

BID NUMBER PA-00809

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



INVITATION TO BID
PROVIDE CUSTODIAL SERVICES
(CITYWIDE)

31108

CONTRACT NO.

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: Los Angeles, CA ON THE 4th DAY OF December, 20 08
CITY STATE MONTH

COMPANY NAME: ABM Janitorial Services TIN: [REDACTED]
(FEDERAL TAX IDENTIFICATION NUMBER)

STREET ADDRESS: 5200 S. Eastern CITY: Los Angeles STATE: CA ZIP: 90040

PHONE: 323-720-4020 FAX: 323-720-4006

S/ [Signature] James M. Altieri Regional Vice President
(SIGNATURE) (TITLE)

James M. Altieri jaltieri@abm.com
(PRINT NAME) (EMAIL ADDRESS)

S/ [Signature] Carey Doss Assistant Reg. Vice President
(SIGNATURE) (TITLE)

Carey Doss carey.doss@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

5.6.09
Date

APPROVED AS TO FORM

3-5 2009
ROBERT E. SHANNON
CITY ATTORNEY

[Signature]
Deputy

BID NUMBER PA-00809

The City of Long Beach is committed to provide maximum opportunities for Disadvantaged, Minority, Women, Long Beach and Other Business Enterprises (DBEs, MBEs, WBEs, LBBEs and OBEs) 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 CA
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

N/A

Ethnic (Check one):

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

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

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)

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

PARTNERSHIP

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

CORPORATION

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

OR

- 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.
- Signature(s) must be notarized if the corporation is located outside of the state of California.

LIMITED LIABILITY COMPANY

- 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.)
- 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.**

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.

INSTRUCTIONS TO BIDDERS

10. PUBLIC WORK AND PREVAILING WAGES:

In the performance of public work under any Contract, Contractor shall comply with the provisions of Standard Specifications for Public Works Construction, latest edition, and City of Long Beach Amendments thereto. Where labor is required for public work as part of this Contract, Contractor shall pay no less than the prevailing wages set by the Director of the Department of Industrial Relations of the State of California. A copy of the wage schedule can be obtained from the City Engineer.

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.

11. 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.

12. 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.

13. 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.

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

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

Please visit <http://www.longbeach.gov/diversity> 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: N/A

Address: _____

Commodity/Service Provided: _____

Circle appropriate designation: MBE WBE

Ethnic Factors of Ownership: (more than 51%)

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

Certified by: _____

Valid thru: N/A

Dollar value of participation: \$ _____

15. 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. Failure to respond to three (3) Invitations to Bid without reason may constitute cause to remove Bidder's name from the bidding list.

SUBMIT TO:

CITY OF LONG BEACH

CITY CLERK

333 W OCEAN BLVD/PLAZA LEVEL

LONG BEACH CA 90802

BID DUE DATE: December 18, 2008

TIME: 2:00 PM

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

A. COMMERCIAL (TERMS AND CONDITIONS, ETC.)

<u>ERIK SUND</u>	<u>562-570-6200</u>
BUYER	TELEPHONE NUMBER

B. TECHNICAL (SPECIFICATIONS, DRAWINGS, ETC.)

<u>ERIK SUND</u>	<u>562-570-6200</u>
DEPARTMENT CONTACT	TELEPHONE NUMBER

16. BID OPENING PROCEDURES:

All Bids will be publicly opened and read at the date and time specified in Instructions to Bidders, item 15.

It is our policy not to release price information on these Bids until the department has reviewed them and award has been approved by the City Council and the City Attorney. At that time, the information becomes public. You are welcome to review the results at that time by calling the buyer that handled that Bid and setting up an appointment. Due to the large volume of Bids received, Bid results will not be given out by phone and information will not be faxed.

After the Purchasing Division has analyzed the Bids, the name of the apparent low Bidder will be posted on the Internet for a period of one (1) month, together with the rankings of the top three Bidders. These rankings will not contain price information.

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 seven (7) calendar days after the date of the Bid opening.

INSTRUCTIONS TO BIDDERS

17. INTER-AGENCY PARTICIPATION:

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

YES _____ NO ✓

(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.)

18. 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.

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.

Initial here 

SUPPLEMENTAL CONDITIONS SECTION

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.

SUPPLEMENTAL CONDITIONS SECTION

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 Eugene Fong at 562-570-5023 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 ONLY IN CASES WHERE CONTRACTOR IS TO PERFORM WORK ON CITY PROPERTY:**

- 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.

The City, its officials, employees and agents shall be named as additional insureds as respects: liability arising out of activities 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 per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.
- (3) Workers' Compensation as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident.

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

Each insurance policy shall be endorsed to state that coverage shall not be cancelled by either party or reduced in coverage except after thirty (30) days prior written notice to the City.

SUPPLEMENTAL CONDITIONS SECTION

Contractor shall maintain at its expense, until completion of performance and acceptance by City, from an insurer:

- a. Admitted (licensed) in the State of California with a current financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of V (capital surplus and conditional surplus funds of greater than \$10 million) or greater rating as reported by A.M. Best Company or equivalent, unless waived in writing by City's Risk Manager, or
- b. Non-admitted in the State of California with a current financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of VIII (capital surplus and conditional surplus funds of greater than \$100 million) or greater rating as reported by A.M. Best Company or equivalent, unless waived in writing by City's Risk Manager.

All coverages for Subcontractors shall be subject to the requirements stated herein and shall be maintained at no expense to the City.

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. Contractor shall defend, indemnify and hold harmless the City, its officials and employees from and against any and all liability for claims for bodily injury and property damage arising out of negligent acts, omissions or errors of any employee of Contractor at the Site.
- 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

SUPPLEMENTAL CONDITIONS SECTION

ESTIMATED TIMELINE

Bid Release Date:	Wednesday, November 5, 2008
Pre-Bid Meeting:	Thursday, November 20, 2008 9:00 AM PST
Last Day to Submit Questions:	Thursday, December 4, 2008
Bids Due:	Thursday, December 18, 2008 2:00 PM PST
Bid Evaluation:	December 19, 2008 – January 8, 2009
Award Contract:	January 20, 2009 (Estimated date)
Contract Start Date:	April 1, 2009

BUILDINGS

The following is a list of the buildings included in this Contract Specification:

Public Works

Public Service Yard	1601 San Francisco Ave.
---------------------	-------------------------

Technology Services

Wireless Communications	5580 Cherry Ave.
-------------------------	------------------

Fire

Emergency Communications & Operations Center	2990 Redondo Ave.
Administrative Headquarters	3205 Lakewood Blvd.

Public Works: Temple & Willow

Environmental Services Bureau	2929 E. Willow St.
-------------------------------	--------------------

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

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

SUPPLEMENTAL CONDITIONS SECTION

BUILDINGS (continued)

Park Restrooms: Group 3

Davenport Park: Restroom 4	2910 E. 57 th Way
Ramona Park: Restroom 21	3301 E. 65th 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. 45th 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. 28th St.
Silverado Park: Restroom 10	1545 W. 31st St.
Hudson Park: Restroom 9	2335 Webster 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.
McArthur Park: Restroom 3	1321 Anaheim St.
McBride Park (Cal Rec): Restroom 6	1550 Martin Luther King Ave.
M.L. King, Jr. Park: Restroom 5	1105 19th St.

Parks, Recreation & Marine

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

Long Beach Gas & Oil

SERRF Administration	120 Henry Ford Ave.
----------------------	---------------------

Police

Youth Services	1957 Pacific Ave.
East Division	4800 Los Coyotes Diagonal

Library: Main

Main Library	101 Pacific Ave.
--------------	------------------

SUPPLEMENTAL CONDITIONS SECTION

BUILDINGS (continued)

Library: Branches

Alamitos Branch Library	1836 E. 3rd St.
Bach Branch Library	4055 Bellflower Blvd.
Bay Shore Branch Library	195 Bay Shore Ave.
Brete 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.

Community Development

Center for Working Families	1900 Atlantic Ave.
North Long Beach Annex	5641 & 5643 Atlantic Ave.
Housing Authority Office	521 E. 4th St.
7th Street Community Police Center	1004 E. 7th St.
Anaheim Street Community Police Center	1320 Gaviota Ave.
Veterans Organization Building	540 Pine Ave.
Neighborhood Resources Center	425 Atlantic Ave.
Willmore Community Police Center	910 Daisy Ave.
Wrigley Community Police Center	2023 Pacific Ave.

MANDATORY PRE-BID CONFERENCE, SITE VISITS, AND CLOSING 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: **9:00 AM PST**
Date: **Thursday, November 20, 2008**
Location: **City Hall, Council Chambers (Lobby Level)**
333 W. Ocean Blvd., Long Beach, CA 90802

The Bidder must sign-in at the Pre-Bid Conference.

SUPPLEMENTAL CONDITIONS SECTION

Floor Plans for each building, with the exception of public safety (Police and Fire) buildings, can be found online at www.longbeach.gov/purchasing in *Appendix A*. The floor plans for the public safety buildings are available for inspection at the Purchasing Office, City Hall, 333 W. Ocean Blvd., Long Beach. Space Inventories for all buildings can be found online in *Appendix B*.

SITE INSPECTIONS

Bidders wishing to physically inspect buildings that are not open to the public can make arrangements to do so by calling the City's Purchasing Agent at (562) 570-6200. Most buildings are open to the public. **All building inspections must be completed by December 4, 2008.** Bidders shall be deemed to accept the conditions and necessary work at all sites regardless of whether the Bidder visited such site(s).

It shall be the Bidder's responsibility for inspecting each site. It will be the Bidder's responsibility to fully understand the maintenance requirements for each building contained in this Contract Specification 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 Contractor acknowledges that the Contractor 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 Contractor accepts the premises in their present physical condition, and shall not make any demands upon the City for any improvements or alterations thereto. The Contractor acknowledges that the regular completion of services hereunder will result in a gradual upgrading of the areas maintained, regardless of the present condition.

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.

SUPPLEMENTAL CONDITIONS SECTION

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.

SUPPLEMENTAL CONDITIONS SECTION

CONTRACT PERIOD

The contract period shall be twelve (12) months from date of award, unless the City determines, in its sole discretion, that a later commencement date is necessary, in which case the City will notify the Contractor of such date upon award of the proposed Contract. This Contract may be extended by mutual agreement for up to three (3) additional periods of one (1) year each, in accordance with the terms and conditions stated herein. It is agreed that if the City intends to renew this Contract the City shall so notify the Contractor ninety (90) days prior to the expiration date.

The City will meet with the Contractor annually to determine if cost increases will be allowed after the first 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. The City reserves the right to accept or reject any proposed price increases, and cancel the renewal notice if the price increases are not acceptable.

No price increases will be allowed during the first twelve-month contract period. Notwithstanding the foregoing the City and the Contractor may agree to a price increase during the first twelve-month contract period only in the event of a governmental or other act or event beyond either party's control that directly impacts the prices bid in this bid by the Contractor. Any such price increase shall be accomplished by an amendment to the Contract approved by the City Council and executed by the Contractor and the City.

AMENDMENTS

Any changes, additions, deletions or modifications of any type to the Contract, Bid Form or Bonds that effect 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.

AMENDMENTS TO 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.

SUPPLEMENTAL CONDITIONS SECTION

AMENDMENTS (continued)

AMENDMENTS TO INSURANCE

Page 9, 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 9, 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) 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 activities 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 9, "Contract - General Conditions", is **supplemented** with the following:

- (4) **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.
- (5) **Blanket Employee Dishonesty Bond** in an amount not less than Fifty Thousand Dollars (\$50,000). The City, its officials, employees and agents shall be named as additional insured under this bond.

FUTURE AMENDMENTS

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.

SUPPLEMENTAL CONDITIONS SECTION

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 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 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. 3*. 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.

The City shall have the right to reject any or all bids.

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 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*. Purchasing 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 bidder's conference and site inspections.

SUPPLEMENTAL CONDITIONS SECTION

AWARD OF CONTRACT (continued)

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 Purchasing Agent and/or Buyer 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. **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 any reason including, but not limited to:

- 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 Bidder's Conference and site inspections and visit all sites for which there is no formally scheduled site visit.

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*, 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.

SUPPLEMENTAL CONDITIONS SECTION

EXECUTION OF CONTRACT (continued)

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.

INTERPRETATION OF ESTIMATED QUANTITIES

In the case of unit bid prices in *Schedule No. 2 - Bid Sheet for Projects*, the quantities and numbers included in column (1), *Estimated Unit Quantity* and column (2), *Times Per Year* 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.

WITHDRAWAL OF BIDS

No bid can be withdrawn after it is submitted unless the bidder makes the request in writing to the Bidding Administrator, and such request is received before the day and time set for receipt of bids.

No bid can be withdrawn for a period of sixty (60) days after the date and time set for receipt of bids.

SUPPLEMENTAL CONDITIONS SECTION

TIME AND MANNER OF BID SUBMISSION

The bid must be submitted in accordance with the following:

All documents, bidding or not, and an acceptable BIDDER'S BOND must be returned to the City in a sealed, opaque envelope marked in the upper left hand corner with the bidder's name and address and addressed as follows:

**City of Long Beach
Attn: City Clerk
333 W. Ocean Blvd., Plaza Level
Long Beach, CA 90802**

PA00809 Custodial Services Bid

All blank bid items contained in the Bid Form must be completed.

The bid must be received prior to 2:00 PM PST on December 18, 2008.

SUPPLEMENTAL CONDITIONS SECTION

BOND PROVISIONS

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 upon forms to be secured at the Office of the City Purchasing Agent, City Hall, 333 West Ocean Boulevard, Plaza Level, Long Beach, California 90802 or on bid forms included herein as a guarantee that the Bidder, 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.

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.

FAITHFUL PERFORMANCE BOND

The Contractor shall submit a Faithful Performance Bond to the City Purchasing Agent, Long Beach City Hall, 333 West Ocean Blvd., Plaza Level, Long Beach, California 90802. The amount of the bond shall be **(Contractor shall complete) \$ _____ (which is 50% 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).

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.

SUPPLEMENTAL CONDITIONS SECTION

BOND PROVISIONS (continued)

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

REFERENCES AND QUALIFICATION REQUIREMENTS (continued)

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:

PRIMARY CONTACT:

NAME: Ted Reynoso
TITLE: Branch Manager
ADDRESS: 165 Technology Drive, Ste. 100, Irvine
OFFICE PHONE: 949-585-5900
FAX: 949-595-5994
CELL: 714-932-3522
EMAIL: treynoso@abm.com

SECONDARY CONTACT:

NAME: Tino Vargas
TITLE: Sr. Project Manager
ADDRESS: 165 Technology Drive, Ste. 100, Irvine
OFFICE PHONE: 949-585-5900
FAX: 949-595-5994
CELL: 714-675-0648
EMAIL: tino.vargas@abm.com

SUPPLEMENTAL CONDITIONS SECTION

REFERENCES AND QUALIFICATION REQUIREMENTS (continued)

8. Contact Information (continued)

EMERGENCY CONTACT (24/7):

NAME: Oscar Flores
TITLE: Night Operations Manager
CELL: 714-925-9882

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 99 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.: 547702

Expires: TBA - being renewed Classification: C61

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

SUPPLEMENTAL CONDITIONS SECTION

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 **\$1.60** 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.

SUPPLEMENTAL CONDITIONS SECTION

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: Floor Plans**

Appendix B: Space Inventories

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

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

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

*The floor plans for the public safety (Police and Fire) buildings included in this Contract Specification are not available online. However, they are available for inspection at the Purchasing Office, City Hall, 333 W. Ocean Blvd., Long Beach. The Successful Bidder will be provided with a set of floor plans upon award of the Contract. Additionally, these buildings are scheduled Site Visits.

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".

PAYMENT FOR SERVICES

The Contractor shall submit an original invoice and two (2) copies to the City of Long Beach, Accounts Payable, 333 W. Ocean Blvd., Long Beach, CA 90802 and a copy of the invoice to each City Representative of a building or sections of buildings.

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. 3*, 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 Projects that are authorized in writing by, and successfully completed to the satisfaction of the Contract Administrator. No payment shall be made for Projects not completed. The amount payable to Contractor for Projects completed shall be in accordance with *Schedule No. 2* in the *Bid Form*.

SUPPLEMENTAL CONDITIONS SECTION

PAYMENT FOR SERVICES (continued)

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. 2*.

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.

SUPPLEMENTAL CONDITIONS SECTION

PAYMENT FOR SERVICES (continued)

COMPENSATION FOR REIMBURSABLE ITEMS (continued)

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.

