Check 2 Days
Conference Room	Clean 2 Days
Lounge, Staff	Clean 2 Days
Office	Clean 1 Day, Check 1 Day
Reception Area, Public	Clean 2 Days
Restroom	Clean 2 Days

HEALTH & HUMAN SERVICES**Housing Authority Office – 15,356 sq. ft.**

Space Type	Service Frequency
Conference Room	Clean 5 Days
Copy, Mail or Printer Room	Clean 5 Days
Corridor	Clean 5 Days

Housing Authority Office (Cont.)

Custodial Work Station	Clean 5 Days
Elevator Car	Clean 5 Days
Exterior Entry	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day, Check 4 Days
Reception Area, Public	Clean 5 Days
Restroom	Clean 5 Days
Stair	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Monthly

LIBRARY SERVICES**Alamitos Branch Library – 6,781 sq. ft.**

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Stair	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Yearly

Bach Branch Library – 7,181 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day

Bach Branch Library (Cont.)

Space Type	Service Frequency
Restroom	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Monthly
Storage	Clean Yearly

Bay Shore Branch Library – 7,757 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Stair	Clean 5 Days
Storage	Clean Monthly

Bret Harte Branch Library – 7,934 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days

Brewitt Branch Library – 4,915 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days

Burnett Branch Library – 8,462 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Monthly
Storage	Clean Yearly

Dana Branch Library – 7,670 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day

Dana Branch Library (Cont.)

Space Type	Service Frequency
Restroom	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Monthly

El Dorado Branch Library – 8,952 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Storage	Clean Monthly

Los Altos Branch Library – 6,827 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Storage	Clean 1 Day

Main Library - 132,779 sq. ft.

Space Type	Service Frequency
Conference Room	Clean 1 Day, Check 4 Days
Copy, Mail or Printer Room	Clean 5 Days
Corridor	Clean 5 Days, Refresh 5 Days
Corridor	Clean 5 Days
Corridor	Clean 1 Day, Check 4 Days
Custodial Work Station	Clean 5 Days
Elevator Car	Clean 5 Days, Refresh 5 Days
Exterior Entry	Clean 5 Days
Exterior Stair	Clean 1 Day, Check 4 Days
Library Archives	Clean Monthly
Library Auditorium	Clean 1 Day, Check 4 Days
Library Processing	Clean 1 Day, Check 4 Days
Library Study or Reference	Clean 5 Days, Refresh 5 Days
Library Theater	Clean 1 Day, Check 4 Days
Staff Lounge	Clean 3 Days, Check 2 Days
Office	Clean 1 Day
Restroom	Clean 5 Days, Refresh 5 Days
Restroom	Clean 1 Day, Check 4 Days
Stair	Clean 5 Days
Stair	Clean 5 Days, Refresh 5 Days
Stair	Clean Yearly, Check Monthly
Storage	Clean 1 Day
Storage	Clean Monthly
Storage	Clean Quarterly
Storage	Clean Yearly

Mark Twain Branch Library – 16,565 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Monthly

North Branch Library – 7,896 sq. ft.

Space Type	Service Frequency
Corridor	Clean 5 Days
Custodial Work Station	Clean 5 Days
Exterior Lot & Perimeter	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Library Processing	Clean 5 Days
Library Study or Reference	Clean 5 Days
Library Community Meeting Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Restroom	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Monthly

Long Beach Gas & Oil**S.E.R.R.F Administration Building – 2,857 sq. ft.**

Space Type	Service Frequency
Custodial Work Station	Clean 2 Days
Exterior Entry	Clean 2 Days
Exterior Lot & Perimeter	Clean 2 Days
Office	Clean 1 Day
Office, Common Area	Clean 2 Days
Restroom	Clean 2 Days
Storage	Clean Monthly

PARKS, RECREATION & MARINE**Park Restrooms**Location

Admiral Kidd Park 08	895
Bixby Knolls Park 14	840
Bixby Park 29	1,018
McBride Park 06	643
Cesar E. Chavez Park 02	843
Cherry Park 13	452
Coolidge Park 16	428
Davenport Park 04	676
DeForest Park 17	892
DeForest Park 18	494
Drake Park 01	612

Park Restrooms (Cont.)

<u>Location</u>	<u>Sq. Ft.</u>
El Dorado Park East 34 – Nature Center Lot	502
El Dorado Park East 35 - Nature Trail	342
El Dorado Park East 36 - Archery Range	442
El Dorado Park East 37	370
El Dorado Park East 38 - Campground	932
El Dorado Park East 39 - Snake Road	535
El Dorado Park East 40	448
El Dorado Park East 41 - On the Hill	1,366
El Dorado Park East 42	581
El Dorado Park East 43 - Lake Grove Area	440
El Dorado Park East 44	136
El Dorado Park West 31 - Duck Pond	2,163
El Dorado Park West 32 - Los Altos LL	376
El Dorado Park West 33	487
Heartwell Park 44	621
Heartwell Park 46	641
Heartwell Park 47	817
Heartwell Park 48	726
Houghton Park 19 – Skateboard Park	486
Houghton Park 20	753
Hudson Park 09	1,293
Los Cerritos Park 11	597
MacArthur Park 03	727
Martin Luther King, Jr. Park 05	729
Pan American Park 22	928
Ramona Park 21	326
Recreation Park 26 - Joe Rodgers Field	504
Recreation Park 27 - Kid’s Play Area	1,141
Recreation Park 28 - Woodland Area	944
Scherer Park 15	641
Silverado Park 10	753
Somerset Park 12	577
Stearns Champions Park 24	390
Veterans Park 07	539
Wardlow Park 23	588
Whaley Park 25	484

Space Type	Service Frequency
Building Services Satellite Supply Area*	Clean 7 Days
Custodial Work Station*	Clean 7 Days
Exterior Entry	Clean 7 Days
Restrooms, Parks (Foam)	Clean 7 Days

*Where applicable

Senior Center – 47,106 sq. ft.

Space Type	Service Frequency
Classroom	Clean 5 Days
Community Kitchen, Senior Center	Clean 5 Days
Community Room	Clean 5 Days
Conference Room	Clean 5 Days
Copy, Mail or Printer Room	Clean 5 Days
Corridor	Clean 5 Days
Corridor	Clean 1 Day, Check 4 Days
Custodial Work Station	Clean 5 Days
Elevator Car	Clean 5 Days
Exercise Area/Room	Clean 5 Days
Exterior Entry	Clean 5 Days
Exterior Patio	Clean 1 Day
Exterior Stair	Clean 1 Day, Check 4 Days
Game Room	Clean 5 Days
Locker Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Office	Clean 1 Day
Office Common Area	Clean 5 Days
Office, Public Contact	Clean 5 Days
Reception Area, Public	Clean 5 Days
Restroom	Clean 5 Days
Restroom	Clean 1 Day, Check 4 Days
Stair	Clean 5 Days
Storage	Clean 1 Day
Storage	Clean Monthly

Police**East Division Station – 7,126 sq. ft.**

Space Type	Service Frequency
Exterior Entry	Clean 7 Days
Exterior Lot & Perimeter	Clean 7 Days
Corridor	Clean 5 Days, Check Sat & Sun
Conference Room	Clean 7 Days
Custodial Work Station	Clean 7 Days
Exercise Area/Room	Clean 7 Days
Locker Room	Clean 5 Days, Check Sat & Sun
Lounge, Staff	Clean 5 Days, Check Sat & Sun
Meeting Room	Clean 1 Day, Check 4 Days
Office	Clean 1 Day, Check 4 Days
Office, Multi-shift & Weekend Use	Clean 2 Days
Restroom	Clean 5 Days, Check Sat & Sun

East Division Station (Cont.)

Space Type	Service Frequency
Storage	Clean 1 Day
Storage	Clean Monthly

Public Works

Public Service Bureau Buildings – 15,613 sq. ft.

Space Type	Service Frequency
(Street/Amin)	
Classroom	Clean 1 Day, Check 4 Days
Corridor	Clean 1 Day, Check 4 Days
Corridor (Space Vac)	Clean 1 Day, Check 4 Days
Conference Room	Clean 1 Day, Check 4 Days
Exterior Entry	Clean 1 Day
Locker Room	Clean 2 Days, Check 3 Days
Lounge, Staff	Clean 2 Days, Check 3 Days
Meeting Room	Clean 1 Day, Check 4 Days
Office	Clean 1 Day
Office, Common Area	Clean 2 Days
Office, Public Contact	Clean 5 Days
Restroom	Clean 5 Days
Restroom	Clean 2 Days, Check 3 Days
Storage	Clean 1 Day
Storage	Clean Monthly
(Facilities)	
Office	Clean 2 days, Check 3 days
Common Area	Clean 2 days, Check 3 days
Restroom	Clean 5 days
Restroom	Clean 5 days

Public Service Bureau -Traffic Operations (at LBGO) – 3,952 sq. ft.

Space Type	Service Frequency
Locker Room	Clean 2 Days, Check 3 Days
Lounge, Staff	Clean 2 Days, Check 3 Days
Office	Clean 1 Day
Office, Common Area	Clean 2 Days
Restroom	Clean 2 Days, Check 3 Days
Stair	Clean 1 Day, Check 4 Days

Public Service Bureau - Street Maintenance - Graffiti Office – 282 sq. ft.

Space Type	Service Frequency
Office	Clean 2 Days, Check 3 days
Restroom	Clean 5 Days

Temple/Willow Environmental Services Building – 25,533 sq. ft.

Space Type	Service Frequency
Building Services, Satellite Supply Area	Clean 5 Days
Copy, Mail or Printer Room	Clean 5 Days
Conference Room	Clean 5 Days
Corridor	Clean 5 Days
Corridor	Clean 1 Day, Check 4 Days

Temple/Willow Environmental Services Building (Cont.)

Custodial Work Station	Clean 5 Days
Elevator Car	Clean 5 Days
Exercise Area/Room	Clean 5 Days
Exterior Entry	Clean 5 Days
Locker Room	Clean 5 Days
Lounge, Staff	Clean 5 Days
Meeting Room	Clean 5 Days
Office	Clean 1 Day, Check 4 Days
Reception Area, Public	Clean 5 Days
Restroom (Foam)	Clean 5 Days
Stair	Clean 5 Days
Stair	Clean 1 Day, Check 4 Days
Storage	Clean 1 Day, Check 4 Days
Storage	Clean Quarterly

Technology Services**Wireless Communications – 25,278 sq. ft.**

Space Type	Service Frequency
Exterior Entry	Clean 5 Days
Corridor	Clean 1 Day, Check 4 Days
Conference Room	Clean 1 Day, Check 4 Days
Lounge, Staff	Clean 2 Days, Check 3 Days
Office	Clean 1 Day
Restroom	Clean 5 Days

APPENDIX B

Athletic Playing Court: Clean 3 Days (Autoscrub)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Autoscrub	3 Days	Hard Surface Floors

Athletic Playing Court: Clean 5 Days (Autoscrub)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Autoscrub	5 Days	Hard Surface Floors

Auditorium: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week

Belmont Pool Bleachers: Clean Floor 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Sweep Visible Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Wet Clean Floors	1 Day	Scrubbable Floors

Building Services Satellite Supply Area: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Building Services Satellite Supply Area: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Childcare Area - Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surfaces	11 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Childcare Area - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Classroom: Check Daily, Clean Monthly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Every 4th Week	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean Writing Board Erasers and Trays	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	Every 4th Week	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Classroom: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Appliances	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Clean Appliances	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week

Community Kitchen: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Appliances	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Appliances	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen, Senior Center: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Wet Clean Floors	1 Day	Scrubable Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week

Community Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week

Community Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Computer Equipment Room: Clean 5 Days

Routine Cleaning	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Computer Room: Clean 3 Days

Routine Cleaning	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors

Conference Room: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Spot Mop	19 out of 20 Days	Hard Surface Floors	
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	Every 4th Week	Hard Surface Floors

Conference Room: Clean 3 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	4 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	4 Days	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors

Conference Room: Clean 5 Days (Cont.)

Routine Cleaning	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Empty and Service Recycle Containers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors

Copy, Mail or Printer Room: Clean 3 Days (Cont.)

Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
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Copy, Mail or Printer Room: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Empty and Service Recycle Containers	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	3 out of 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	All Floor Surfaces
	Spot Clean Drinking Fountain	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors

Corridor: Clean 2 Days (Cont.)

Routine Cleaning	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces

Corridor: Clean 4 Days

Routine Cleaning	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Corridor: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Corridor: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Corridor: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	1 Day	Burnished Floors

Corridor: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Corridor: Clean 5 Days (Space Vac)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors

Corridor: Clean 5 Days (Space Vac), Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors

Council Chamber: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces

Council Chamber: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Custodial Work Station: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	

Custodial Work Station: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	

Custodial Work Station: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Darkroom: Clean 1 Day, Check 4 Days

Routine Cleaning	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

EEOC Basement: Check Monthly, Clean Quarterly

Routine Cleaning	Remove Litter	Monthly	All Floor Surfaces
	Rinse Floors with Water Hose	Quarterly	Hard Surface Floors

EEOC Equipment: Area Clean Monthly

Routine Cleaning	Dust Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors

Elevator Car: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	All Floor Surfaces

Elevator Car: Clean 5 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Elevator Car: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Refreshing	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
Spot Mop	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Emergency Communications: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exercise Area/Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors

Exercise Area/Room: Clean 3 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exercise Area/Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Spot Mop	4 Days	Hard Surface Floors	
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exercise Area/Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces

Exercise Area/Room: Clean 7 Days (Cont.)

Routine Cleaning	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exterior Entry: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 1 Day, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	4 Day	All Floor Surfaces
	Clean Floor Mats	4 Day	All Floor Surfaces
	Sweep Floors	4 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Outside Floor Mats	3 Days	All Floor Surfaces
	Sweep Floors	3 Days	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 6 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	6 Days	All Floor Surfaces
	Remove Litter	6 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	6 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	6 Days	All Floor Surfaces
	Clean Outside Floor Mats	6 Days	All Floor Surfaces
	Sweep Floors	6 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Clean Outside Floor Mats	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry, Restrooms, Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Clean Outside Floor Mats	7 Days	All Floor Surfaces
	Rinse Floors with Water Hose	7 Days	Hard Surface Floors

Exterior Lot & Perimeter: 2 Days

Routine Cleaning	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces

Exterior Lot & Perimeter: 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

Exterior Lot & Perimeter: 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces

Exterior Patio: Clean 1 Day

Routine Cleaning	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Rinse Floor with Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 1 Day, Check 3

Routine Cleaning	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	3 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 1 Day, Check 4 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	5 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 3 Days

Routine Cleaning	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	2 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	4 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Stair: Clean 1 Day, Check 4 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors

Game Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Game Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors

Game Room: Clean 3 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Game Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Holding Area: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces

Holding Area: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Holding Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Laundry: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces

Laundry: Clean 5 Days (Cont.)

Routine Cleaning	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Library Archives: Clean Monthly

Routine Cleaning	Empty and Service Trash Receptacles	Monthly	All Floor Surfaces
	Dust Building Surfaces	Monthly	All Floor Surfaces
	Dust Furniture Surfaces	Monthly	All Floor Surfaces
	Spot Clean Furniture Surfaces	Monthly	All Floor Surfaces
	Spot Clean Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors

Library Auditorium: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors	

Library Auditorium: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Library Community Meeting Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Library Processing: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

Library Processing: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (Include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Processing: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (Include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Study or Reference: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Study or Reference: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Library Study or Reference: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Theater: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Locker Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors

Locker Room: Clean 2 Days, Check 3 Days (Cont.)

Routine Cleaning	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	3 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Locker Room: Clean 5 Days, Check Sat & Sun (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors	
Refreshing	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors	
Spot Mop	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Locker Room: Clean 7 Days, Refresh 7 Days (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Refresh Trash Receptacles	7 Days	All Floor Surfaces
	Spot Clean Fixtures	7 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	7 Days	All Floor Surfaces
	Refresh Dispensers	7 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil Only	7 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
Spot Mop	7 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 1 Day, Check 4 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	1 Day	Hard Surface Floors
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors

Locker Room: Clean 1 Day, Check 4 Days (Foam) (Cont.)

Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
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Locker Room: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	All Floor Surfaces

Lounge, Staff: Clean 2 Days (Cont.)

Routine Cleaning	Clean Appliances - Exterior Only	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors

Lounge, Staff: Clean 2 Days, Check 3 Days (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Spot Mop	11 Day in 4 Weeks	Hard Surface Floors	
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	4 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	All Floor Surfaces
	Refill Dispensers	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

Lounge, Staff: Clean 4 Days (Cont.)

Routine Cleaning	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	4 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	4 Days	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Lounge, Staff: Clean 5 Days (Cont.)

Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

Lounge, Staff: Clean 7 Days (Cont.)

Routine Cleaning	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days (Cont.)

Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Spot Clean Fixtures	7 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	7 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Clean Appliances - Exterior Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Medical Dressing Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	1 Day	Burnished Floors

Medical Exam or Treatment Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Medical Work Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Meeting Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Meeting Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Meeting Room - Clean 5 Days (Cont.)

Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Multipurpose Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Office: Clean 1 Day (Cont.)

Routine Cleaning	Spot Mop	3 out of 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 out of 4 Weeks	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office Common Area: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors

Office Common Area: Clean 2 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office Common Area: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office Common Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors	

Office Common Area: Clean 5 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Multi-Shift: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Public Contact: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Empty and Service Recycle Containers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces

Office, Public Contact: Clean 3 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Public Contact: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Public Contact: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

On-Call Sleeping Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors

On-Call Sleeping Room: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Pool Deck: Clean 2 Days

Routine Cleaning	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	2 Days	Hard Surface Floors

Pool Deck: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	5 Days	Hard Surface Floors

Pool Deck: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	7 Days	Hard Surface Floors

Printing\Duplicating: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors

Printing\Duplicating: Clean 2 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Printing\Duplicating: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
Burnishing	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Reception Area, Public: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors

Reception Area, Public: Clean 2 Days (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Reception Area, Public: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Reception Area, Public: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Reception Area, Public: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Restroom: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Clean and Refill Floor Drains	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 1 Day, Check 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	2 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Clean and Refill Floor Drains	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 1 Day, Check 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	3 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces

Restroom: Clean 1 Day, Check 2 Days (Cont.)