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 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 the using department. The Contractor must reference the BPO release number and not the BPO number on all invoices.

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.

SUPPLEMENTAL CONDITIONS SECTION

PAYMENT DEDUCTIONS INVOLVING CONTRACTOR'S NON-COMPLIANCE

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.

Projects will be considered not to have been performed when, in the judgment of the Contract Administrator, any of the following conditions exist:

- a. The Project was not performed in accordance with the Performance Standards.
- b. The Project was not performed within the time period specified in the Project Work Order.
- c. The Project 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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PAYMENT DEDUCTIONS INVOLVING CONTRACTOR'S NON-COMPLIANCE (continued)

DEDUCTIONS, NON-PERFORMANCE OF SERVICES (continued)

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 completely the area acceptable by performing all scheduled Routine Services Tasks shall be determined in accordance with the following formula:

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

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.

SUPPLEMENTAL CONDITIONS SECTION

CONTRACT ENFORCEMENT

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.

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.

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.

MONTHLY PROGRESS REPORT

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

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.

TEMPORARY SUSPENSION OF WORK

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.

SUPPLEMENTAL CONDITIONS SECTION

TEMPORARY SUSPENSION OF WORK (continued)

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

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 Training and Employment Development Officer 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.

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.

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.

VALIDITY

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

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 unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

SUPPLEMENTAL CONDITIONS SECTION

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

WAIVER (continued)

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.

APPLICABLE LAW

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

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

PREVAILING WAGES

Prevailing wages do not apply to this Contract. Reference Municipal Code 2.87.090.

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

SUPPLEMENTAL CONDITIONS SECTION

employee continued employment if the performance was satisfactory. Employment thereafter may be at will.

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.

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

SUPPLEMENTAL CONDITIONS SECTION

FINGERPRINTING AND BACKGROUND CHECKS (continued)

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.

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

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.

STORM WATER MANAGEMENT

The Contractor shall ensure that all personnel whose responsibilities involve cleaning, waste disposal, or landscaping are trained in Stormwater Best Management Practices (BMPs), as set forth in the City's NPDES permit and Storm Water Management Plan. These documents can be referenced via the internet at <http://www.lbstormwater.org>. The Contractor must conduct its services in accordance with the City's Stormwater Management Plan [i.e. National Pollutant Discharge Elimination Program (NPDES, or municipal code)]. Additional BMP guidance may be referenced via the internet at <http://www.cabmphandbooks.com>.

- a. Appurtenances must be cleaned by method(s) that do not result in runoff going into any street, gutter or storm drains. Only potable water may flow into any gutter or storm drains.
- b. **All wash water must be disposed of to the sanitary sewer.**
- c. No litter, debris, oil, grease, green waste, or other materials and substances may be washed, swept, or blown into the street or storm drains (LBMC 8.60.111).
- d. All liquids, including but not limited to, rinse water and cleaning agents, must be properly disposed of in compliance with all laws and regulations. No liquid or product of any kind may be discharged to a gutter, storm drain or paved surface where it could be carried to the storm drain system.
- e. For washing operations, the Contractor must first remove any litter, debris, oil, grease, green waste, or other materials and substances that may be washed, swept, or blown into the street, gutter or storm drain. Water conservation should be a priority at all times. Wherever possible, runoff should be directed to pervious areas (i.e., garden beds, lawns, vegetative swales). Contractor shall use (1) a high-pressure/low-volume sprayer using only potable water and no cleaning agents at an average use of .006 gallon of water per square feet of surface; or (2) a self-contained power scrubber, which recaptures all wastewater, cleansers, and debris. All wastewater recaptured by a self-contained power scrubber must be disposed of in a sanitary sewer approved by the City.

NOISE

Every effort must be taken to minimize noise.

SUPPLEMENTAL CONDITIONS SECTION

ENVIRONMENTAL REQUIREMENTS (continued)

FUEL-POWERED LEAF BLOWERS

The Long Beach City Council is considering a ban on all fuel-powered leaf blowers. The Contractor will not receive additional compensation should such a ban be implemented prior to or after the award of the Contract.

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.

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.

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 provide and maintain Material Safety Data Sheets (MSDS) 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.

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.

SUPPLEMENTAL CONDITIONS SECTION

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.

SIGNS AND ADVERTISING

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

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.

SUPPLEMENTAL CONDITIONS SECTION

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

CONSTRUCTION ACTIVITY & 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.

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.

SUPPLEMENTAL CONDITIONS SECTION

CHANGES IN SERVICE / ADDITIONAL WORK (continued)

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.

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.

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

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

DAMAGE CAUSED BY CONTRACTOR (continued)

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.

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 on site 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 all 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 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.

SUPPLEMENTAL CONDITIONS SECTION

STORAGE AREA

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.

MANAGEMENT, SUPERVISION, AND SAFETY

The Contractor shall provide fully trained and qualified personnel. 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

SUPPLEMENTAL CONDITIONS SECTION

MANAGEMENT, SUPERVISION, AND SAFETY (continued)

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 effected. 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.

SUPPLEMENTAL CONDITIONS SECTION

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.

SUPPLEMENTAL CONDITIONS SECTION

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 or 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 Contractor 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.

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 Contract Administrator; but, as a minimum, the work schedule shall provide partial coverage of both the day shift and the evening shift.

SUPPLEMENTAL CONDITIONS SECTION

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 & 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.

CONTRACT SUPERVISION

In addition to the workers, the Contractor shall provide a minimum of 1 hour of supervision for every 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 & Customer Contact Schedule* defined in the Specifications, Staffing section of the Contract Documents.

SUPPLEMENTAL CONDITIONS SECTION

CUSTODIAL SERVICE SCHEDULES

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 – Bid Sheet for Routine Services* 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, 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. 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.

SUPPLEMENTAL CONDITIONS SECTION

STAFFING

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.

ASSIGNMENT DRAWINGS

The Contractor shall use copies of the floor plans as contained in *Appendix A* to indicate the area of assignment of each employee. Additionally, the Contractor shall use color-codes and cross hatching on those assignment drawings to indicate the days of the week when areas that are cleaned other than daily are cleaned and to indicate the day of the week when other than daily tasks are performed. Areas receiving weekly services will have all scheduled tasks performed on the same day of each week. The following colors shall be used:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Blue	Red	Yellow	Brown	Green	Purple	Pink



A solid color indicates daily. For example, a space colored solid blue would indicate the space is cleaned daily and the non-daily tasks are performed on Monday



A hatched color indicates weekly. For example, a space colored red and hatched would indicate a space is cleaned once per week on Tuesday.

The Contractor shall maintain up-to-date schedule drawings for each building and shall provide a copy of these floor plans to the Contract Administrator.

The Contractor shall provide a copy to the supervisor responsible for that building and to the Contractor's employee responsible for cleaning that assignment. The employee's copy of the assignment shall be maintained in the primary custodial closet of the worker.

SUPPLEMENTAL CONDITIONS SECTION

STAFFING (continued)

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 should be provided a copy of the Contract.

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
Police Department Youth Services

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

$$S_2 = S_1 \cup \{x\} = \{x, y, z, w\} \quad \text{and} \quad S_3 = S_2 \cup \{x\} = \{x, y, z, w\}.$$

BASE SERVICES (LEVEL 1)

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

[illegible]

SUPPLEMENTAL CONDITIONS SECTION

BASE SERVICES (LEVEL 1) (continued)

Department	Buildings	Minimum Daily and Weekly Labor (Worker) Hours to be provided by the Contractor								Schedule Restrictions
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
Parks and Recreation (Travel time to the first building is not included. Travel times between each building and back to 1 st building are included.)	Park Restrooms – Route 1	11.5	11.5	11.5	11.5	11.5	11.5	11.5	80.5	1 st Cleaning Every Day: 4 am – 10 am Contractor shall provide two employees for each group.
	Park Restrooms – Route 2	9.5	9.5	9.5	9.5	9.5	9.5	9.5	66.5	
	Park Restrooms – Route 3	10.5	10.5	10.5	10.5	10.5	10.5	10.5	73.5	
	Park Restrooms – Route 4	8.5	8.5	8.5	8.5	8.5	8.5	8.5	59.5	
	Subtotal	40.0	40.0	40.0	40.0	40.0	40.0	40.0	280.0	
Parks and Recreation (Travel time is not included.)	Senior Center	8.0	8.0	8.0	8.0	8.0	0	0	40.0	Monday – Friday: 4 am – 8 am
Long Beach Gas & Oil (Travel time is not included.)	SERRF Administration Building	1.0	0	0	.5	0	0	0	1.5	Monday & Thursday: 8 am – 10 am
Police Department (Travel times are not included.)	Youth Services	2.5	2.5	2.5	2.5	2.5	0	0	12.5	Monday – Friday: 7 am – 11 am
	East Division	2.5	2.5	2.5	2.5	2.5	2.0	2.0	16.5	Every Day: 8 am – 5 pm
	Subtotal	5.0	5.0	5.0	5.0	5.0	2.0	2.0	29.0	

SUPPLEMENTAL CONDITIONS SECTION

BASE SERVICES (LEVEL 1) (continued)

Department	Buildings	Minimum Daily and Weekly Labor (Worker) Hours to be provided by the Contractor								Schedule Restrictions
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
Library Services (Travel times are not included.)	Main Library	14.0	12.0	14.0	14.0	14.0	8.0	8.0	84.0	Monday – Friday: 7 am – 10 am, Saturday: 8:15 am – 10 am, and Sunday: 10:15 am – 12 pm 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.
	Main Library (Day Porter)	8.0	10.0	8.0	10.0	7.0	7.0	5.0	55.0	Monday & Wednesday: 10 am – 6 pm, Tuesday & Thursday: 10 am – 8 pm, Friday & Saturday: 10 am – 5 pm, and Sunday: 12 pm – 5 pm.
	Subtotal Main Library	22.0	22.0	22.0	24.0	21.0	15.0	13.0	139.0	
	Alamitos Branch Library	0	2.5	2.5	2.5	1.5	1.5	0	10.5	Monday – Thursday: 9 am – 12 am, and Friday & Saturday: 9 am – 10 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	0	2.5	2.5	2.5	1.5	1.5	0	10.5	
	Bay Shore Branch Library	0	2.5	2.5	2.5	1.5	1.5	0	10.5	
	Brete Harte Branch Library	2.0	2.0	2.0	2.0	2.0	2.0	0	12.0	
	Brewitt Branch Library	0	1.5	1.5	1.5	1.5	1.5	0	7.5	
	Burnett Branch Library	0	2.5	2.5	2.5	1.5	1.5	0	10.5	
	Dana Branch Library	0	2.5	2.5	2.5	1.5	1.5	0	10.5	
	El Dorado Branch Library	2.5	2.5	2.5	2.5	2.0	2.0	0	14.0	
	Los Altos Branch Library	0	2.5	2.5	2.5	1.5	1.5	0	10.5	
	Mark Twain Branch Library	4.0	4.0	4.0	4.0	4.0	4.0	0	24.0	
	North Branch Library	2.0	2.0	2.0	2.0	1.5	1.5	0	11.0	
	Subtotal Branch Libraries	10.5	27.0	27.0	27.0	20.0	20.0	0	131.5	

SUPPLEMENTAL CONDITIONS SECTION

BASE SERVICES (LEVEL 1) (continued)

Department	Buildings	Minimum Daily and Weekly Labor (Worker) Hours to be provided by the Contractor								Schedule Restrictions
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
Community Development (Travel times are not included.)	7 th Street Community Center	1.0	0	0	.75	0	0	0	1.75	Monday & Thursday: 4 am – 8 am
	Veteran's Organizations Building	0	0	0	1.0	0	0	0	1.0	Thursday: 2 pm – 5 pm
	Anaheim Community Police Center	.5	0	0	.5	0	0	0	1.0	Monday, Wednesday & Friday: 4 am – 8 am
	Housing Authority Office	3.5	3.5	3.5	3.5	3.5	0	0	17.5	Monday – Friday: 4 am – 8 am
	Neighborhood Resource Center	1.0	.5	.5	1.0	.5	0	0	3.5	Monday – Friday: 4 am – 8 am
	Willmore Community Police Center	.75	0	0	0	0	0	0	.75	Monday: 4 am – 8 am
	Wrigley Community Police Center	.75	0	0	0	0	0	0	.75	Monday: 4 am – 8 am
	5641 Atlantic Boulevard	1.0	0	0	0	0	0	0	1.0	Monday: 4 am – 8 am
	Center for Working Families	1.0	.5	1.0	.5	1.0	0	0	4.0	
	Subtotal Community Development	9.5	4.5	5.0	7.25	5.0	0	0	31.25	
Total All Buildings		126.5	137.0	137.5	142.25	129.5	81.0	59.0	812.75	

SUPPLEMENTAL CONDITIONS SECTION

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

SUPPLEMENTAL CONDITIONS SECTION

INSPECTION & 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 & Meeting Frequencies. The inspections and meetings day and time will be prearranged with the employee designated by the City for each location.

Department	Buildings	Minimum Inspection & Meeting Frequency
Public Works: Public Service Yard	Carpenter Shop	Every other Week
	Graffiti Shop	Every other Week
	HVAC and Plumbing Shops	Every other Week
	Lock Shop	Every other Week
	Street Maintenance and Training	Every other Week
	Structural Paint Shop	Every other Week
	Traffic Engineering Paint Shop	Every other Week
	Traffic Management and Electrical Shop	Every other Week
	Traffic Operations	Every other Week
	Welding Offices	Every other Week
Technology Services	Wireless Communication	Every other Week
Fire	Emergency Communications & Operations Center	Weekly
	Administrative Headquarters	Weekly
Public Works: Temple & Willow	Environmental Services	Weekly
Parks and Recreation	Park Restrooms	Weekly
	Senior Center	Weekly
Long Beach Gas & Oil	SERRF Administration Building	Monthly
Police Department	Youth Services	Every other Week
	East Division	Every other Week
Library Services	Main Library	Twice 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
Community Development	7 th Street Community Center	Monthly
	Veteran's Organizations Building	Monthly
	Anaheim Community Police Center	Monthly
	Housing Authority Office	Every other Week
	Neighborhood Resource Center	Every other Week
	Willmore Community Police Center	Monthly
	Wrigley Community Police Center	Monthly
	5641 Atlantic Blvd	Monthly
	Center for Working Families	Monthly

SUPPLEMENTAL CONDITIONS SECTION

INSPECTION & CUSTOMER CONTACT SCHEDULE (continued)

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 understand 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. A color-coded floor plan is available that defines the days of the week that non-daily tasks are scheduled to be performed.
10. The discrepancies documented during the last inspection have been corrected.
11. 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 floor plan drawings contained in *Appendix A* and the *Chemicals, Equipment, Tools & Supplies Checklist* contained in 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.

SUPPLEMENTAL CONDITIONS SECTION

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

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.

ALTERNATES OR EXCEPTIONS

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 of bid submission.** Failure to provide supporting data 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.

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SUPPLIES FURNISHED BY THE CITY OF LONG BEACH

The City shall provide the following supplies to be installed in dispensers located in the spaces cleaned by the Contractor:

- Toilet Tissue
- Paper Towels
- Toilet Seat Covers
- Hand Soap
- Air Freshener

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 units or 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.

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.

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

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.