Routine Cleaning	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Clean and Refill Floor Drains	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descal Toilet and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors

Restroom: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
Clean and Refill Floor Drains	2 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces

Restroom: Clean 3 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	3 Days	Hard Surface Floors
	Clean and Refill Floor Drains	3 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Clean and Refill Floor Drains	5 Days	Hard Surface Floors	
Spot Mop	2 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Restroom: Clean 5 Days, Refresh 5 Days (Cont.)

Refreshing	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	5 Days	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Visible Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 6 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	6 Days	All Floor Surfaces
	Remove Litter	6 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	6 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	6 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	6 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	6 Days	All Floor Surfaces
	Spot Clean Building Surfaces	6 Days	All Floor Surfaces
	Remove Carpet Stains	6 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	6 Days	Hard Surface Floors
	Clean and Refill Floor Drains	6 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces	
	Remove Litter	7 Days	All Floor Surfaces	
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces	
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces	
	Refill Dispensers	7 Days	All Floor Surfaces	
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces	
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces	
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces	
	Sweep Floors	7 Days	Hard Surface Floors	
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors	
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors	
	Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
		Remove Litter	7 Days	All Floor Surfaces
Refresh Trash Receptacles		7 Days	All Floor Surfaces	
Spot Clean Fixtures		7 Days	All Floor Surfaces	
Refresh Dispensers		7 Days	All Floor Surfaces	
Spot Clean Building Surfaces		7 Days	All Floor Surfaces	
Sweep Visible Soil Only		7 Days	Hard Surface Floors	
Spot Mop		7 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors	

Restroom: Clean 1 Day (Foam), Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	4 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors

Restroom: Clean 1 Day (Foam), Check 4 Days (Cont.)

Routine Cleaning	Clean and Disinfect Floors, Partitions and Fixtures - Spray Foam	1 Day	Hard Surface Floors
	Sweep Visible Soil Only	4 Days	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors

Restroom: Clean 2 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Sweep Floors	2 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors

Restroom: Clean 3 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Sweep Floors	3 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	3 Days	Hard Surface Floors
	Clean and Refill Floor Drains	3 Days	Hard Surface Floors

Restroom: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Restroom: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Restrooms, Parks: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces

Restrooms, Parks: Clean 7 Days (Foam) (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Showers: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Showers: Clean 2 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Sweep Floors	2 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors

Showers: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Showers: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Stair: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors

Stair: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean 2 Day, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	2 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors

Stair: Clean 5 Days (Cont.)

Routine Cleaning	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces	
	Remove Litter	5 Days	All Floor Surfaces	
	Dust Building Surfaces	2 Days	All Floor Surfaces	
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces	
	Remove Carpet Stains	5 Days	Carpeted Floors	
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors	
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors	
	Spot Mop	19 out of 20 Days	Hard Surface Floors	
Refreshing	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors	
	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces	
	Remove Litter	5 Days	All Floor Surfaces	
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces	
	Remove Carpet Stains	5 Days	Carpeted Floors	
	Vacuum Visible Soil Only	5 Days	Carpeted Floors	
	Sweep Visible Soil Only	5 Days	Hard Surface Floors	
	Spot Mop	5 Days	Hard Surface Floors	
	Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean Monthly, Check Weekly

Routine Cleaning	Remove Litter	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors

Stair: Clean Monthly, Check Weekly (Cont.)

Routine Cleaning	Vacuum Visible Soil Only	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean Yearly, Check Monthly

Routine Cleaning	Remove Litter	Monthly	All Floor Surfaces
	Spot Mop	Monthly	Hard Surface Floors

Storage: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 out of 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors

Storage: Clean Monthly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Monthly	All Floor Surfaces
	Dust Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors

Storage: Clean Quarterly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Quarterly	All Floor Surfaces
	Dust Building Surfaces	Quarterly	All Floor Surfaces
	Remove Carpet Stains	Quarterly	Carpeted Floors
	Vacuum Completely (with Detail)	Quarterly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Quarterly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Quarterly	Hard Surface Floors

Storage: Clean Yearly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Yearly	All Floor Surfaces
	Dust Building Surfaces	Yearly	All Floor Surfaces
	Remove Carpet Stains	Yearly	Carpeted Floors
	Vacuum Completely (with Detail)	Yearly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Yearly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Yearly	Hard Surface Floors

APPENDIX C

APPENDIX C

MINIMUM WEEKLY LABOR HOURS FOR ENHANCED SERVICES (LEVEL 2)

The City may elect to award an enhanced service level for certain buildings or groups of buildings. The chart below specifies the minimum required hours for routine services at the enhanced level. The tasks and frequencies are specified in the *Appendix D: Tasks and Frequencies, Enhanced Services (Level 2)* and the total increase in the required number of hours for each building or group of buildings are specified in *Bid Schedule No. 2*.

Department	Buildings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	When Contractor shall perform the work
Development Services (Travel time is not included.)	Neighborhood Resources Center	1.50	1.00	1.00	1.00	1.00	--	--	5.50	Monday – Friday: 4:00 am – 8:00 am.
Fire (Travel time is not included.)	Emergency Communications & Operations Center	8.00	8.00	8.00	8.00	8.00	6.0	6.0	52.0	Every Day: 8:00 am – 5:00 pm. Contractor shall provide one employee per day.
	Administrative Headquarters	12.00	12.00	12.00	12.00	12.00	--	--	60.0	Monday – Friday: 8:00 am – 5:00 pm.
	Fire Training Center	--	--	5.00	--	5.00	--	--	10.00	Monday & Thursday: 8:00 am – 12:00 pm.
	Subtotal: Fire	20.00	20.00	25.00	20.00	25.00	6.00	6.00	122.00	
Health & Human Services (Travel time is not included.)	Housing Authority Office	4.00	4.00	4.00	4.00	4.00	--	--	20.0	Monday – Friday: 6:00 pm – 10:00 pm.
Library Services (Travel times are not included.)	Main Library	--	16.00	16.00	16.00	16.00	10.00	--	74.00	Tuesday – Thursday: 7:00 am – 12:00 pm, Friday: 7:00 am – 10:00 am, and Saturday: 8:15 am – 10:00 am for tasks performed in public areas that create noise, odor or interfere with the use of public areas. Staff areas and other areas can be cleaned during the following 2 hours as long as there is no noise, odor or interference with the public or staff.
	Alamitos Branch Library	--	3.00	3.00	3.00	3.00	1.50	--	12.00	Tuesday – Thursday: 10:15 am – 12:00 pm, and Friday & Saturday: 9:15 am – 10:00 am for tasks performed in public areas that create noise, odor or interfere with the use of public areas. Staff areas and other areas can be cleaned during the following 2 hours as long as there is no noise, odor or interference with the public or staff.
	Bach Branch Library	--	3.00	3.00	3.00	3.00	1.50	--	12.00	
	Bay Shore Branch Library	--	3.00	3.00	3.00	3.00	1.50	--	12.00	
	Bret Harte Branch Library	--	2.50	2.50	2.50	2.00	2.00	--	11.50	
	Brewitt Branch Library	--	2.00	2.00	2.00	1.50	1.50	--	9.00	

APPENDIX C

ENHANCED SERVICES (LEVEL 2)

Department	Buildings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	When Contractor shall perform the work
Library Services (Cont.) (Travel times are not included.)	Burnett Branch Library	--	3.00	3.00	3.00	1.50	1.50	--	12.00	Tuesday – Thursday: 10:15 am – 12:00 pm, and Friday & Saturday: 9:15 am – 10:00 am
	Dana Branch Library	--	3.00	3.00	3.00	1.50	1.50	--	12.00	for tasks performed in public areas that create noise, odor or interfere with the use of public areas. Staff areas and other areas can be cleaned during the following 2 hours as long as there is no noise, odor or interference with the public or staff.
	El Dorado Branch Library	--	3.00	3.00	3.00	2.00	2.00	--	13.00	
	Los Altos Branch Library	--	3.00	3.00	3.00	1.50	1.50	--	12.00	
	Mark Twain Branch Library	--	5.00	5.00	5.00	4.00	4.00	--	23.00	
	North Branch Library	--	2.50	2.50	2.50	1.50	1.50	--	10.50	
	Main Library (Day Porter)	--	8.00	6.00	7.00	7.00	7.00	--	35.00	Tuesday: 12:00 pm – 8:00 pm, Wednesday: 12:00 pm – 6:00 pm, Thursday: 12:00 pm – 7:00 pm, and Friday & Saturday: 10:00 am – 5:00 pm.
	Mark Twain Branch Library (Day Porter)	--	7.00	6.00	7.00	7.00	7.00	--	34.00	Tuesday, Thursday, Friday & Saturday: 10:00 am – 5:00 pm, and Wednesday: 10:00 am – 4:00 pm.
	Subtotal: Library Services	--	64.00	61.00	63.00	50.00	44.00	--	282.00	

Long Beach Gas & Oil (Travel time is not included.)	SERRF Administration	1.00	--	--	1.00	--	--	--	2.00	Monday & Thursday: 8:00 am – 10:00 am.
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Parks, Recreation & Marine (Park Restrooms: Travel time to the first building is not included. Travel times between each building and back to 1st building are included. Senior Center: Travel time is not included.)	Park Restrooms – Route 1	11.50	11.50	11.50	11.50	11.50	11.50	11.50	80.50	1st Cleaning
	Park Restrooms – Route 2	10.25	10.25	10.25	10.25	10.25	10.25	10.25	71.75	Every Day: 4:00 am – 10:00 am.
	Park Restrooms – Route 3	10.50	10.50	10.50	10.50	10.50	10.50	10.50	73.50	Contractor shall provide two employees for each group.
	Park Restrooms – Route 4	9.75	9.75	9.75	9.75	9.75	9.75	9.75	68.25	Refreshing
	Park Restrooms – Route 1	3.75	3.75	3.75	3.75	3.75	3.75	3.75	26.25	Every Day: 1:00 pm – 4:00 pm.
	Park Restrooms – Route 2	2.25	2.25	2.25	2.25	2.25	2.25	2.25	15.75	
	Park Restrooms – Route 3	3.50	3.50	3.50	3.50	3.50	3.50	3.50	24.50	
	Park Restrooms – Route 4	5.25	5.25	5.25	5.25	5.25	5.25	5.25	36.75	
	Senior Center	10.00	10.00	10.00	10.00	10.00	--	--	50.00	Monday – Friday: 4:00 am – 8:00 am.
	Subtotal: Parks, Recreation & Marine	66.75	66.75	66.75	66.75	66.75	66.75	56.75	56.75	447.25

Police Department (Travel times are not included.)	East Division	4.00	4.00	4.00	4.00	4.00	4.00	4.00	28.00	Every Day: 8:00 am – 5:00 pm.
Subtotal: Police Department		4.00	4.00	4.00	4.00	4.00	4.00	4.00	28.00	

APPENDIX C

ENHANCED SERVICES (LEVEL 2)

Department	Buildings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	When Contractor shall perform the work
Public Works (Travel time is not included.)	Public Service Bureau	6.00	6.00	6.00	6.00	6.00	--	--	30.00	Monday – Friday: 5:00 am – 8:30 am. Staff lounges (break rooms) shall not be cleaned between 11:00 am and 12:00 pm.
	Traffic Operations (at LBGO)	2.00	2.00	2.00	2.00	2.00	--	--	10.00	Monday – Friday: 7:00 am – 1:00 pm. Staff lounges (break rooms) shall not be cleaned between 11:00 am and 12:00 pm.
	Environmental Services	8.00	8.00	8.00	8.00	8.00	--	--	40.00	Monday – Friday: 5:00 am – 2:00 pm. Contractor shall provide one employee per day.
	Street Maint. Graffiti Office	.50	.50	.50	.50	.50	--	--	2.50	Monday – Friday: 7:00 am – 8:00 am
	Subtotal: Public Works	16.50	16.50	16.50	16.50	16.50	--	--	82.50	
Technology Services (Travel time is not included.)	Wireless Communication	3.00	3.00	3.00	3.00	3.00	--	--	15.00	Monday – Friday: 8:00 am – 2:00 pm
Total All Buildings		116.75	179.25	181.25	179.25	170.25	110.75	66.75	1,004.25	

PARK RESTROOM GROUPS

Group 1	Group 2	Group 3	Group 4
*Eldorado West Park Restroom 31 Eldorado West Park Restroom 30 Eldorado West Park Restroom 32 Eldorado West Park Restroom 33 Eldorado East Park Restroom 34 Eldorado East Park Restroom 35 Eldorado East Park Restroom 36 Eldorado East Park Restroom 37 Eldorado East Park Restroom 38 Eldorado East Park Restroom 39 Eldorado East Park Restroom 40 Eldorado East Park Restroom 41 Eldorado East Park Restroom 42 Eldorado East Park Restroom 43	*Pan American Restrooms 22 Hearthwell Park Restrooms 46 Hearthwell Park Restrooms 44 Hearthwell Park Restrooms 47 Hearthwell Park Restrooms 48 Wardlow Park Restrooms 23 Stearns Park Restrooms 24 Whaley Park Restrooms 25 Recreation Park Restrooms 26 Recreation Park Restrooms 27 Recreation Park Restrooms 28	*Davenport Park Restroom 04 Ramona Park Restroom 21 Coolidge Park Restroom 16 Houghton Park Restroom 19 Houghton Park Restroom 20 Deforest Park Restroom 17 Deforest Park Restroom 18 Scherer Park Restroom 15 Bixby Knolls Park Restroom 14 Cherry Park Restroom 13 Somerset Park Restroom 12 Los Cerritos Park Restroom 11	*Veterans Park Restroom 07 Silverado Park Restroom 10 Hudson Park Restroom 09 Seaside Park 57 Admiral Kidd Park Restroom 08 Drake Park Restroom 01 Cesar Chavez Park Restroom 02 Bixby Park Restroom 29 McArthur Park Restroom 03 California Recreation Park Restroom 06 ML King Restroom 05 Chittick Field 56

* Contractor shall store chemicals, supplies and equipment at this location for this route.

APPENDIX D

Athletic Playing Court: Clean 3 Days (Autoscrub)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Autoscrub	3 Days	Hard Surface Floors

Athletic Playing Court: Clean 5 Days (Autoscrub)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Autoscrub	5 Days	Hard Surface Floors

Auditorium: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Belmont Pool Bleachers: Clean Floor 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Sweep Visible Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Wet Clean Floors	1 Day	Scrubable Floors

Building Services Satellite Supply Area: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Building Services Satellite Supply Area: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Childcare Area - Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surfaces	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Childcare Area - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Classroom: Check Daily, Clean Monthly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Classroom: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors

Classroom: Clean 5 Days (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Community Kitchen: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Appliances	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	4 Times Per Year	Carpeted Floors

Community Kitchen: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces

Community Kitchen: Clean 2 Days (Cont.)

Routine Cleaning	Clean Appliances	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	4 Times Per Year	Carpeted Floors

Community Kitchen: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Appliances	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	4 Times Per Year	Carpeted Floors

Community Kitchen: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	5 Days	All Floor Surfaces

Community Kitchen: Clean 5 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Appliances	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	4 Times Per Year	Carpeted Floors

Community Kitchen, Senior Center: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Wet Clean Floors	1 Day	Scrubable Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors
	Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	4 Times Per Year	Carpeted Floors

Community Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces

Community Room: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Community Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Community Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Community Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors

Community Room: Clean 5 Days (Cont.)

Routine Cleaning	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Computer Equipment Room: Clean 5 Days

Routine Cleaning	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Computer Room: Clean 3 Days

Routine Cleaning	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Conference Room: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	1 Day	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Conference Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors	

Conference Room: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Conference Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Conference Room: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	4 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	4 Days	All Floor Surfaces

Conference Room: Clean 4 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Conference Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Conference Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days (Cont.)

Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Copy, Mail or Printer Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Empty and Service Recycle Containers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Copy, Mail or Printer Room: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Empty and Service Recycle Containers	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors

Copy, Mail or Printer Room: Clean 4 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Copy, Mail or Printer Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors

Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun (Cont.)

Routine Cleaning	Vacuum Visible Soil and Traffic Lanes	6 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	6 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	6 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	All Floor Surfaces
	Spot Clean Drinking Fountain	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors

Corridor: Clean 2 Days (Cont.)

Routine Cleaning	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors

Corridor: Clean 5 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces

Corridor: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	1 Day	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	6 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors

Corridor: Clean 7 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	6 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	6 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 5 Days (Space Vac)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Corridor: Clean 5 Days (Space Vac), Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	5 Days	Carpeted Floors

Corridor: Clean 5 Days (Space Vac), Check Sat & Sun (Cont.)

Routine Cleaning	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Council Chamber: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Custodial Work Station: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Darkroom: Clean 1 Day, Check 4 Days

Routine Cleaning	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

EEOC Basement: Check Monthly, Clean Quarterly

Routine Cleaning	Remove Litter	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	Quarterly	Hard Surface Floors

EE0C Equipment: Area Clean Monthly

Routine Cleaning	Dust Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Elevator Car: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	5 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	6 Times Per Year	Carpeted Floors

Elevator Car: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	5 Days	Carpeted Floors

Elevator Car: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Vacuum Completely (with Detail)	5 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	6 Times Per Year	Carpeted Floors

Emergency Communications: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors

Emergency Communications: Clean 7 Days (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors

Exercise Area/Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Spot Mop	2 Days	Hard Surface Floors	
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Exercise Area/Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces

Exercise Area/Room: Clean 5 Days (Cont.)

Routine Cleaning	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Exercise Area/Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Exercise Area/Room: Clean 7 Days (Cont.)