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
- ___ bumper guards
- ___ 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

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"

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – EQUIPMENT (continued)

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"

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

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – EQUIPMENT (continued)

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"

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 "

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – EQUIPMENT (continued)

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”

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”

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS

Abrasive Pads

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

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS (continued)

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
- ___ FLO-PAC No. 853 Flagged Blue Acriliflo

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 ½ " x 12"
- ___ attaches to extending handle
- ___ FLO-PAC NO. 197 Dual Surface Floor Scrub Brush

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"

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS (continued)

Door Stop

- ___ wedge shape
- ___ non marking rubber construction

Drain Brush

- ___ approximately 1 ½" 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 ¾"
- ___ designed for burnishing with 1500-3000 RPM floor machines
- ___ 3 M Company – "Scotch-Brite brand Ultra High Speed Buffer Pad"

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS (continued)

Floor Machine Spray Buff Pads

- ___ polyester construction
- ___ minimum pad thickness of $\frac{3}{4}$ "
- ___ designed for spray buffing with 600-1500 RPM floor machines
- ___ 3 M Company – "Scotch Brite brand Super High Speed Buffer Pad"

Funnel

- ___ constructed from chemically resistant plastic
- ___ $\frac{1}{2}$ pint capacity

Inspection Mirror

- ___ hand size

Liners For Custodial Cart Or Trash Collection Barrels

- ___ minimum 1 $\frac{1}{2}$ 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 $\frac{1}{2}$ -Mil polyethylene for larger receptacles
- ___ clear
- ___ sized to fit various size trash receptacles

Measuring Cup

- ___ constructed from chemically resistant transparent plastic
- ___ 1 ounce and $\frac{1}{2}$ 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

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS (continued)

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
- ___ small, medium and large sizes

Safety Goggles

- ___ OSHA approved

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS (continued)

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:

Wilco Manufacturing (800) 241-7371 or (404)366-2111

Regular barrier bar #2020-1
Long Barrier bar #2020-2
Hanging Sign #2020-S

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

SUPPLEMENTAL CONDITIONS SECTION

CONTRACTOR'S EQUIPMENT (continued)

SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS (continued)

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

SUPPLEMENTAL CONDITIONS SECTION

CHEMICALS, TOOLS, EQUIPMENT & SUPPLIES CHECKLIST

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

For Each Custodial Closet: (Closet Set)

Closet Securable	<input type="checkbox"/> Closet is Odor Free	Closet is Clean	Closet is Orderly	Shelves are Identified
Measuring Cup	Funnel	Water Hose – correct length	No Unauthorized Items	Pail
Gallon of Detergent Concentrate with *Dispensing Pump	1*Gallon of Detergent Solution	Gallon of Germicide Concentrate with *Dispensing pump	*Gallon of Germicide Solution	Gallon of Glass Cleaner
Gallon of Stainless Steel Cleaner	"Out of Service" Sign	Supply of cleaning cloths	Supply of cart liners	Supply of Trash Liners
Supply of Dust Cloths	Chemicals are diluted correctly	Chemical Brands are correct	All chemical are labeled correctly	Correct Sizes & Types of Chemical Containers

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

For Each Worker: (Basic Cleaning Set)

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

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

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

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

Gallon Container of Spray Buff Solution	Spray Bottle of Spray Buff Solution	Gallon Container of Restorer	2 Burnishing Pads	2 Buffing Pads
High Speed Floor Burnisher	Floor Burnisher is Clean	Floor Burnisher is in good condition		

SUPPLEMENTAL CONDITIONS SECTION

CHEMICALS, TOOLS, EQUIPMENT & SUPPLIES CHECKLIST (continued)

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

Gallon Container of Carpet Stain Remover	Spray Bottle of Carpet Stain Remover	Aerosol Container of Gum Remover	Supply of Filter Bags	1
Upright Carpet Vacuum	Vacuum cleaner is clean	Vacuum cleaner is in good condition	Filters are clean	Filter Bag is Clean
Vacuum Hose	Wand	Crevice Tool	Upholstery Brush	1

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

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

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

Worker

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

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.

SUPPLEMENTAL CONDITIONS SECTION

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.

	Custodial Shelf Cart	Custodial Barrel	Till 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
Parks and Recreation Route 1	0	0	0	0	0	0	1	0	0	0	2	0	1	0
Parks and Recreation Route 2	0	0	0	0	0	0	1	0	0	0	2	0	1	0
Parks and Recreation Route 3	0	0	0	0	0	0	1	0	0	0	2	0	1	0
Parks and Recreation Route 4	0	0	0	0	0	0	1	0	0	0	2	0	1	0
Senior Center	2	2	0	2	0	1	0	1	1	0	0	0	0	0
Main Library	4	4	1	2	2	1	0	1	1	0	0	0	1	0
Alamitos Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Bach Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Bay Shore Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Bret Harte Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Brewitt Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Burnett Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Dana Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
El Dorado Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Los Altos Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Mark Twain Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
North Branch Library	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Police Dept Youth Services	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Police Dept East Division Station	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Housing Authority Office	0	1	0	1	0	0	0	0	0	0	0	0	0	0
5641 Atlantic Boulevard	0	1	0	0	0	0	0	0	0	0	0	0	0	0
7th Street Community Police Center	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Anaheim Community Police Center	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Neighborhood Resource Center	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Veteran's Organization Building	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Wilmore Community Police Center	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Wrigley Community Police Center	0	1	0	0	0	0	0	0	0	0	0	0	0	0
SERRF Administration Building	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Emergency Communication &	1	1	0	1	0	0	0	1	1	0	0	0	0	0
Fire Department Administration HDQTRS	1	1	0	1	1	0	0	0	0	0	1	0	0	0
Center for Working Families	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Wireless Communications	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Temple & Willow Environmental Services	1	1	0	1	0	0	0	0	1	0	1	0	0	0
Public Works Yard	1	1	0	1	0	0	0	0	0	0	1	0	0	0
Shared	0	0	0	0	0	2	1	3	3	3	0	2	3	3
Total All Areas	10	34	1	28	3	4	5	6	8	3	11	2	8	3

SUPPLEMENTAL CONDITIONS SECTION

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.

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, Material Safety Data Sheet (MSDS) 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.

SUPPLEMENTAL CONDITIONS SECTION

CHEMICALS (continued)

CHEMICAL BRANDS (continued)

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.

MATERIAL SAFETY DATA SHEET

The Contract Manager shall provide the Contract Administrator with a copy of a MSDS 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 MSDS book shall be placed in each custodial closet. These books shall be updated at least annually or when new chemicals are used. A revised book must be provided to the Contract Administrator.

CONTAINERS

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

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 MSDS 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.

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.

SUPPLEMENTAL CONDITIONS SECTION

CHEMICALS (continued)

MANUFACTURER'S INSTRUCTIONS

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

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.

GERMICIDAL PROPERTIES

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

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
Creme 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 or smaller

SUPPLEMENTAL CONDITIONS SECTION

CHEMICALS (continued)

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.

LIST OF CHEMICAL MANUFACTURERS

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

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

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.

SUPPLEMENTAL CONDITIONS SECTION

CUSTODIAL SERVICE SCHEDULES (continued)

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.

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.

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 – Bid Sheet for Routine Services* 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. 3*.

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 – Bid Sheet for Routine Services* 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.

SUPPLEMENTAL CONDITIONS SECTION

CUSTODIAL SERVICE SCHEDULES (continued)

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

CUSTODIAL SERVICE SCHEDULES (continued)

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 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.

PROJECT WORK ORDER

A Project Work Order is a written order issued by the Contract Administrator directing the Contractor to perform Services in accordance with *Schedule No. 2*. The Contractor shall prepare Project Work Orders based upon actual inspection of the buildings for review by the Contract Administrator.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

CUSTODIAL SERVICE SCHEDULES (continued)

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. 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>

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.

SUPPLEMENTAL CONDITIONS SECTION

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 twelve 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.

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.

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 an alpha-numeric pager that can be sent messages via the internet.

SUPPLEMENTAL CONDITIONS SECTION

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

INQUIRIES AND COMPLAINTS (continued)

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.

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.

PERFORMANCE STANDARDS

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

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

The Contractor shall perform the Projects and Routine Services Tasks 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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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*.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

SWEEP FLOORS (continued)

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

BURNISH FLOORS WITH FINISH (continued)

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.

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.

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.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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 carpet stains and gummy soil from entrance mats.

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.

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.

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.

SUPPLEMENTAL CONDITIONS SECTION

PERFORMANCE STANDARDS (continued)

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. 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.

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

Bidder's Questionnaire

1 . Name of Company

ABM Janitorial 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 _____, Partnership _____, or individually owned _____?

If incorporated, in what state? California

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

Jim McClure, President, ABM Janitorial Services

James M. Altieri, Regional Vice President, ABM Janitorial Services - Southwest, Inc.

Carey Doss, Assistant Regional Vice President, ABM Janitorial Services-Southwest, Inc.

6 . What types of services do you provide other than cleaning?

Window Cleaning, Landscape Services

7 . How long has your organization been in business under your present name? _____

Former names, if any See Company History - Tab 3

How long under former names? _____

8 . Affiliated companies (If parent company, list subsidiaries and divisions. If subsidiary or division, name of parent company, its principals and their addresses):

ABM Janitorial Services is a subsidiary of ABM Industries, Inc.

9 . What are your craft labor affiliations?

SEIU Local 1877

BID SECTION

Bidder's Questionnaire - continued

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

See Bonding Section - Tab 3

11 . What are you bond limits?

See Bonding Section - Tab 3

12 . Are there any judgments, suits or claims pending against your firm? _____ If so,
submit brief details on a separate sheet and attach.

See Pending Claims - Tab 3

13 . Are there any liens for labor or material filed on any of your work? No 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).

BID SECTIONBidder: ABM Janitorial Services**Current Customers in the Long Beach Area**

Customer	Address	Phone	Name/Title of Contact	Sq ft Cleaned
Kilroy Realty Corporation	3750 Kilroy Airport Way	562-988-1160	Angela Polizzi	1,570
- Kilroy Airport Center -	3760 Kilroy Airport Way			165,278
	3780 Kilroy Airport Way, Suite 410			219,745
	3800 Kilroy Airport Way			192,476
	3840 Kilroy Airport Way			136,026
	3900 Kilroy Airport Way			126,840
			Kilroy Airport Center Total Square Footage	841,935
Legacy Partners II, LB World Trade, LLC	World Trade Center One World Trade Center	562-495-8000	Scott McCollough	563,899
Brookfield Property Companies	Landmark Square 111 W. Ocean Blvd.	562-495-5000	Paula Culp	406,000
Mar Ventures, LLC	Raytheon 1500 W. Hughes Way	310-782-2525	Sarah Chionis	386,000
Bantry Holdings, LLC	Shoreline Square 301 E. Ocean	562-435-7054	Melanie Carrera	383,287
			Long Beach Total Square Footage	2,581,121

BID SECTION

Bidder: ABM Janitorial Services

Discontinued Customers in Previous 6 Months

[illegible]

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 net

BID SECTION

Bid Form

Date: December 16, 2008

Bidder: ABM Janitorial 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 fifty percent (50%) of the total annual contract price; and to furnish evidence of the required insurance.

The Bidder agrees that in *Schedule No. 2 – Bid Sheet for Projects*, the numbers entered in column (1), *Estimated Unit Quantity*, and the numbers entered in column (2), *Times Per Year*, 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 – Bid Sheet For Routine Services* and *Schedule No. 2 - Bid Sheet For Projects (as requested by the City)*.

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. 1 Bid Sheet for Routine Services

Bid Item R1 – Weekly Wages & Salaries for Laborers. Includes cost of laborers to perform the work based on the *Minimum Weekly Labor Hours* to be provided for the performance of Routine Services, and for *Minimum Weekly Training Hours*. Does not 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 *Minimum Weekly Labor Hours* to be provided for the performance of Routine Services. Does not 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 *Bid Items R1, R2, R3, R4, R5, R6, R7, R8, and R9.*

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 Bid Items R10, R11, and R12.*

Bid Item R14 – Total Maximum Annual Price for Routine Services for all Buildings. *(Bid Item R13 x 52 Weeks per year).*

Cost Per Labor Hour. Bid Item R10 divided by Minimum Weekly Labor Hours. This amount shall be entered into the corresponding item in Schedule No. 3.

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*.

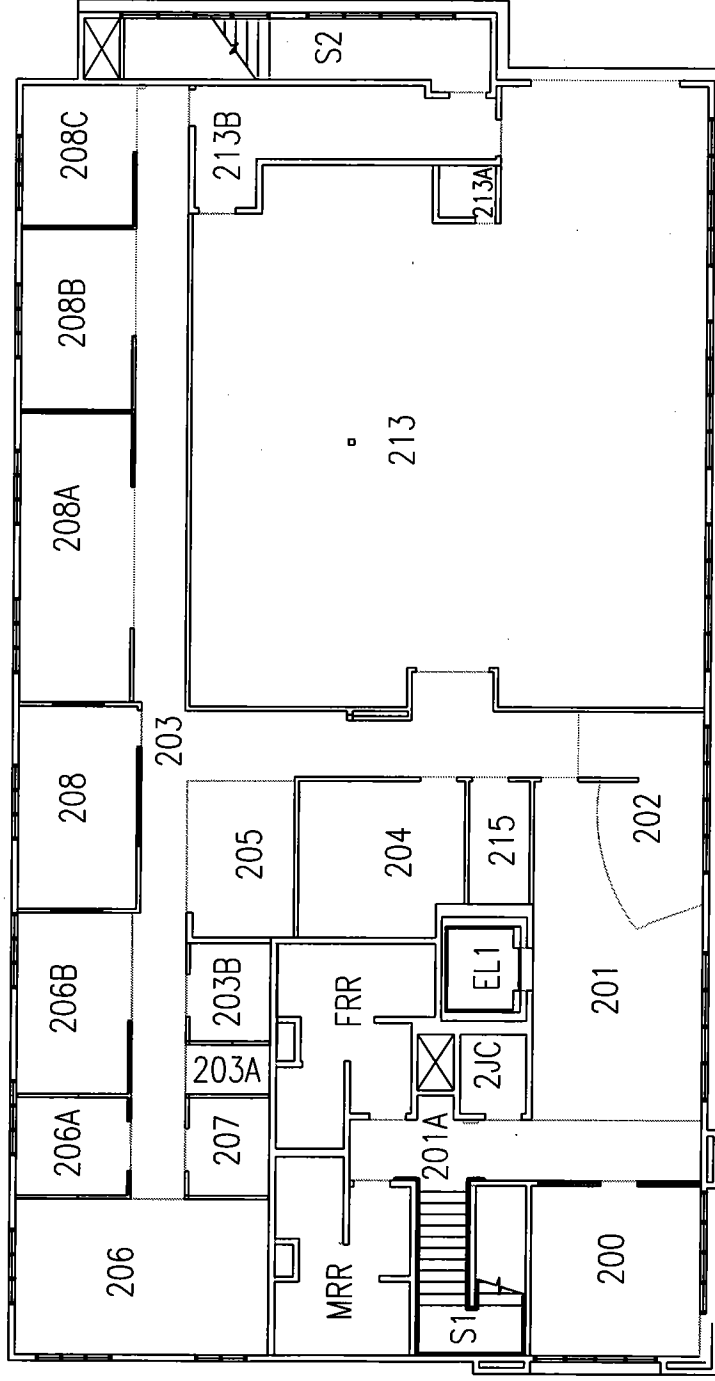
City of Long Beach

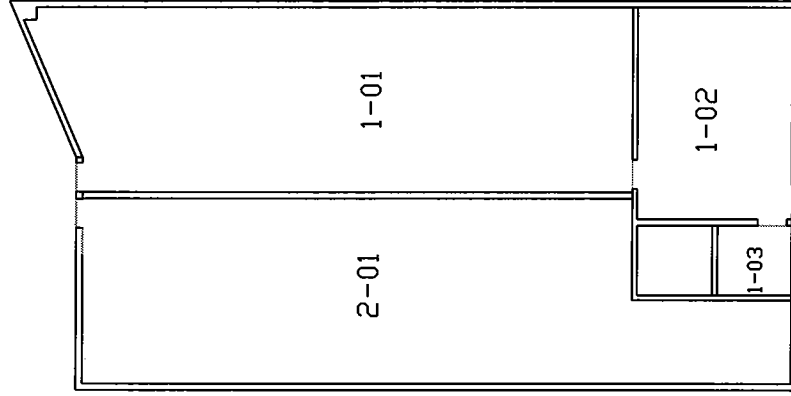
Floor Plans

APPENDIX A

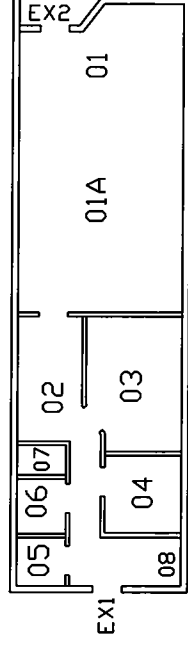
City of Long Beach

Community Development

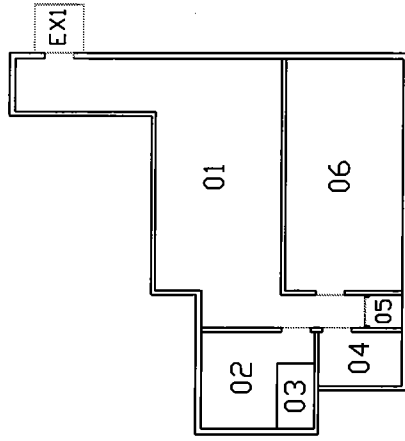




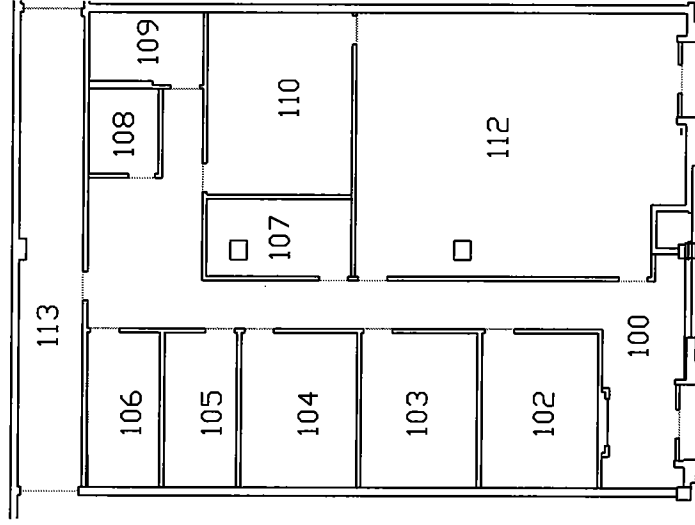
City of Long Beach – City Hall East
5641 and 5643 Atlantic Avenue