Routine Cleaning	Spot Mop	7 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Exterior Entry: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 1 Day, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	4 Day	All Floor Surfaces
	Clean Floor Mats	4 Day	All Floor Surfaces
	Sweep Floors	4 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Outside Floor Mats	3 Days	All Floor Surfaces
	Sweep Floors	3 Days	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 6 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	6 Days	All Floor Surfaces
	Remove Litter	6 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	6 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	6 Days	All Floor Surfaces
	Clean Outside Floor Mats	6 Days	All Floor Surfaces
	Sweep Floors	6 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Clean Outside Floor Mats	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry, Restrooms, Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Clean Outside Floor Mats	7 Days	All Floor Surfaces
	Rinse Floors with Water Hose	7 Days	Hard Surface Floors

Exterior Lot & Perimeter: 2 Days

Routine Cleaning	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces

Exterior Lot & Perimeter: 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

Exterior Lot & Perimeter: 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces

Exterior Patio: Clean 1 Day

Routine Cleaning	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Rinse Floor with Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 1 Day, Check 3

Routine Cleaning	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	3 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 1 Day, Check 4 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	5 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 3 Days

Routine Cleaning	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	2 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	4 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Stair: Clean 1 Day, Check 4 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors

Game Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces

Game Room: Clean 2 Days (Cont.)

Routine Cleaning	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Game Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Game Room: Clean 3 Days (Cont.)

Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Game Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	5 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Holding Area: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces

Holding Area: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Holding Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Laundry: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors

Library Archives: Clean Monthly

Routine Cleaning	Empty and Service Trash Receptacles	Monthly	All Floor Surfaces
	Dust Building Surfaces	Monthly	All Floor Surfaces
	Dust Furniture Surfaces	Monthly	All Floor Surfaces
	Spot Clean Furniture Surfaces	Monthly	All Floor Surfaces
	Spot Clean Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Library Auditorium: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Library Community Meeting Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors

Library Community Meeting Room: Clean 5 Days (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Library Processing: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Library Processing: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces

Library Processing: Clean 5 Days (Cont.)

Routine Cleaning	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Library Study or Reference: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 2nd Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Library Study or Reference: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Refreshing	Remove Litter	5 Days
Refresh Trash Receptacles		5 Days	All Floor Surfaces
Spot Clean Drinking Fountain		5 Days	All Floor Surfaces
Spot Clean Furniture Surfaces		5 Days	All Floor Surfaces
Remove Carpet Stains		5 Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Library Theater: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces

Library Theater: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	1 Day	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces	
	Remove Litter	2 Days	All Floor Surfaces	
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces	
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces	
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces	
	Refill Dispensers	2 Days	All Floor Surfaces	
	Dust Building Surfaces	1 Day	All Floor Surfaces	
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces	
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces	
	Remove Carpet Stains	2 Days	Carpeted Floors	
	Vacuum Visible Soil Only	2 Days	Carpeted Floors	
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors	
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors	
	Spot Mop	2 Days	Hard Surface Floors	
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors	
	Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 2 Days

Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors	
Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces

Locker Room: Clean 3 Days

Routine Cleaning	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	3 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors

Locker Room: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors

Locker Room: Clean 7 Days (Cont.)

	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	6 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	6 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Refresh Trash Receptacles	7 Days	All Floor Surfaces
	Spot Clean Fixtures	7 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	7 Days	All Floor Surfaces
	Refresh Dispensers	7 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors

Locker Room: Clean 7 Days, Refresh 7 Days (Cont.)

Refreshing	Vacuum Visible Soil Only	7 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 1 Day, Check 4 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	1 Day	Hard Surface Floors
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Locker Room: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors

Lounge, Staff: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Lounge, Staff: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Lounge, Staff: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Lounge, Staff: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	4 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	All Floor Surfaces
	Refill Dispensers	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	4 Days	All Floor Surfaces

Lounge, Staff: Clean 4 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	4 Days	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
Burnishing	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Lounge, Staff: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors

Lounge, Staff: Clean 5 Days (Cont.)

Routine Cleaning	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Lounge, Staff: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces	
	Remove Litter	7 Days	All Floor Surfaces	
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces	
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces	
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces	
	Refill Dispensers	7 Days	All Floor Surfaces	
	Dust Building Surfaces	1 Day	All Floor Surfaces	
	Dust Furniture Surfaces	1 Day	All Floor Surfaces	
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces	
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces	
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces	
	Remove Carpet Stains	7 Days	Carpeted Floors	
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors	
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors	
	Spot Mop	4 Days	Hard Surface Floors	
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
	Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
	Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors	

Lounge, Staff: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces

Lounge, Staff: Clean 7 Days, Refresh 7 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days
Remove Litter		7 Days	All Floor Surfaces
Empty and Service Trash Receptacles		7 Days	All Floor Surfaces
Spot Clean Fixtures		7 Days	All Floor Surfaces
Spot Clean Drinking Fountain		7 Days	All Floor Surfaces
Spot Clean Furniture Surfaces		7 Days	All Floor Surfaces
Spot Clean Appliances - Exterior Surfaces Only		7 Days	All Floor Surfaces
Clean Appliances - Exterior Only		7 Days	All Floor Surfaces
Remove Carpet Stains		7 Days	Carpeted Floors
Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only		7 Days	Hard Surface Floors
Spot Mop	7 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Medical Dressing Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces

Medical Dressing Room - Clean 5 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (Include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	1 Day
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Medical Exam or Treatment Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Medical Work Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Meeting Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Meeting Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Multipurpose Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Multipurpose Room - Clean 5 Days (Cont.)

Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors	

Office: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office Common Area: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office Common Area: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces

Office Common Area: Clean 3 Days

Routine Cleaning	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office Common Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office, Multi-Shift: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office, Public Contact: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Empty and Service Recycle Containers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors

Office, Public Contact: Clean 3 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office, Public Contact: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Office, Public Contact: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	7 Days	All Floor Surfaces

Office, Public Contact: Clean 7 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

On-Call Sleeping Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Pool Deck: Clean 2 Days

Routine Cleaning	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	2 Days	Hard Surface Floors

Pool Deck: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	5 Days	Hard Surface Floors

Pool Deck: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	7 Days	Hard Surface Floors

Printing\Duplicating: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Printing\Duplicating: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Reception Area, Public: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Reception Area, Public: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Reception Area, Public: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors

Reception Area, Public: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Clean and Refill Floor Drains	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 1 Day, Check 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	2 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 1 Day, Check 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	3 Days	All Floor Surfaces

Restroom: Clean 1 Day, Check 2 Days (Cont.)

Routine Cleaning	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	4 Days	All Floor Surfaces
	Spot Clean Building Surfaces	4Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors

Restroom: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors	
Clean and Refill Floor Drains	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces

Restroom: Clean 3 Days (Cont.)

Routine Cleaning	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	3 Days	Hard Surface Floors
	Clean and Refill Floor Drains	3 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Clean and Refill Floor Drains	5 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	6 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors
Spot Mop	2 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors

Restroom: Clean 5 Days, Refresh 5 Days (Cont.)

Routine Cleaning	Clean and Refill Floor Drains	5 Days	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	5 Days	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Visible Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 6 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	6 Days	All Floor Surfaces
	Remove Litter	6 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	6 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	6 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	6 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	6 Days	All Floor Surfaces
	Spot Clean Building Surfaces	6 Days	All Floor Surfaces
	Remove Carpet Stains	6 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	5 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	6 Days	Hard Surface Floors
Clean and Refill Floor Drains	6 Days	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	6 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Refresh Trash Receptacles	7 Days	All Floor Surfaces
	Spot Clean Fixtures	7 Days	All Floor Surfaces
	Refresh Dispensers	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Visible Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Restroom: Clean 1 Day (Foam), Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	4 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Clean and Disinfect Floors, Partitions and Fixtures - Spray Foam	1 Day	Hard Surface Floors
	Sweep Visible Soil Only	4 Days	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors

Restroom: Clean 2 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Sweep Floors	2 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors

Restroom: Clean 3 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces

Restroom: Clean 3 Days (Foam)

Routine Cleaning	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Sweep Floors	3 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	3 Days	Hard Surface Floors
	Clean and Refill Floor Drains	3 Days	Hard Surface Floors

Restroom: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Restroom: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Restrooms, Parks: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Showers: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Showers: Clean 2 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Sweep Floors	2 Days	Hard Surface Floors

Showers: Clean 2 Days (Foam) (Cont.)

Routine Cleaning	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors

Showers: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Showers: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Stair: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces

Stair: Clean 1 Day, Check 4 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Stair: Clean 2 Day, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	2 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Stair: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces

Stair: Clean 5 Days (Cont.)