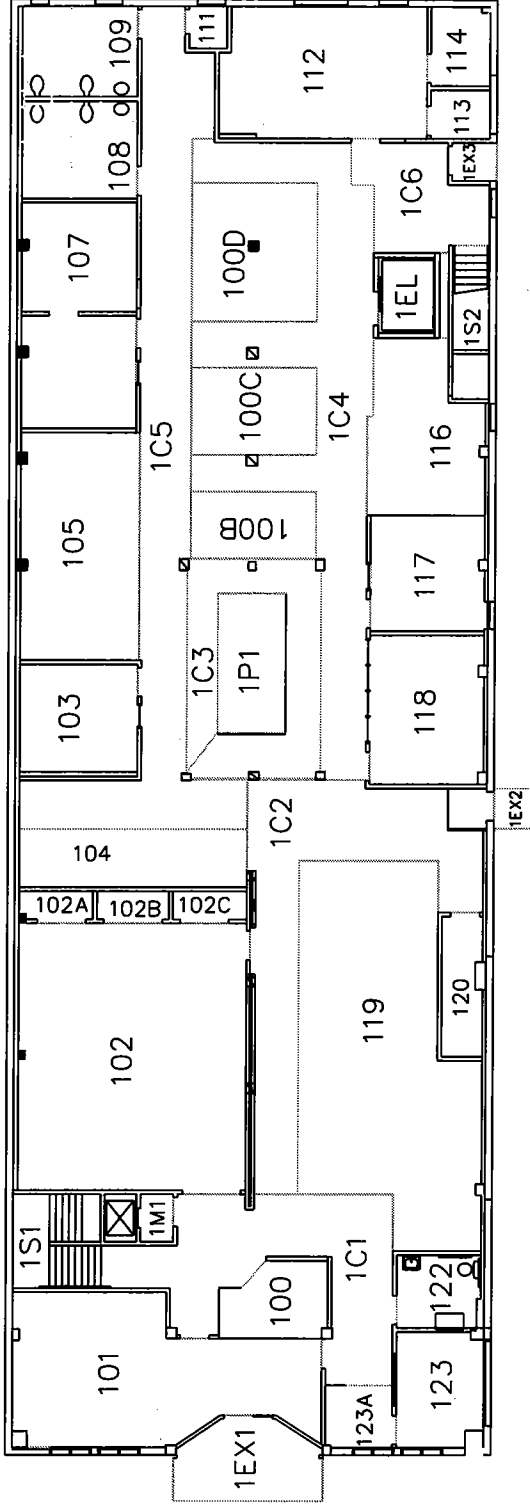
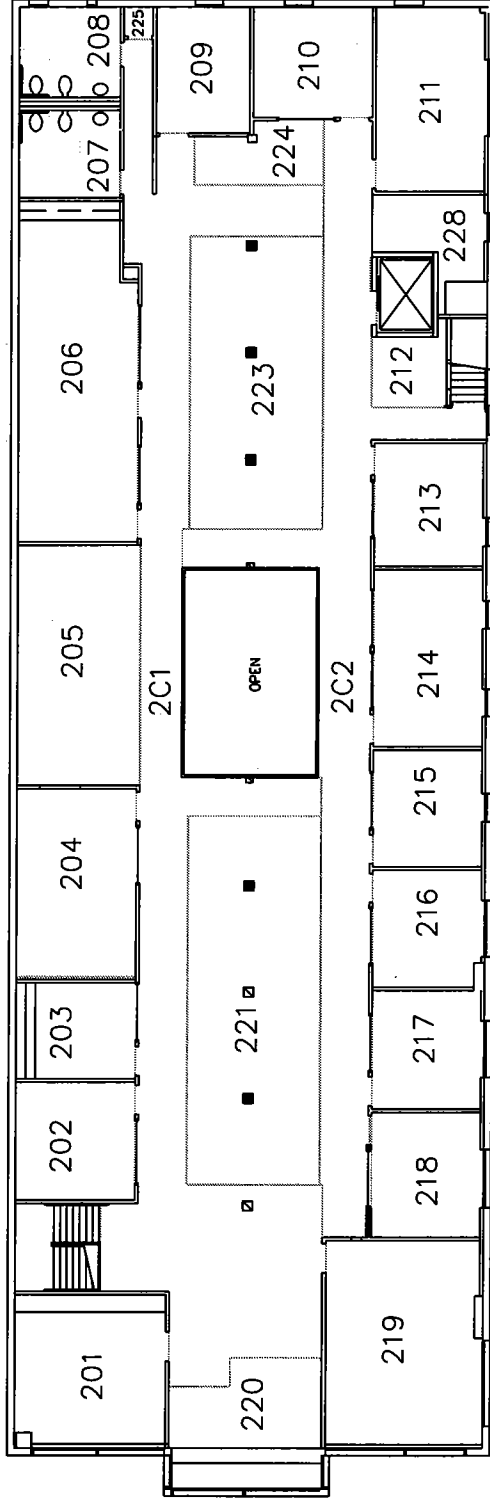
City of Long Beach Community Development
7th Street Community Police Center

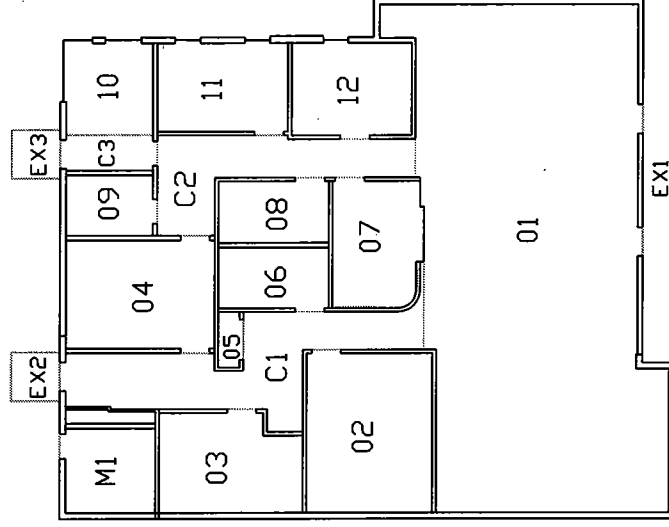


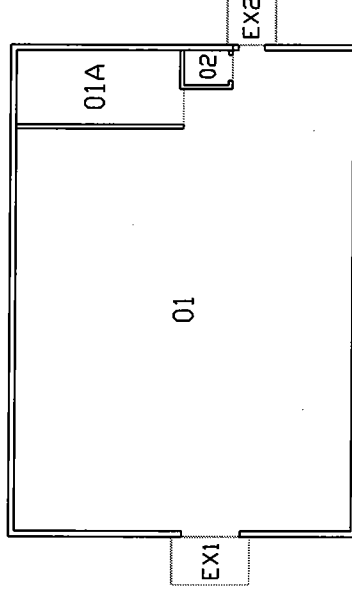
City of Long Beach Community Development
Anaheim Street Community Police Center



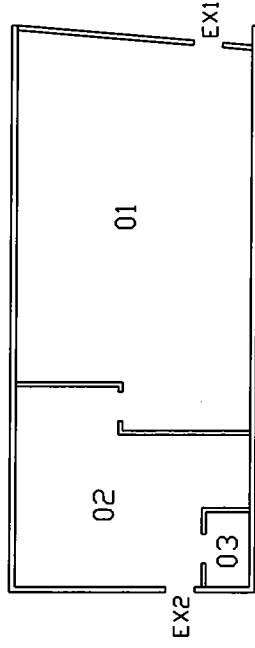
City of Long Beach – Community Development
Veterans Organizations Building







City of Long Beach Community Development
Willmore Community Police Center

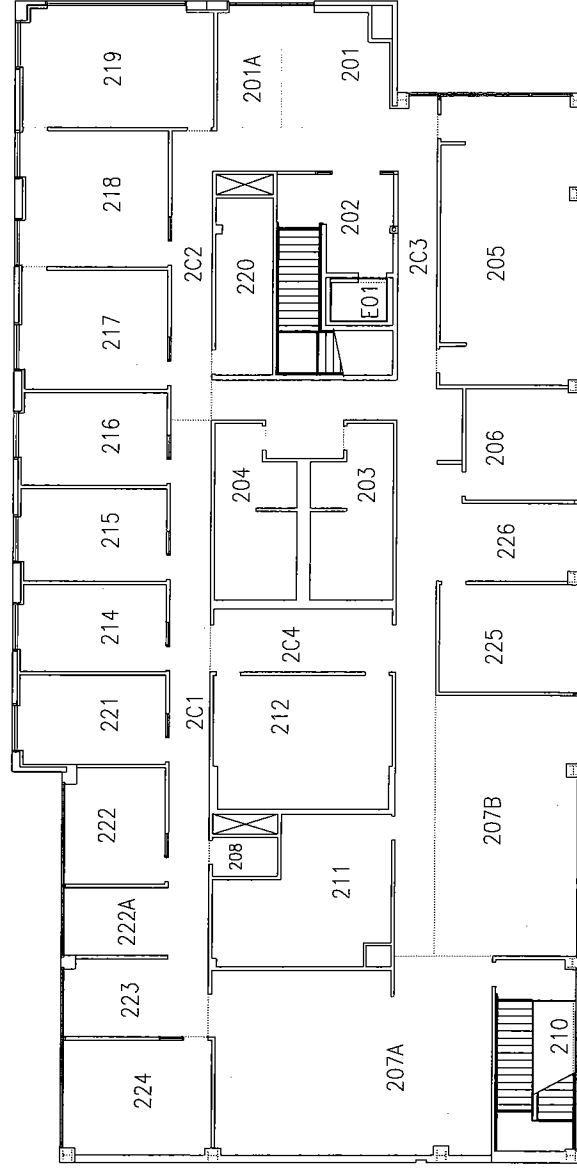


City of Long Beach Community Development
Wrigley Community Police Center

City of Long Beach

Environmental Services

Temple & Willow

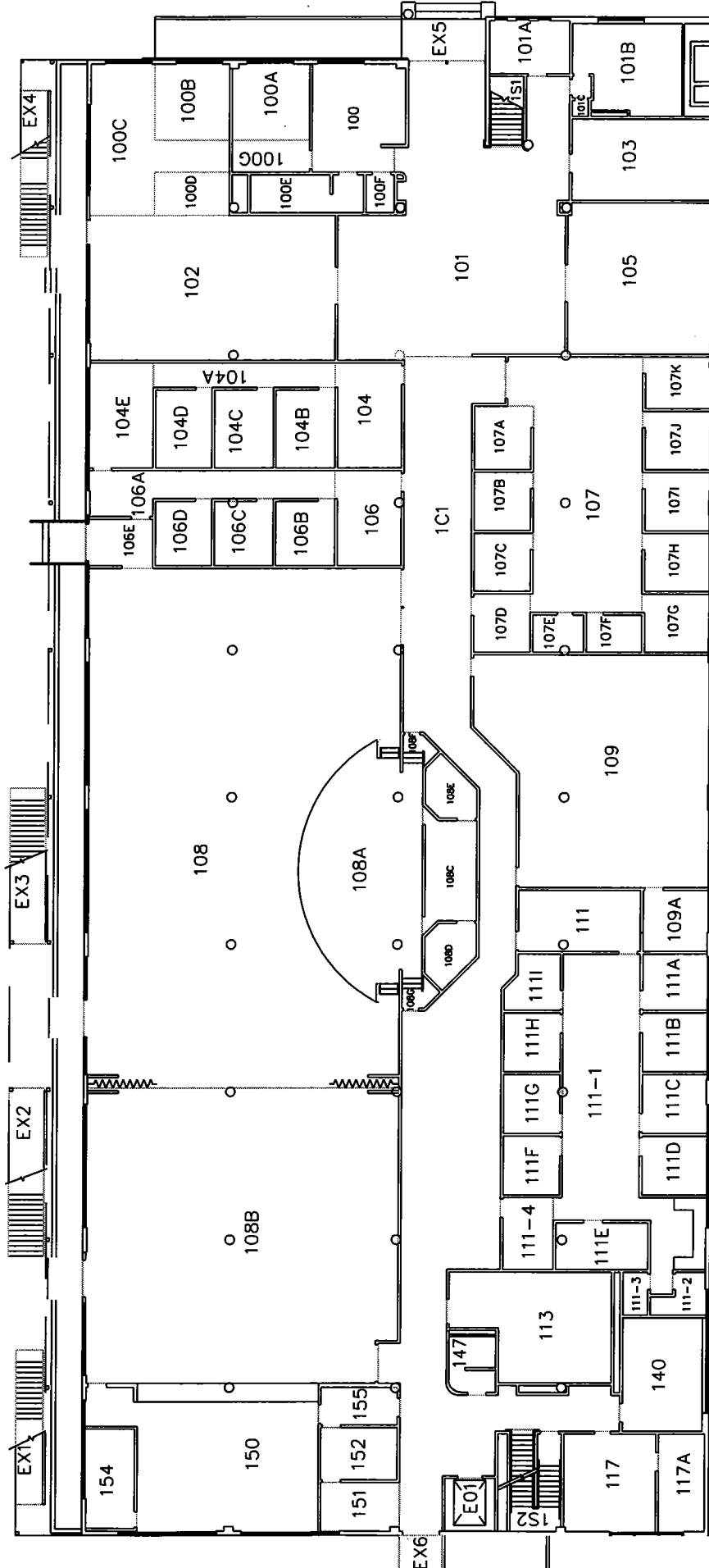


City of Long Beach

SERRF

City of Long Beach

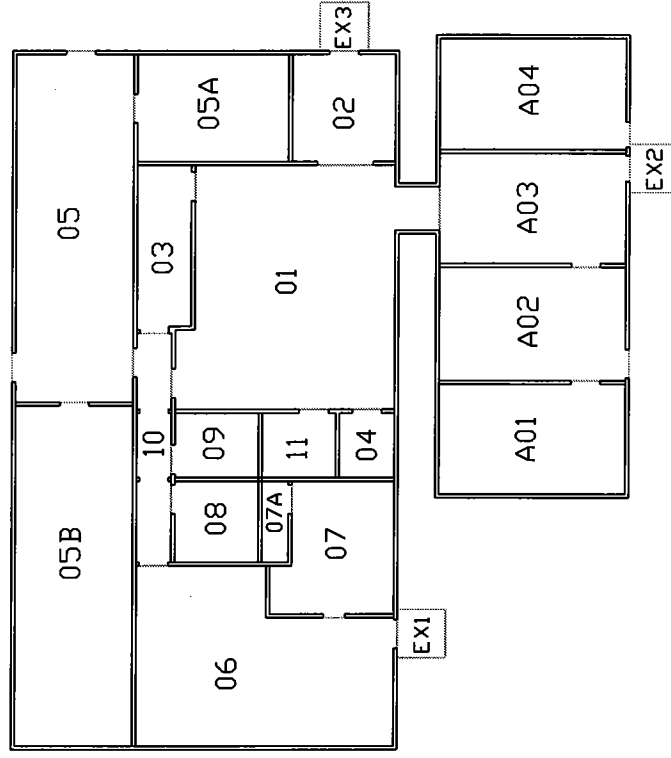
Senior Center

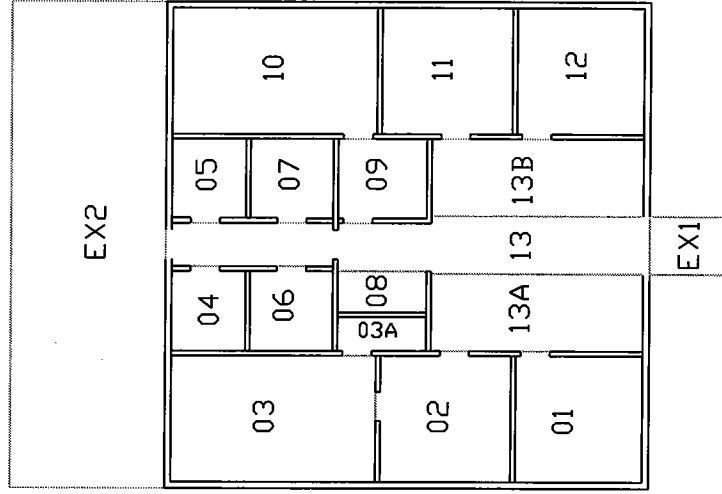


City of Long Beach Parks and Recreation
Senior Center 1st Floor

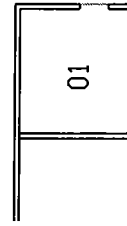
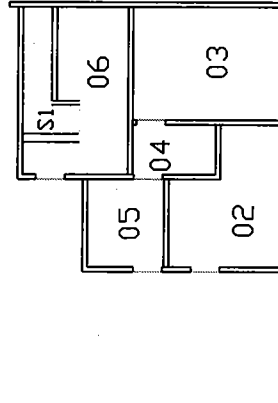
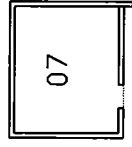
City of Long Beach