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years	Burnished Floors
Annual Projects – Carpet	Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Stair: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces	
	Remove Litter	5 Days	All Floor Surfaces	
	Dust Building Surfaces	2 Days	All Floor Surfaces	
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces	
	Remove Carpet Stains	5 Days	Carpeted Floors	
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors	
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors	
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors	
	Spot Mop	4 Days	Hard Surface Floors	
Refreshing	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces	
	Remove Litter	5 Days	All Floor Surfaces	
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces	
	Remove Carpet Stains	5 Days	Carpeted Floors	
	Vacuum Visible Soil Only	5 Days	Carpeted Floors	
	Sweep Visible Soil Only	5 Days	Hard Surface Floors	
	Spot Mop	5 Days	Hard Surface Floors	
	Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
		Annual Projects – Hard Floors	Strip and Refinish Floors	Every 2 Years
Annual Projects – Carpet		Shampoo Carpet, Extraction Method	2 Times Per Year	Carpeted Floors

Stair: Clean Monthly, Check Weekly

Routine Cleaning	Remove Litter	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean Yearly, Check Monthly

Routine Cleaning	Remove Litter	Monthly	All Floor Surfaces
	Spot Mop	Monthly	Hard Surface Floors

Storage: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors	

Storage: Clean Monthly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Monthly	All Floor Surfaces
	Dust Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors

Storage: Clean Monthly (Cont.)

Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors

Storage: Clean Quarterly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Quarterly	All Floor Surfaces
	Dust Building Surfaces	Quarterly	All Floor Surfaces
	Remove Carpet Stains	Quarterly	Carpeted Floors
	Vacuum Completely (with Detail)	Quarterly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Quarterly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Quarterly	Hard Surface Floors

Storage: Clean Yearly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Yearly	All Floor Surfaces
	Dust Building Surfaces	Yearly	All Floor Surfaces
	Remove Carpet Stains	Yearly	Carpeted Floors
	Vacuum Completely (with Detail)	Yearly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Yearly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Yearly	Hard Surface Floors



City of Long Beach

Department of Financial Management
Purchasing Division
333 W Ocean Blvd. 7th floor, Long Beach, California 90802
p 562.570.6200

5/7/14

NOTICE TO BIDDERS

Custodial Services

ADDENDUM NO. 1: Q & A

ITB-LB-14-065

This acknowledgement needs to be signed and included with your bid document.

1. Q: Is page 5 of the Solicitation regarding subcontractors to be included with our proposal?

A: Yes, all pages in the bid package are to be submitted, as this document becomes the contract.

2. Q: What is the amount of the current contract?

A: \$4,323,614 Reference prior council letter dated March 24, 2009 and council letter dated June 11, 2013 see attached.

3. Q: On page 20 of 108, in Section 16 - References and Qualifications Requirements, Item 6, Proof of Insurability, the bidder is requested to furnish a letter of commitment from an insurance company, acceptable to the City, setting forth that adequate insurance coverage (as further described in the General Conditions hereof) will be available at the time of award of Contract. Letters of intent from insurance brokers will not be considered acceptable substitutes.

A: A certificate of insurance shall be sufficient.

4. Q: Is a Certificate of Liability insurance, setting forth adequate insurance coverage levels and naming the City of Long Beach, and indicating that RE: BID # ITB LB-14-065. City of Long Beach; its officials, employees, and agents are included as an Additional Insured per the attached form #CG2026 11/85 acceptable to the City? If not, please provide a sample letter of commitment.

A: See answer to Question #3.

5. Q: Are we to include the costs for the carpet and floor care tasks outlined in the scope of work in our base pricing or are they to be billed as a project at time of service?

Addendum No. One – ITB-LB-14-065 Custodial Services

A: The Base Services (Level 1) does not include carpet shampooing and floor stripping/refinishing, unless specifically identified for a given building. If the Base Services are awarded, these tasks will be billed as identified in Bid Schedule No. 4. However, the Enhanced Services (Level 2) does include frequencies of these tasks and should be included in your pricing.

6. Q: Will you please provide the type of floor surface by square feet or % for each facility?

A: A summary of the estimated square feet of carpeting (which may require shampooing) and resilient tile (which may require stripping/refinishing) for each building has been attached. This summary does not include the square feet of other types of flooring, which may include grouted tile, terrazzo, rubber, wood, concrete, painted concrete, and epoxy. It should be noted that the square feet identified in the summary is from an inventory conducted approximately six years ago. Modifications may have been made to some of the buildings since the time the inventory was taken. The square feet provided should be regarded as estimates.

7. Q: Client References- on page 20 # 4 indicates "within the last five years," but Page 107 of 108 Bid Section Requests Discontinued Customers within the previous 6 months? Please clarify the requirement.

Please list any discontinued customers within the last five years. Please use the form on page 107 provided or you can provide the information in an alternate manner that meets the requirements. The form has been revised, please see attached.

8. Q: Seaside Park Restroom 57 and Chittick Field Restroom 56 square footage are missing from the RFP. Will you please provide?

A: The Seaside Park restroom is 250 sq. ft., and the Chittick Field restroom is 200 sq. ft.

9. Q: Will the City add to the contract that the Contractor may terminate this contract upon 60 days advance written notice to the City? Reference: RFP Page 7 of 108, Item 8. This condition is now in the current contract under Supplemental Conditions.

A: No, that it not part of the standard conditions for the current procurement. This page from the prior contract is attached for reference.

10. Q: Please confirm that the *California All-Purpose Acknowledgement Form* on RFP Page 3 is required to be completed by all offerors but only notarized for out-of-state contractors.

A: Please include all pages in the bid package, regardless if they need to be completed or not. The page asking for notarization only needs to be completed if your company is an out-of-state Contractor.

Addendum No. One – ITB-LB-14-065 Custodial Services

11.Q: Page 2 of the RFP states that corporations must either have the signatures of two officers or one officer with a corporate resolution granting such authority. Is it the intent that all signed forms submitted with the proposal (i.e. – CA All Purpose Acknowledgement, Attachment C, Attachment D, etc.) include two signatures or only the *Invitation to Bid Form* (Page 1)?

A: Only Page 1 needs to have two signatures by corporate officer or one signature with a corporate resolution for corporations. Later when an award is made, the performance bond will also need two signatures by corporate officers.

12.Q: On Page 4 of the RFP, *Instruction to Bidders*, Item 1, the City states that “All Pages of the Invitation for Bid Must Be Returned.” Is the intent of this statement for bidders to return all 339 pages of the RFP with their bid, to include appendices, or only to provide all forms and data requested throughout the RFP?

A: Please include all 339 pages in your bid submittal. See answer to Question #1.

13.Q: Is the performance bond dollar amount for one year and then renewed each year or is it for the full term of the contract?

A: The performance bond amount is for the first contract year, and must be renewed annually thereafter.

Acknowledged By: _____ Date: _____

Firm of: _____

Reference page for Question #2

Council Letter dated March 24, 2009

&

Council Letter dated June 11, 2013



CITY OF LONG BEACH

R-17

DEPARTMENT OF FINANCIAL MANAGEMENT

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6845 • Fax (562) 570-5836

March 24, 2009

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-00809 and award contract to American Building Maintenance Company (ABM) to provide custodial services at various locations in an annual amount of \$841,715 for a one-year period;

Authorize amendments to extend the term for three additional one-year periods, at the discretion of the City Manager; and

Declare Proposition "L" Ordinance read the first time and laid over to the next regular meeting of the City Council for final reading, which pursuant to Section 1806 of the City Charter, makes findings and determinations regarding contracting of custodial services. (Citywide)

DISCUSSION

The City has been contracting with the private sector for custodial services since 1998. The current contracts will expire on April 30, 2009, and a new contract is required. The contracted sites include more than 80 buildings operated by the Community Development, Parks, Recreation and Marine, Library Services, Police, Fire, Public Works, Gas and Oil, and Technology Services Departments. Two additional sites have been included in the specifications -- the Environmental Services Building (at Temple & Willow) and the new Fire Department Administration Building. These two sites have been receiving minimal levels of custodial service provided by temporary, part-time staff or by non-maintenance staff working on an overtime basis.

The format of the bid specifications was revised to include industry "best practices" and minimum staffing requirements as recommended in the Custodial Services Optimization Study. Additionally, the bid format was revised to provide greater assurance to staff that the bidders can successfully meet the contract specifications for the amounts bid. Improved levels of service are anticipated.

The original bid was advertised on June 17th, 18th, 19th, and 22nd, 2008, and opened on July 10, 2008. The City received four bids and all were rejected to conduct a re-bid in order to simplify specifications and expand the bidders pool. The bid documents were available

HONORABLE MAYOR AND CITY COUNCIL

March 24, 2009

Page 2

from the Purchasing Division, located on the seventh floor of City Hall, and the Purchasing Division's website at www.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update on Open Bid Opportunities, which is sent to 30 local, minority, and women's business groups. Sixty-two potential bidders specializing in custodial services were notified: ten are Woman-owned Business Enterprises (WBEs), 22 are Minority-owned Business Enterprises (MBEs), five are Long Beach businesses, and 15 are certified Small Business Enterprises (SBEs). Fifty-seven potential bidders attended the Bidder's Conference and ten bids were received. Bids were opened on December 18, 2008. American Building Maintenance (ABM) Company (not a MBE, WBE, local, or SBE) a national company with regional headquarters in Irvine, California, was determined to be the lowest responsible bidder.