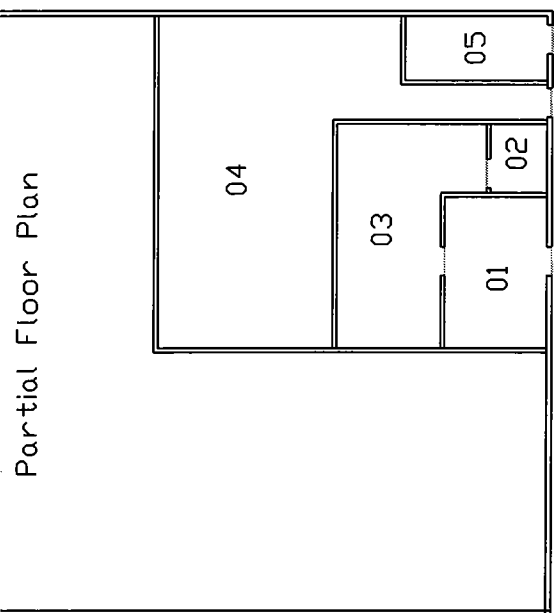
Public Works Yard

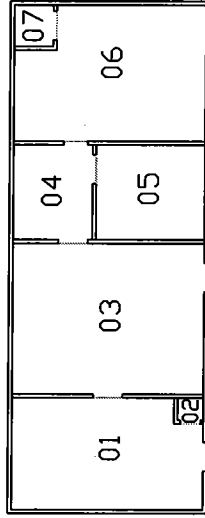




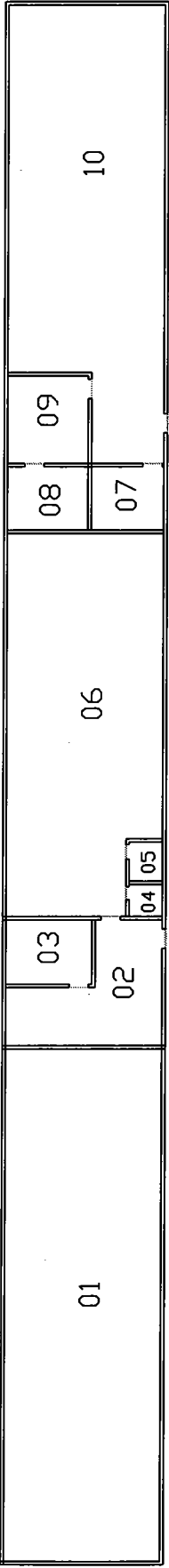
Building Outline is Not
To Scale

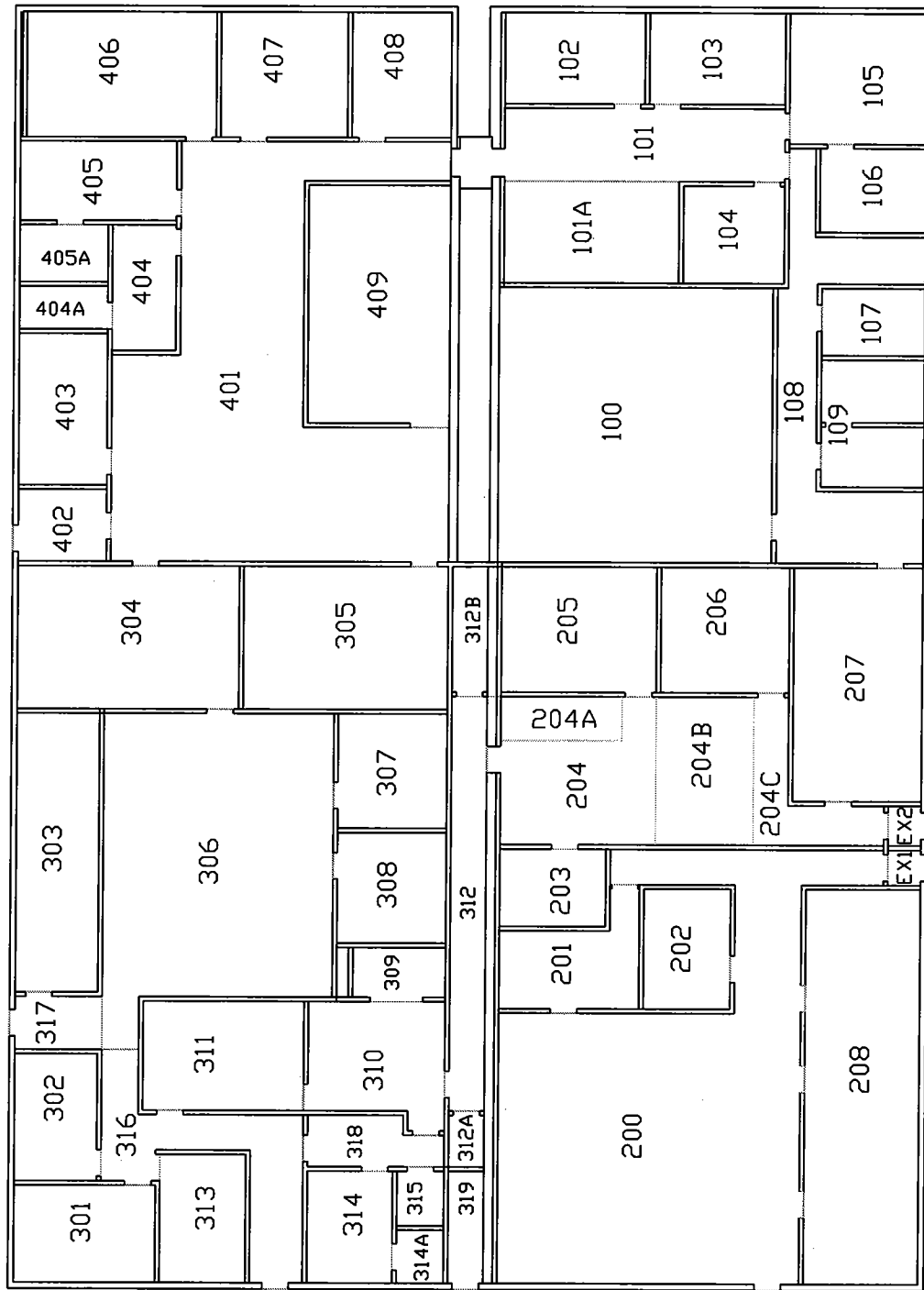




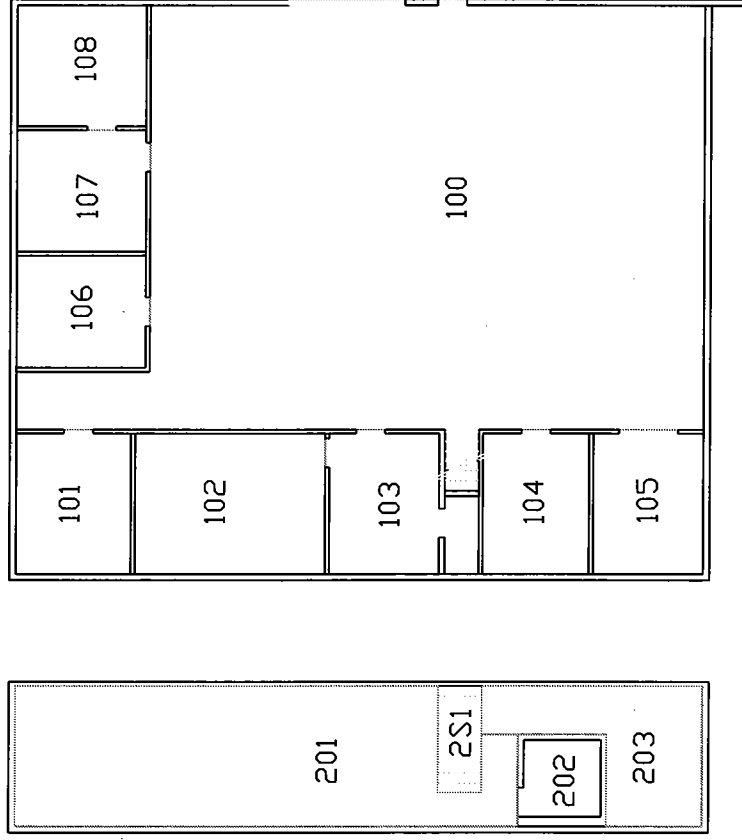


City of Long Beach Public Works Department
Public Works Yard Locksmith Shop 4200

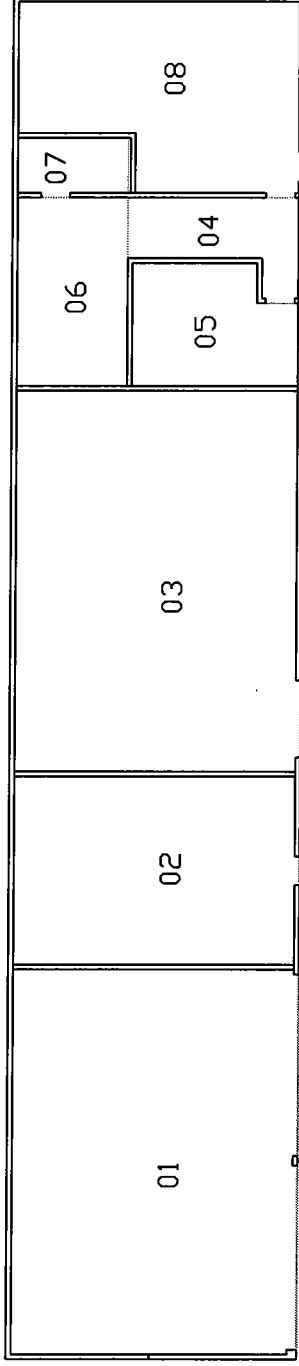




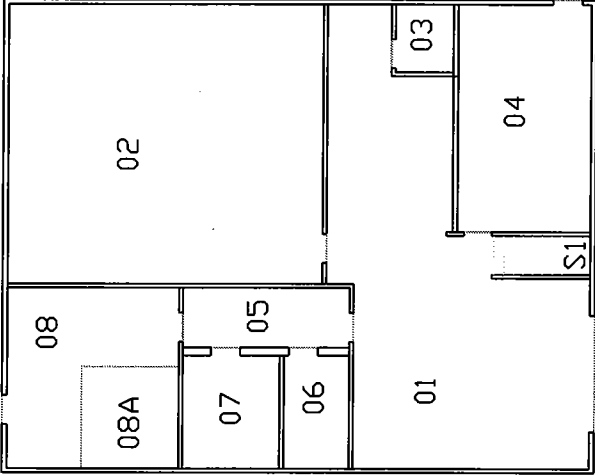
City of Long Beach – Public Works Yard
Street Maintenance and Training 4300

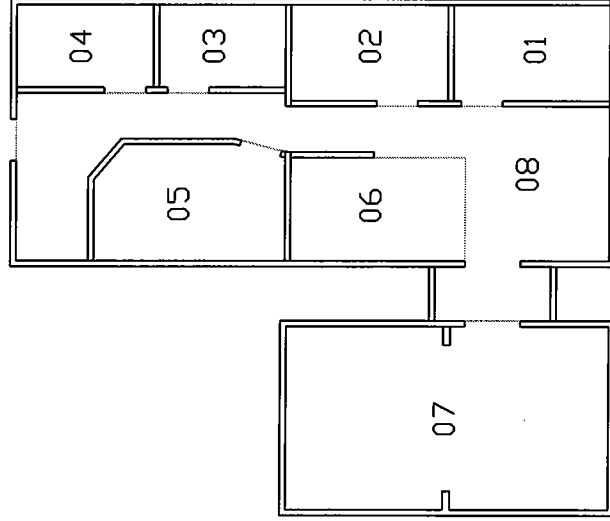


City of Long Beach Public Works Department
Public Works Yard Structural Paint Shop 4030



City of Long Beach Public Works Department
Public Works Yard Traffic Engineering Paint Shop 4300





City of Long Beach Public Works Department
Public Works Yard Welding Office 4001

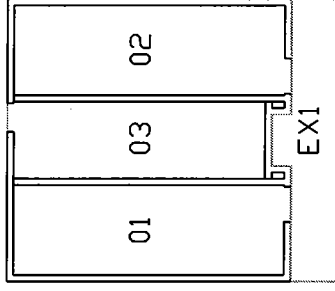
City of Long Beach

Police

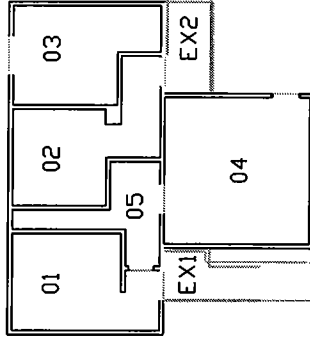
Available for Review at Purchasing Office

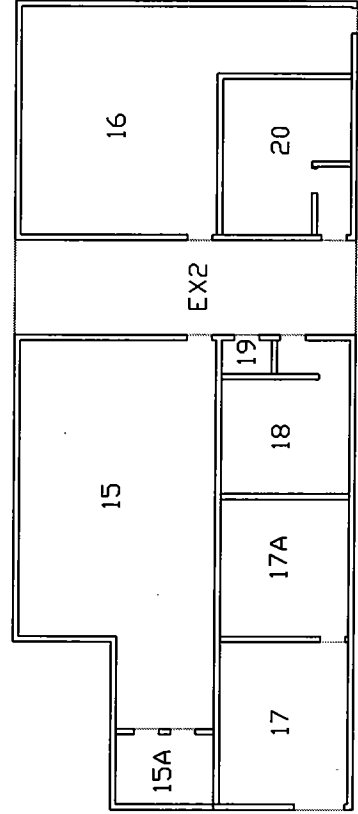
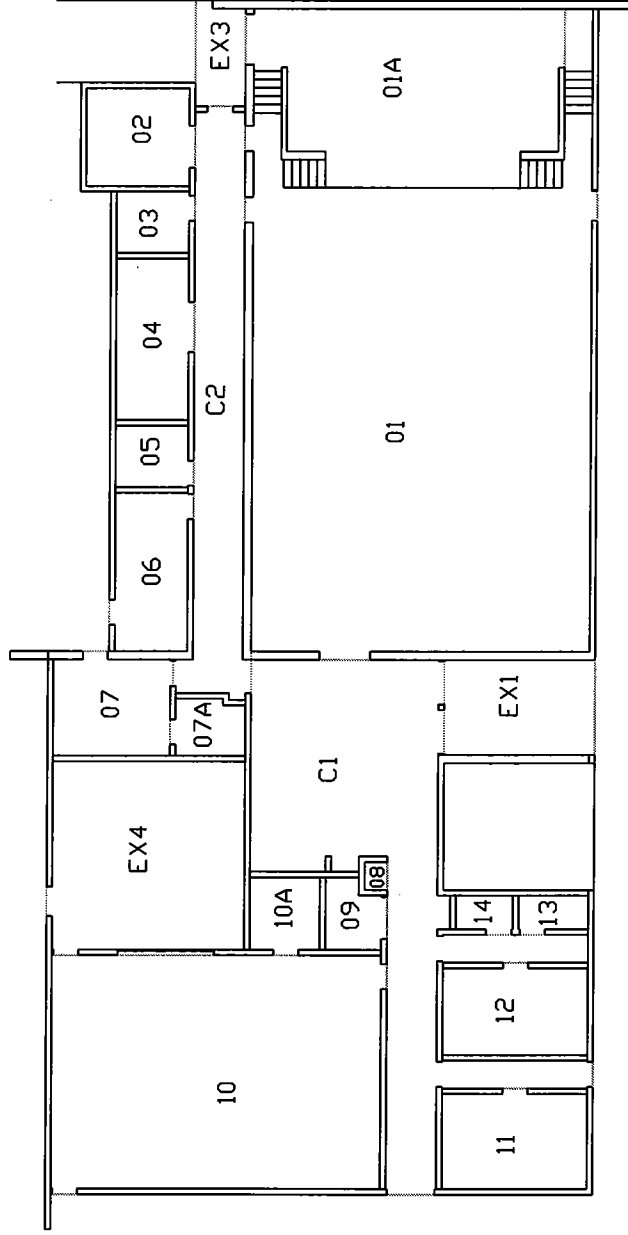
City of Long Beach

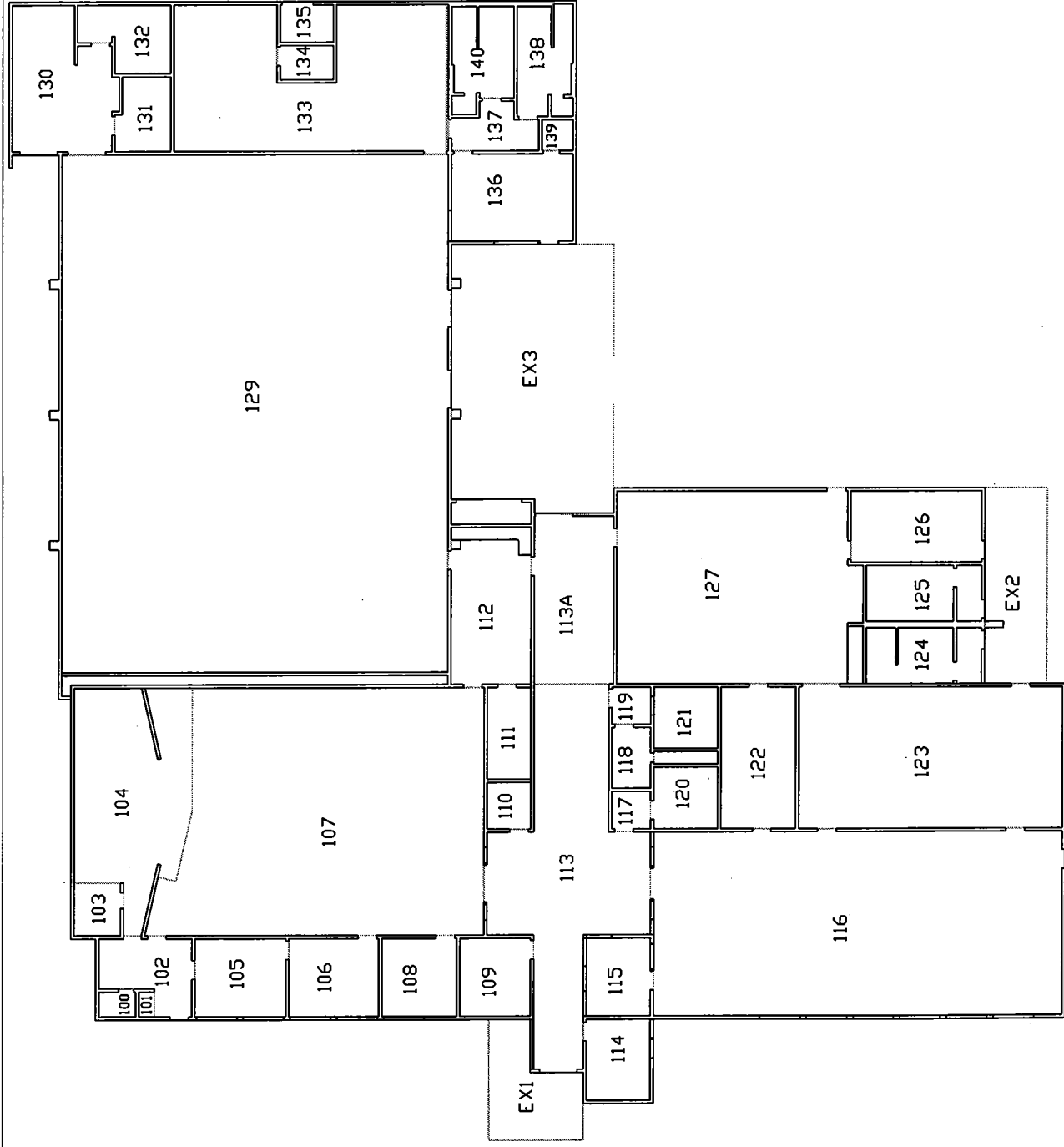
Park Restrooms



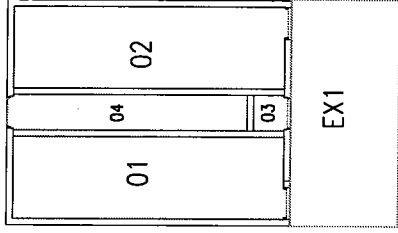
City of Long Beach Parks and Recreation
Admiral Kidd Park Restroom 08



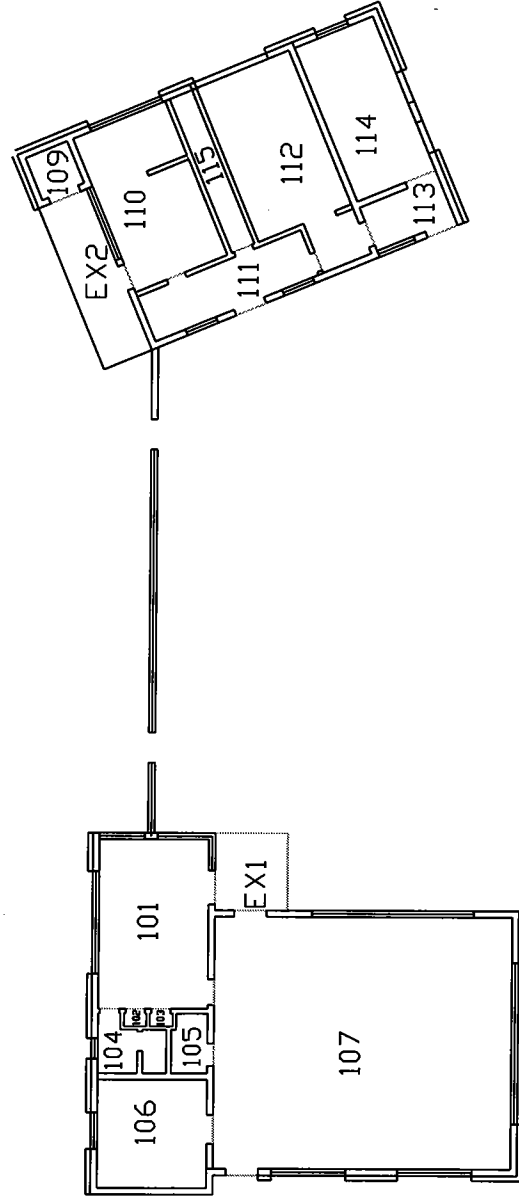


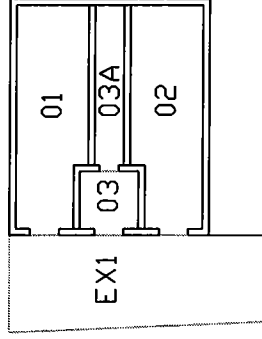


City of Long Beach Parks and Recreation
California Recreation Center, Gym and Restrooms

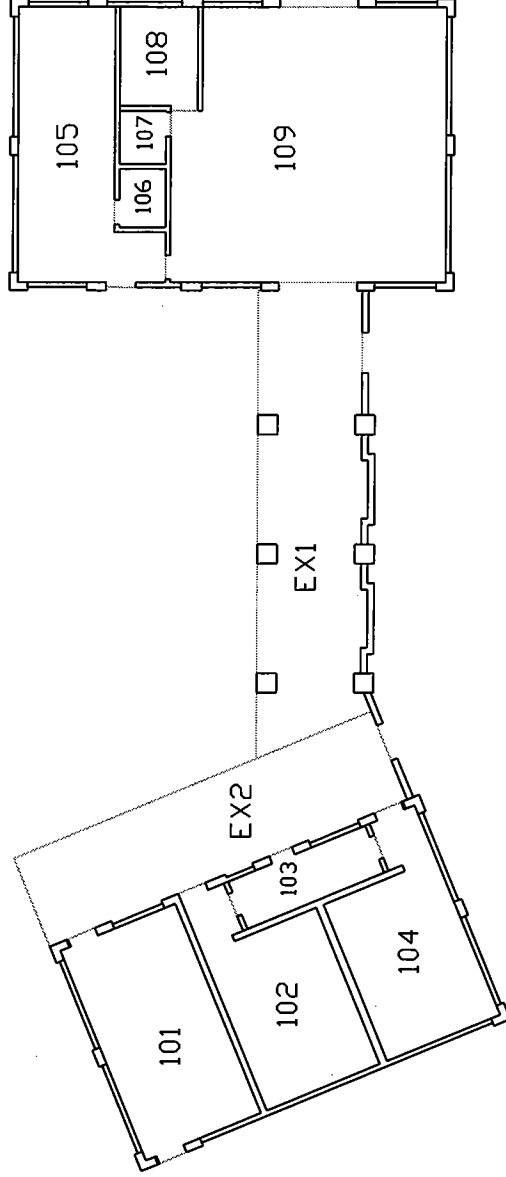


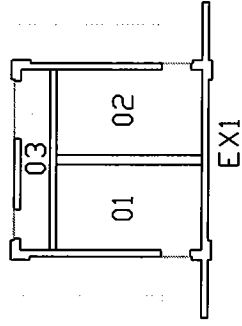
City of Long Beach Parks and Recreation
Cesar Chavez Park Restroom 02



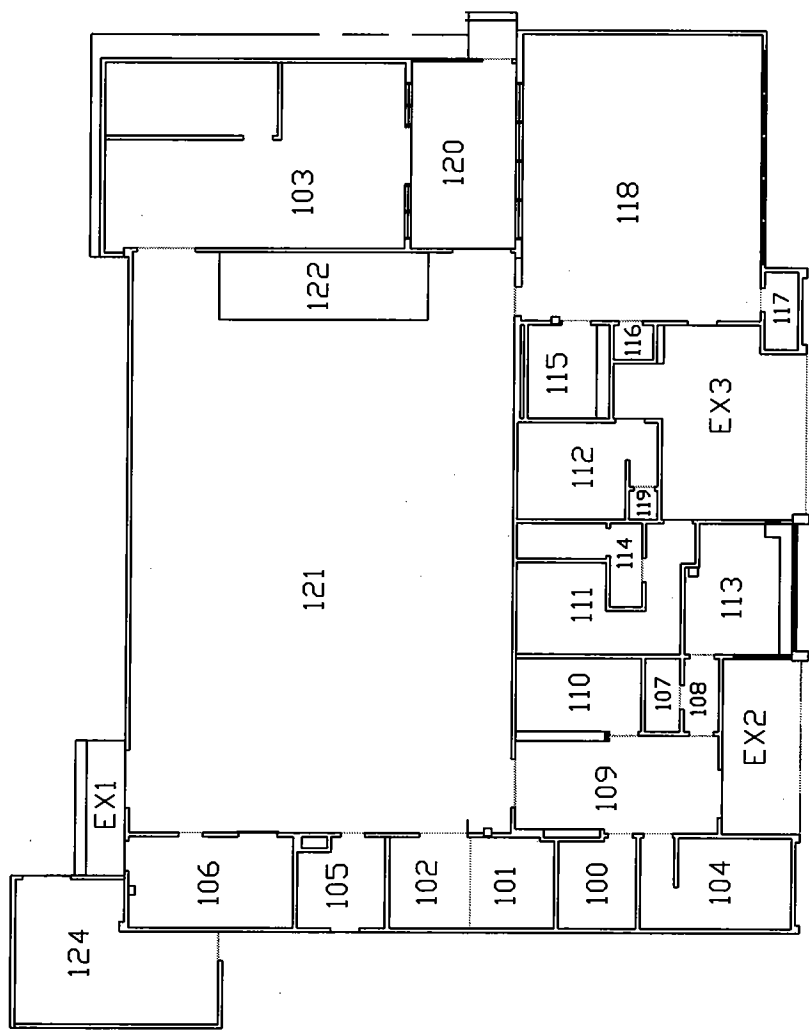


City of Long Beach, Parks and Recreation
Davenport Park Restroom #4

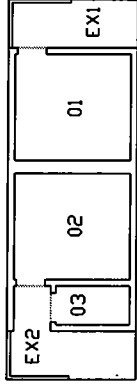




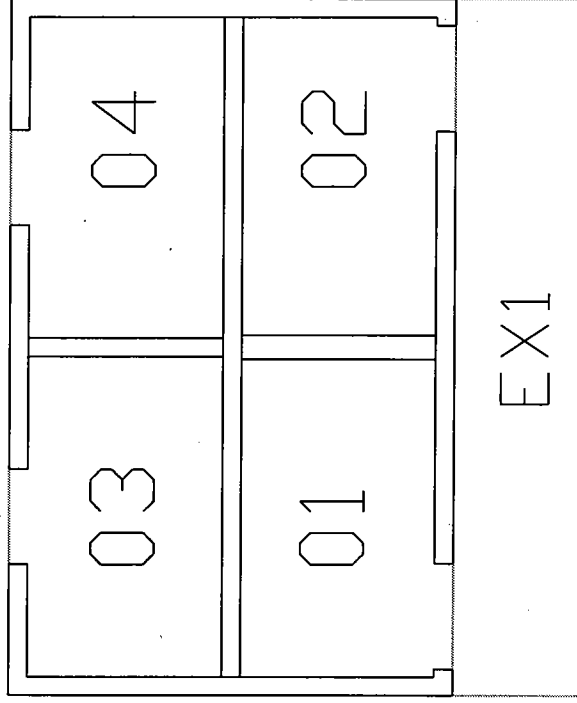
City of Long Beach Parks and Recreation
DeForest Park Restroom 18



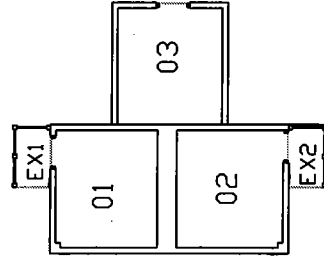
City of Long Beach Parks and Recreation
Drake Park Community Center and Restroom 01



City of Long Beach Parks and Recreation El Dorado East Restroom 34 - Nature Center Parking Lot		
---	--	--

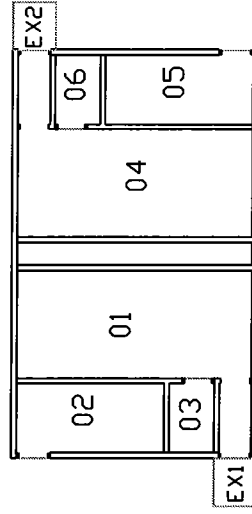


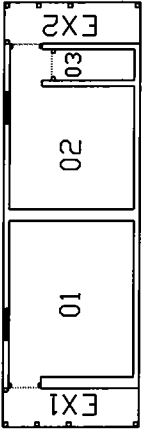
City of Long Beach Parks and Recreation
El Dorado Park East Restroom 35 - Nature Trail