The bid specifications include a requirement that contractors provide health care benefits or make a monetary payment of \$1.60 per hour in lieu of such benefits, which shall increase annually, based on the Consumer Price Index (CPI), to their full-time and part-time employees working under contract with the City. In addition, the contract requires the contractor to provide supplemental information, such as the number of employees and types of equipment used under this contract.

The City's cost to perform the work described in the specifications is \$1,479,000. The City Auditor has determined this estimate to be reasonable (Attachment A). The total contract cost for annual services is \$765,195, which is \$713,805 (48 percent) less, when compared to what it would cost if City employees were to provide the same level of service. The total contract amount includes the base bid of \$765,195, plus an optional 10 percent (\$76,520) contingency, if necessary and if funds are available, to provide for non-scheduled, supplemental and emergency functions to ensure public safety and sanitary conditions.

The City proposed ordinance provides for the findings required by City Charter Section 1806 and authorizes the City Manager to execute contracts for these services with ABM, for a period of one year and also authorizes the City Manager to execute three separate renewals for a period of one year each.

In June 2008, Ms. Janet Wright-Schabow, Business Representative of the International Association of Machinists and Aerospace Workers, was notified by mail, of the plans to adopt specifications and that no layoffs will result from any contract let pursuant to these specifications. In addition, an in person meeting was conducted on Monday, March 16, 2009 with Ms. Wright-Schabow to give her an update regarding the specifications and the City's recommended contractor.

This matter and Proposition "L" findings were reviewed by Deputy City Attorney Linda Trang on March 16, 2009 and Budget Management Officer Victoria Bell on March 13, 2009.

HONORABLE MAYOR AND CITY COUNCIL
March 24, 2009
Page 2

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-00809 and award the contract concurrently is requested on March 24, 2009 to ensure that a contract is in place expeditiously.

FISCAL IMPACT

The cost of the contract, in the estimated amount of \$841,715 annually, is budgeted in the funds of Community Development, Parks, Recreation and Marine, Library Services, Police, Fire, Public Works, Gas and Oil, and Technology Services Departments. This amount includes the option of adding up to 10 percent (\$76,520) above the base bid contract amount of \$765,195, if necessary and if funding is available.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,




LORI ANN FARRELL
DIRECTOR OF FINANCIAL MANAGEMENT/CFO

LAF:ES:LK
K:\EXEC\COUNCIL LETTERS\PURCHASING\03-24-09 CCL - PA-00809 - CUSTODIAL SERVICES CONTRACT.DOC

ATTACHMENTS

APPROVED:



PATRICK H. WEST
CITY MANAGER



OFFICE OF THE CITY AUDITOR
Long Beach, California

LAURA L. DOUD, CPA
City Auditor

March 6, 2009

Erik Sund
Business Relations Manager, Financial Management

Geoffrey Hall
Assistant to the City Manager

Gentlemen:

When contracting out work usually performed by City employees, Section 1806 of the City Charter requires a finding that the work or contracted services can be performed at an estimated lower cost to the City than if said work or services were performed by City employees. We performed specific procedures, as outlined below, to determine the reasonableness of the City's analysis of comparable City costs for services specified in Bid Specifications PA-00809 (Bid No. PA-00809).

Since 1998, the City has contracted out custodial services at selected City sites. The existing contracts are set to expire on April 30, 2009. Bid No. PA-00809 allows for maintaining the existing locations, with an addition of two locations. In the past, the two additional sites have received minimal levels of custodial service provided by temporary, part-time staff or by non-maintenance staff working on an overtime basis. In addition, Bid No. PA-00809 allows for two levels of service – "routine" or "enhance". Bidders were asked to provide bid costs for both levels of service.

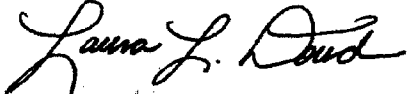
We performed the following procedures in our analysis:

- Reviewed the Bid Specifications PA-00809 for custodial services;
- Interviewed City management to determine the basis and methodology used to estimate City costs for custodial services;
- Obtained and analyzed the City's cost estimates for providing custodial services; and
- Verified the City's estimated cost of providing custodial services to source budget reports and documents.

Mr. Erik Sunday
Mr. Geoffrey Hall
Page 2

Based on the procedures performed, the City's estimated annual cost of \$1,479,000 to provide custodial services outlined in Bid No. PA-00809 appears reasonable. Based on the winning bid, the annual contracted out cost would be \$765,195 for the same level of services. Therefore, the contracted services can be performed at a significantly lower cost than if services were performed by City employees.

Sincerely,



Laura L. Doud, CPA
CITY AUDITOR

cc: Suzanne Frick, Assistant City Manager
Lori Ann Farrell, Director of Financial Management

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

ORDINANCE NO. ORD-09-0008

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONG BEACH MAKING FINDINGS AND DETERMINATIONS REGARDING CONTRACTING FOR WORK USUALLY PERFORMED BY CITY EMPLOYEES AND AUTHORIZING THE CITY MANAGER TO ENTER A CONTRACT WITH AMERICAN BUILDING MAINTENANCE COMPANY FOR CUSTODIAL SERVICES

WHEREAS, the City of Long Beach has many sites located throughout the City which require a variety of custodial services; and

WHEREAS, to achieve cost savings, the City desires to contract for those custodial services, if those services can be performed by a private contractor as efficiently, effectively and at an estimated lower cost to the City than if the services were performed by employees of the City; and

WHEREAS, bids were received and the lowest responsible bidder for those services were determined; and

WHEREAS, the City Auditor and the Department of Financial Management have calculated the annual cost to the City if the custodial services were performed by the lowest responsible bidder, and the resultant cost savings, based upon the frequency of service required in the Specifications; and

WHEREAS, based on these calculations, the City Council desires to make the findings and determinations required by the City Charter and to authorize a contract for custodial services;

NOW, THEREFORE, the City Council of the City of Long Beach ordains as follows:

///

1 Section 1. Based on the calculations of the City Auditor and the
2 Department of Financial Management, the annual cost of custodial services if performed
3 by City employees, the cost of these services if performed by the lowest responsible
4 bidder, American Building Maintenance Company, and the resultant savings are as
5 follows:

6 City Cost:	\$1,479,000
7 Contract or Cost:	\$765,195
8 Annual Savings:	\$713,805

9
10 Section 2. The City Council finds and determines that custodial services
11 can be performed by private contractors as efficiently, effectively and at a lower cost to
12 the City than if the services were performed by employees of the City.

13
14 Section 3. The City Council has considered all other relevant factors and
15 finds and determines that the performance of custodial services by private contractors will
16 not be detrimental or adverse to the best interests of the citizens of the City.

17
18 Section 4. The City Manager is authorized to execute a contract with
19 American Building Maintenance Company in an annual amount not to exceed \$841,715
20 which amount is 10% above the base bid of \$765,195 to allow for "as-needed" or
21 emergency work, all in accordance with Specifications PA-00809. Each contract shall be
22 for a period of one year. The contract may, at the discretion of the City Manager, be
23 renewed for three (3) separate, consecutive periods of one (1) year each provided that,
24 for each renewal period, the City Auditor and the Department of Financial Management
25 determine that the services continue to be performed at a lower cost to the City than if the
26 work were performed by City employees and that the services have been satisfactorily
27 performed. No subsequent resolutions, ordinances or findings shall be required and the
28 contract may be amended to extend the term based on said determination.

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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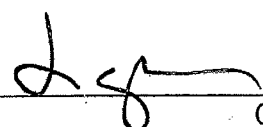
Section 5. The City Clerk shall certify to the passage of this ordinance by the City Council and cause it to be posted in three (3) conspicuous places in the City of Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the Mayor.

I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of April 7, 2009, by the following vote:

Ayes: Councilmembers: S. Lowenthal, DeLong, Schipske,
Andrews, Reyes Uranga, Gabelich,
Lerch.

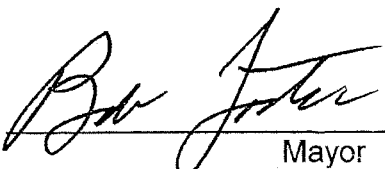
Noes: Councilmembers: None.

Absent: Councilmembers: O'Donnell.



City Clerk

Approved: 4/12/09
(Date)



Mayor



CITY OF LONG BEACH

FINANCIAL MANAGEMENT DEPARTMENT

R-7

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6845 • Fax (562) 570-5836

June 11, 2013

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to execute an amendment to Contract No. 31108 with ABM Services, Inc., of Irvine, CA, formerly known as American Building Maintenance Company (ABM) (not an MBE, WBE, SBE or Local), extending the contract for janitorial services to May 1, 2014 and increasing the amount by \$956,754, for a total contract amount of \$4,323,614. (Citywide)

DISCUSSION

The contract with ABM Services, Inc., is used to provide janitorial services for various City facilities. The contracted sites include buildings operated by Parks, Recreation and Marine, Library Services, Fire, Public Works, Police, Health and Human Services, Technology Services, Development Services, and Gas and Oil. These sites include park restrooms, the Long Beach Senior Center, the Main Library and branch libraries, the Emergency Communications and Operations Center, Fire Administration Headquarters, Fire Training Center, the Public Service Bureau, Traffic Operations, Environmental Services Bureau, Police Youth Services and East Division, Housing Authority, Technology Services Wireless Communications, Neighborhood Resources Center, and Gas and Oil Southeast Resource Recovery Facility.

On March 24, 2009, a contract was awarded to American Building Maintenance Company (ABM). On January 1, 2011, the name changed to ABM Services, Inc. The City is in the process of reviewing citywide janitorial services to determine if a more efficient service management model can be achieved through consolidation. Additionally, in an effort to identify potential cost savings, the new contract specifications are being prepared with an option to include additional sites. This is consistent with the Government Reform initiatives identified in the FY 13 Adopted Budget. This effort is already underway and it is requiring significant staff time and resources to develop. Staff expects this process to take upwards of 12 months to complete the review and address the procurement process; thus, the requested extension. To ensure that there is no interruption of services prior to the award of a new contract, it is requested that the current contract be extended until May 1, 2014.

HONORABLE MAYOR AND CITY COUNCIL
June 11, 2013
Page 2

This matter was reviewed by Deputy City Attorney Amy R. Webber on May 16, 2013 and Budget Management Officer Victoria Bell on May 20, 2013.

TIMING CONSIDERATIONS

City Council action to amend Contract No. 31108 is requested on June 11, 2013 to ensure additional funds are added expeditiously and to maintain continuity of services.

FISCAL IMPACT

The total cost of the contract is budgeted in various funds of various City departments. The continuation of this contract will provide continued support to our local economy by assisting in the preservation of 114 full-time employees and 26 part-time employees residing in Long Beach with employment.

SUGGESTED ACTION:

Approve recommendation.


Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

JG:ES:TO:AT
K:\EXEC\COUNCIL LETTERS\PURCHASING\06-11-13 CCL - ABM SERVICES - AMEND TO EXTEND TIME AND ADD \$.DOCX

APPROVED:



PATRICK H. WEST
CITY MANAGER

Reference page for Question #6

Square Footage

Square Footage of Flooring by Type

Provided below are the estimated square feet of carpeting (which may require shampooing) and resilient tile (which may require stripping/refinishing) for each building. This summary does not include the square feet of other types of flooring in the buildings, which may include grouted tile, terrazzo, rubber, wood, concrete, painted concrete, and epoxy. It should be noted that the square feet identified in the summary is from an inventory conducted approximately six years ago. Modifications may have been made to some of the buildings since the time the inventory was taken. Again, the numbers should be regarded as estimates.

Department	Building	Address	Carpet (Est. Sq. Ft.)	Resilient Tile (Est. Sq. Ft.)
Development Services Fire	Neighborhood Resources Center	425 Atlantic Ave.	2,509	329
	Emergency Communications & Operations Center	2990 Redondo Ave.	28,409	1,301
	Administrative Headquarters	3205 Lakewood Blvd.	33,210	6,177
	Fire Training Center	2249 Argonne Ave.	Unavailable	Unavailable
Health & Human Services Library Services	Housing Authority Office	521 E. 4th St.	16,915	1,455
	Main Library	101 Pacific Ave.	95,503	18,723
	Alamitos Branch Library	1836 E. 3rd St.	4,723	306
	Bach Branch Library	4055 Bellflower Blvd.	5,842	294
	Bay Shore Branch Library	195 Bay Shore Ave.	5,835	259
	Bret Harte Branch Library	1595 W. Willow St.	7,504	57
	Brewitt Branch Library	4036 E. Anaheim St.	3,859	33
	Burnett Branch Library	560 E. Hill St.	7,351	320
	Dana Branch Library	3680 Atlantic Ave.	5,685	53
	El Dorado Branch Library	2900 Studebaker Rd.	7,291	472
	Los Altos Branch Library	5614 Britton Dr.	5,609	50
	Mark Twain Branch Library	1401 E. Anaheim St.	11,153	1,143
	North Branch Library	5571 Orange Ave.	5,211	640
	SERRF Administration	120 Henry Ford Ave.	2,136	120
Long Beach Gas & Oil	Park Restrooms	Multiple Locations	--	--
	Long Beach Senior Center	1150 E. 4th St.	5,769	30,044
Parks, Recreation & Marine Police	East Division	4800 Los Coyotes Diagonal	5,112	647
	Environmental Services Bureau	2929 E. Willow St.	12,582	8,078
Public Works	Public Service Bureau - Street Maintenance	1651 San Francisco Ave.	Unavailable	Unavailable
	Public Service Bureau - Traffic Operations	2400 E. Spring St.	Unavailable	Unavailable
	Public Service Bureau - Graffiti Office	101 E. Spring St.	Unavailable	Unavailable
	Wireless Communications	5580 Cherry Ave.	4,410	5,374

Reference page for Question #7

Revised Page 107 Form for Discontinued Customers

BID SECTION

Bidder: _____

Discontinued Customers in Previous 6-Months 5 Years

Customer	Address	Phone	Name/Title Of Contact	Sq Ft Cleaned

Reference page for Question #9

Page 7 of Prior Contract

SUPPLEMENTAL CONDITIONS SECTION

1. Acceptance of the offer contained in this Contract is expressly limited to the terms and conditions of such offer as herein stated.
2. No charges for taxes, transportation, boxing, packaging, crating or returnable containers will be allowed and paid by the City unless separately stated hereon. All sales, use, excise or similar taxes to be paid by the City must be itemized separately hereon and on invoices. The City is exempt from payment of Federal Excise Tax under Certificate No. 95-73 0502K and none shall be charged to the City.
3. The City's obligation to pay the sum herein stated for any one fiscal year shall be contingent upon the City Council of the City appropriating the necessary funds for such payment by the City in each fiscal year during the term of this Contract. For the purposes of this section a fiscal year commences on October 1 of the year and continues through September 30 of the following year. In the event that the City Council of the City fails to appropriate the necessary funds for any fiscal year, then, and in that event, the Contract will terminate at no additional cost or obligation to the City.
4. Contractor shall deliver the materials, equipment, supplies or services, or cause the work to be performed, within the time and in the manner specified in the Contract. Times and dates stated herein are of the essence. If at any time Contractor has reason to believe that deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay shall be given immediately to the City. Deliveries must be prepaid. C.O.D. shipments will not be accepted.
5. The City reserves the right at any time to make changes in drawings and specifications, in methods of shipment and packaging and in place of delivery as to any articles covered by this Contract. In such event there will be made an equitable adjustment in price and time of performance mutually satisfactory to Contractor and the City, but any claim by Contractor for such an adjustment must be made within thirty (30) days of such change.
6. Contractor warrants that the goods, machinery or equipment delivered or the work performed hereunder shall conform to the specifications, drawings, samples or other description specified by the City and shall be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, in good working order and free from defect or faulty workmanship for a period of ninety (90) days. When defective goods, machinery, or equipment or faulty workmanship is discovered which requires repair or replacement pursuant to this warranty, Contractor shall provide all labor, materials, parts and equipment to correct such defect at no expense to the City.
7. Contractor shall defend, indemnify and hold the City, its officials and employees harmless from any and all loss, damage, liability, demands, claims, causes of action, costs and expenses (including reasonable attorney' fees) for injuries to persons (including death) or damage or destruction of property connected with or arising from the negligent acts or omissions of Contractor, its officers, agents and employees in the performance of this Contract.
8. The City reserves the right to terminate this Contract at any time in whole or in part even though Contractor is not in default hereunder. In such event there will be made an equitable adjustment of the terms that is mutually satisfactory to the City and Contractor. Upon receipt of any notice of such termination, Contractor shall, unless such notice otherwise directs, immediately discontinue all work on the Contract and deliver, if and as directed, to the City all completed and partially completed articles, work in process and materials purchased or acquired for performance of the Contract. The provisions of this section shall not limit or affect the right of the City to terminate this Contract immediately upon written notice of breach.
The Contractor may terminate this Contract upon 60 days advance written notice to City.
9. The City reserves the right to cancel this Contract or any part thereof and reject delivery of goods if delivery is not undertaken and completed when specified and in accordance with specifications. Contractor shall be charged for any direct losses, but not any consequential damages, sustained by the City by reason of such delay or failure, excepting losses caused by a delay for reasons beyond Contractor's reasonable control. Direct losses shall include any costs to the city in excess of the Contract price of obtaining goods from other sources similar to those cancelled or rejected hereunder.
10. The City shall pay to Contractor the price(s) specified in the Contract on delivery of the materials, equipment, supplies or services and acceptance thereof by the City Manager or his designee, or upon completion of the work to be performed and accepted thereof, as specified in the Contract. Defective articles or articles not in accordance with the City's specifications shall be held for Contractor's instructions at Contractor's risk, and if Contractor so directs will be returned at Contractor's expense.
11. No return or exchange of material, equipment or supplies shall be permitted without written approval of the City Purchasing Agent.
12. All royalties for patents, or changes for the use of patents, which may be involved in any article to be furnished under this Contract shall be included in the Contract price.
13. In cases where a price subject to escalation has been agreed upon, the price escalation shall be shown as a separate item on the invoice. Unless an escalator clause has been shown as a specific part of this Contract Contractor shall not be entitled to reimbursement for costs incurred due to escalation.

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