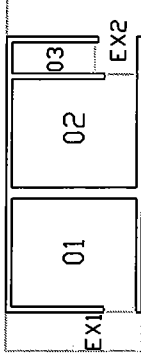
EX1	01	02	EX2
-----	----	----	-----

City of Long Beach Parks and Recreation
 El Dorado Park East Restroom 37

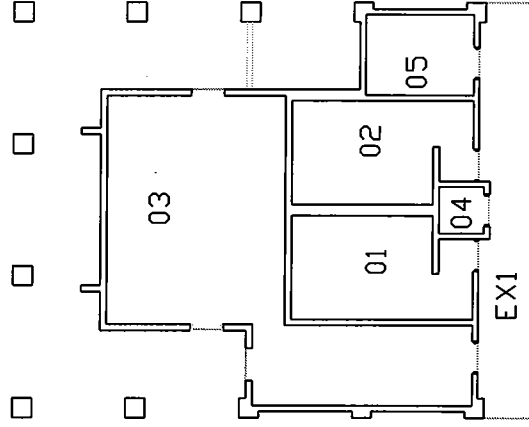


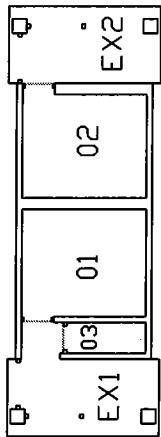


City of Long Beach Parks and Recreation
El Dorado Park East Restroom 39

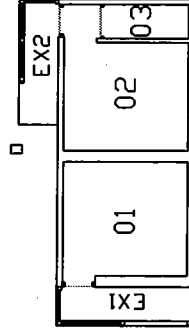


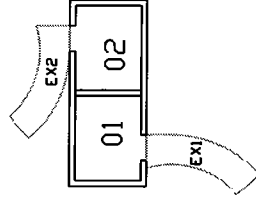
City of Long Beach Parks and Recreation
El Dorado Park East Restroom 40

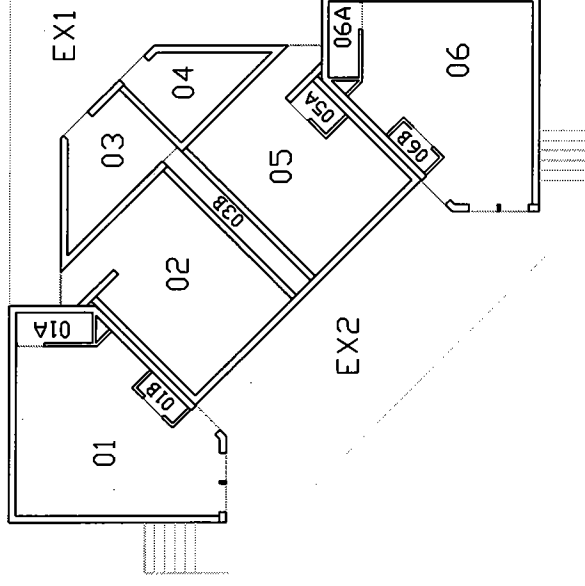


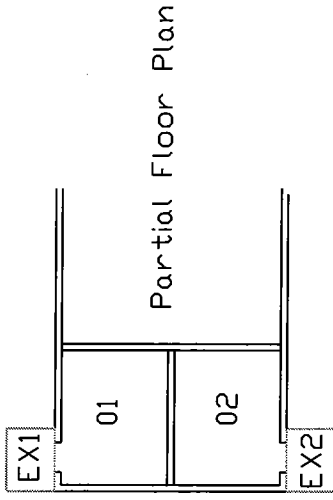


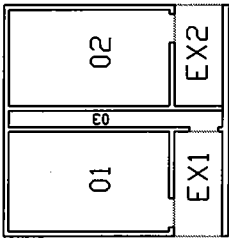
City of Long Beach Parks and Recreation
El Dorado Park East Restroom 42



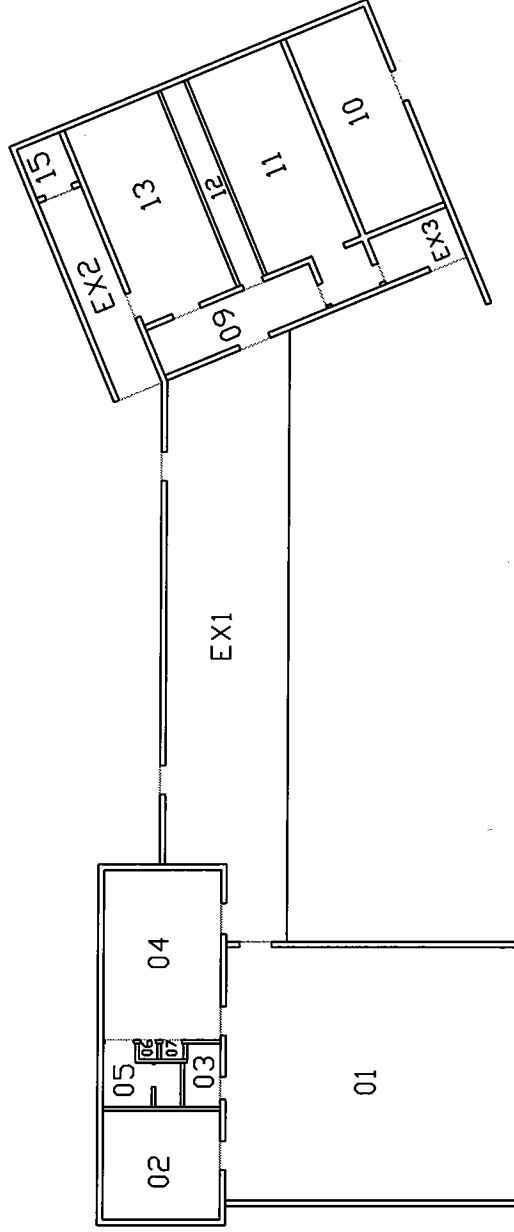


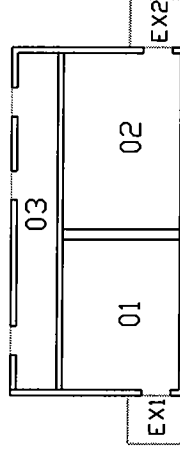




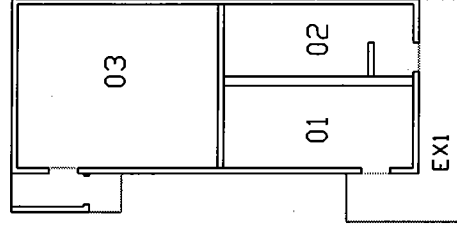


City of Long Beach Parks and Recreation
El Dorado Park West Restroom 33

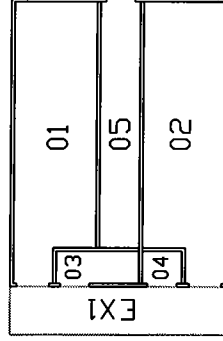


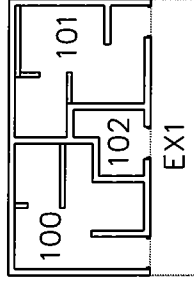


City of Long Beach Parks and Recreation
Heartwell Park Restroom 44

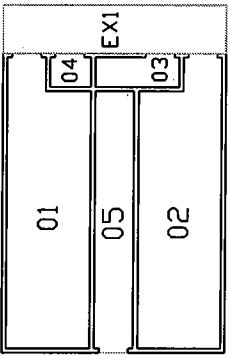


City of Long Beach Parks and Recreation
Heartwell Park Restroom 47

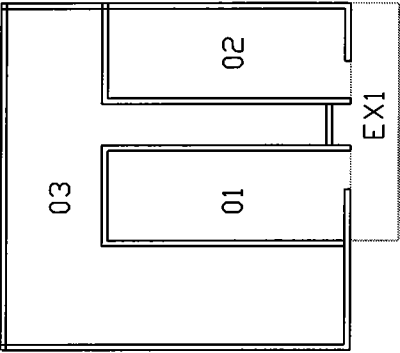




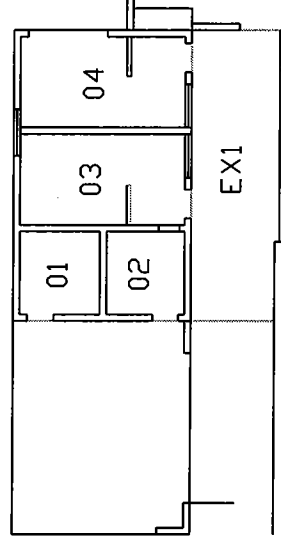
City of Long Beach Parks and Recreation
Houghton Park Restroom 19 Skatepark



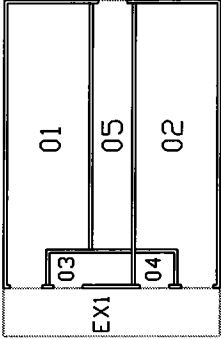
City of Long Beach Parks and Recreation
Houghton Park Restrooms 20

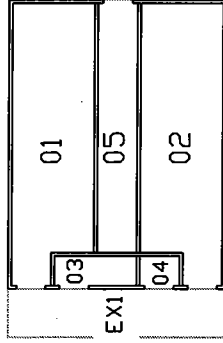


City of Long Beach Parks and Recreation
Hudson Park Concession/Restroom 09

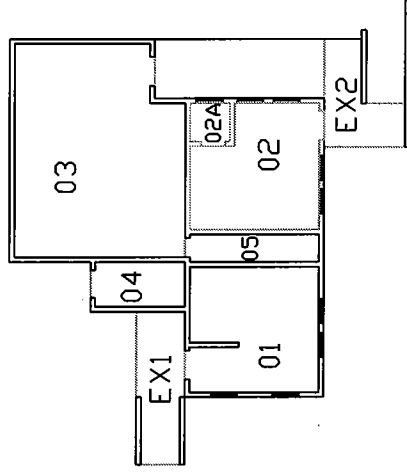


City of Long Beach Parks and Recreation
Los Cerritos Park Office and Restroom 11

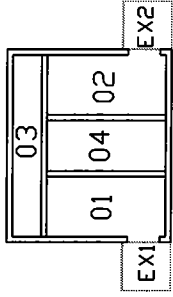




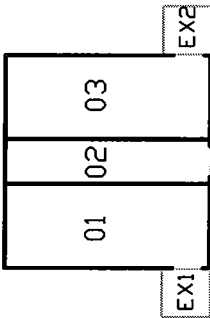
City of Long Beach Parks and Recreation
Martin L King Restroom 05



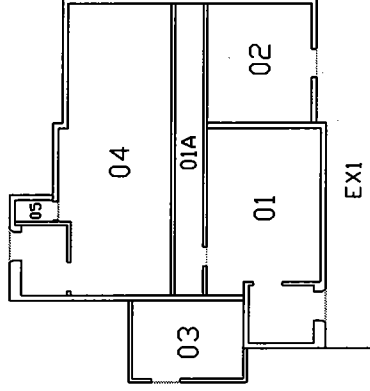
City of Long Beach Parks and Recreation
Pan American Park Restroom 22



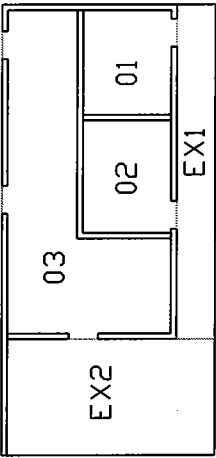
City of Long Beach Parks and Recreation
Ramona Park Restroom 21

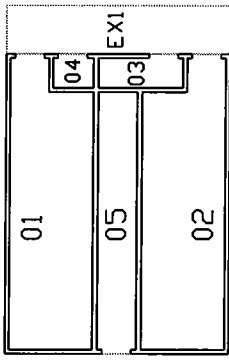


City of Long Beach Parks and Recreation
Recreation Park Restroom 26 Joe Rogers Field

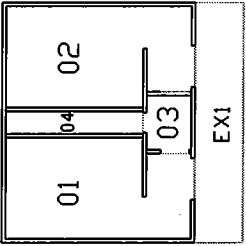


City of Long Beach Parks and Recreation
Recreation Park Restroom 27 – Kid's Play Area

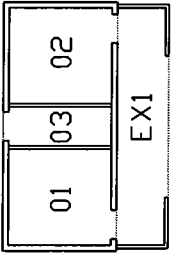




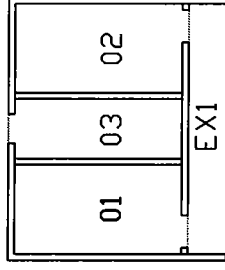
City of Long Beach Parks and Recreation
Silverado Park Restroom 10



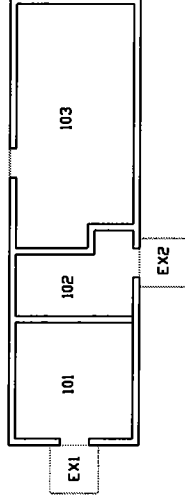
City of Long Beach Parks and Recreation
Somerset Park Restroom 12

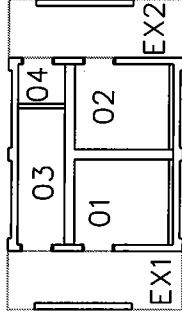


City of Long Beach Parks and Recreation
Stearns Park Restroom 24



City of Long Beach Parks and Recreation
Veterans Park Restroom 07

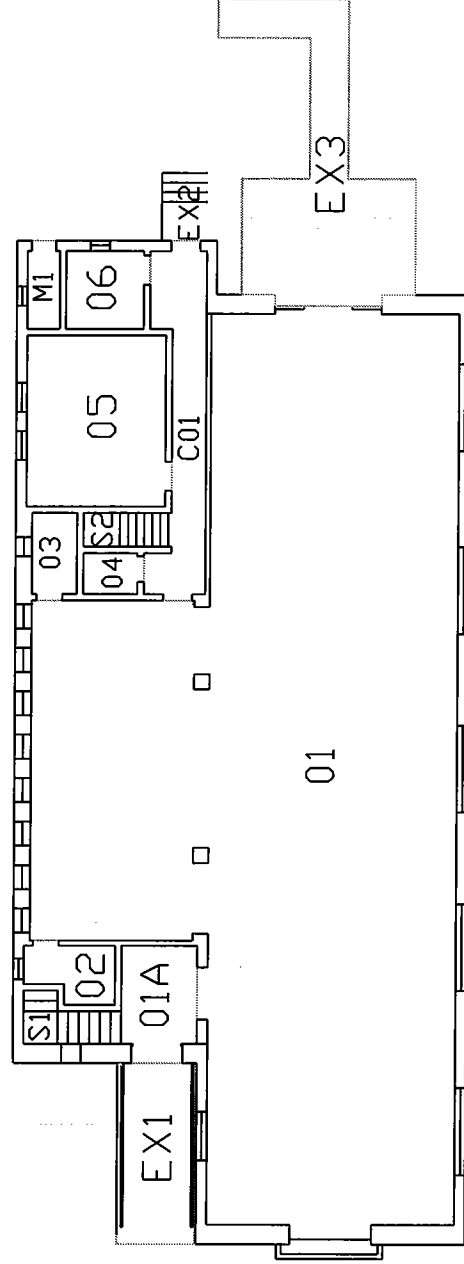
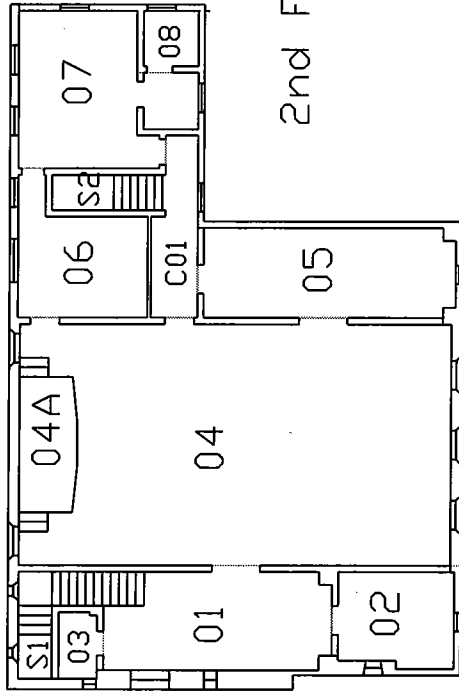


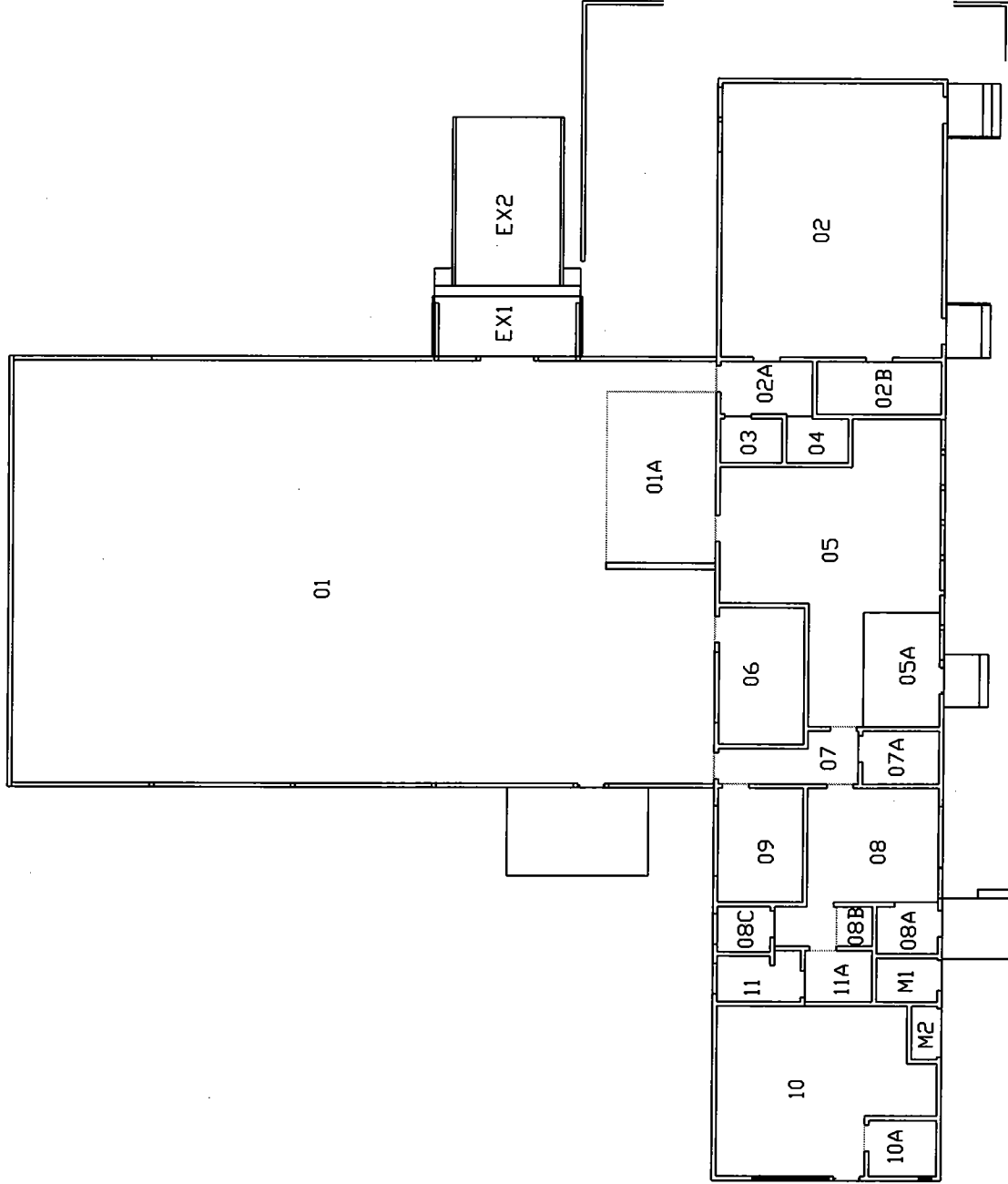


City of Long Beach Parks and Recreation
Whaley Park Restroom 25

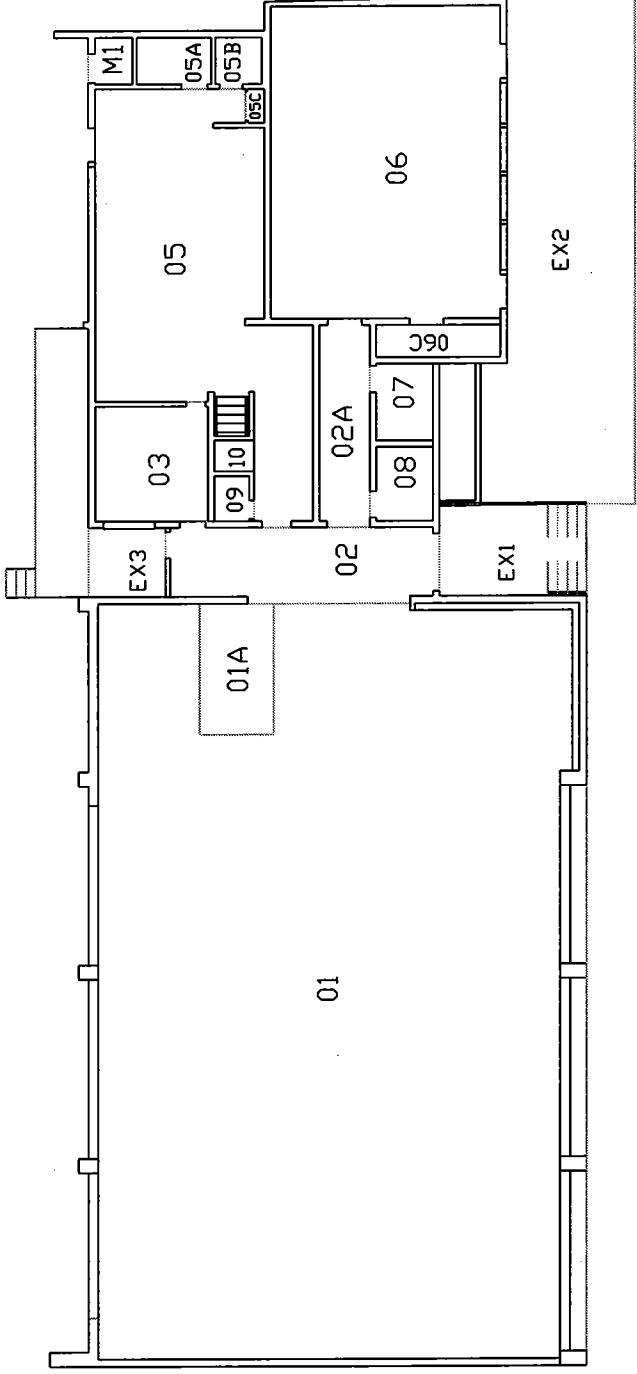
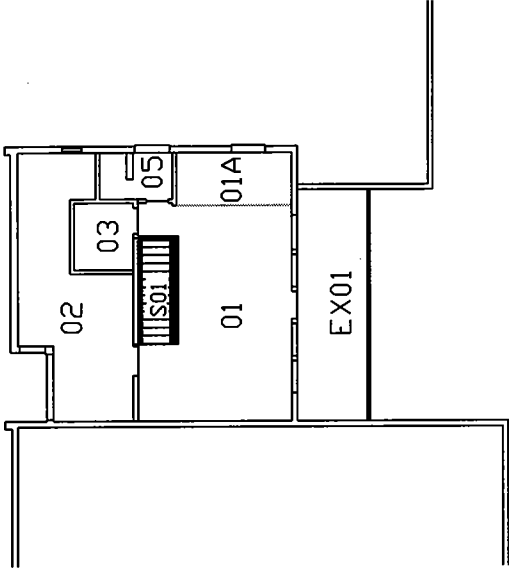
City of Long Beach

Library

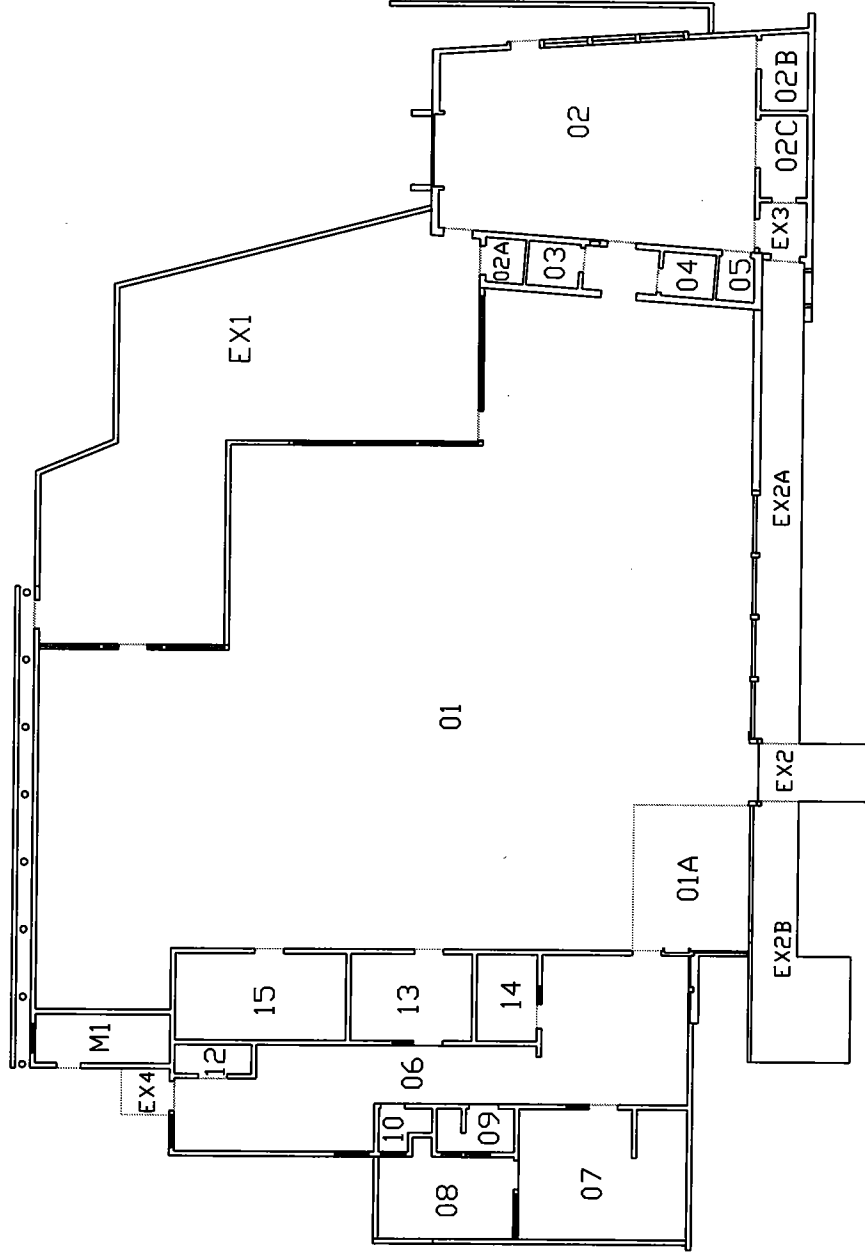




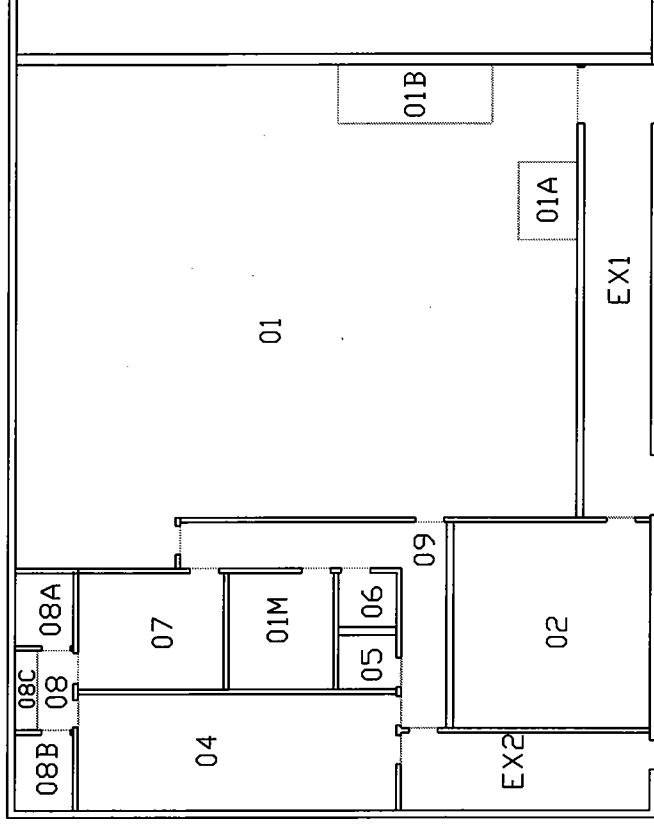
City of Long Beach Libraries
Bach Branch Library

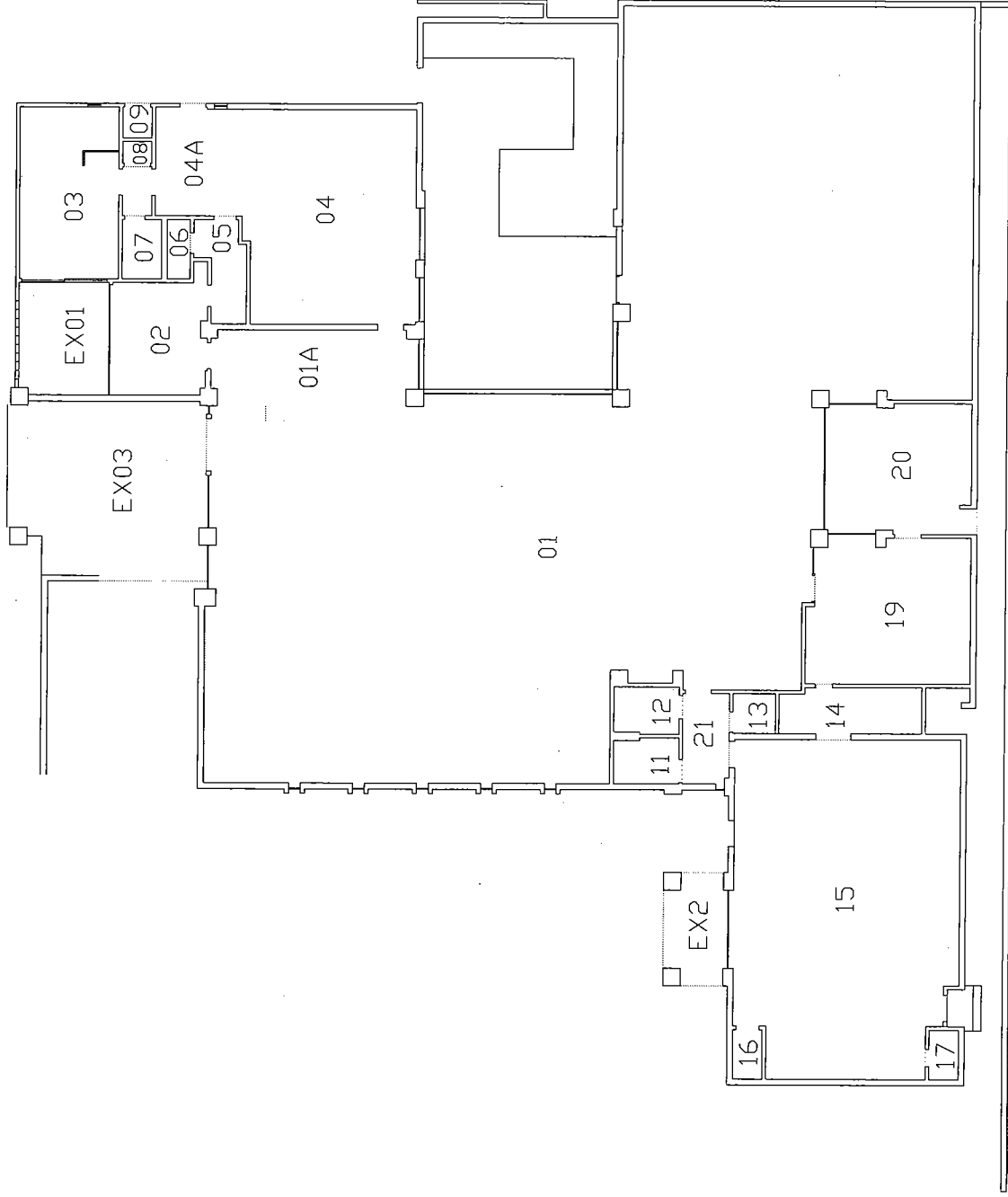


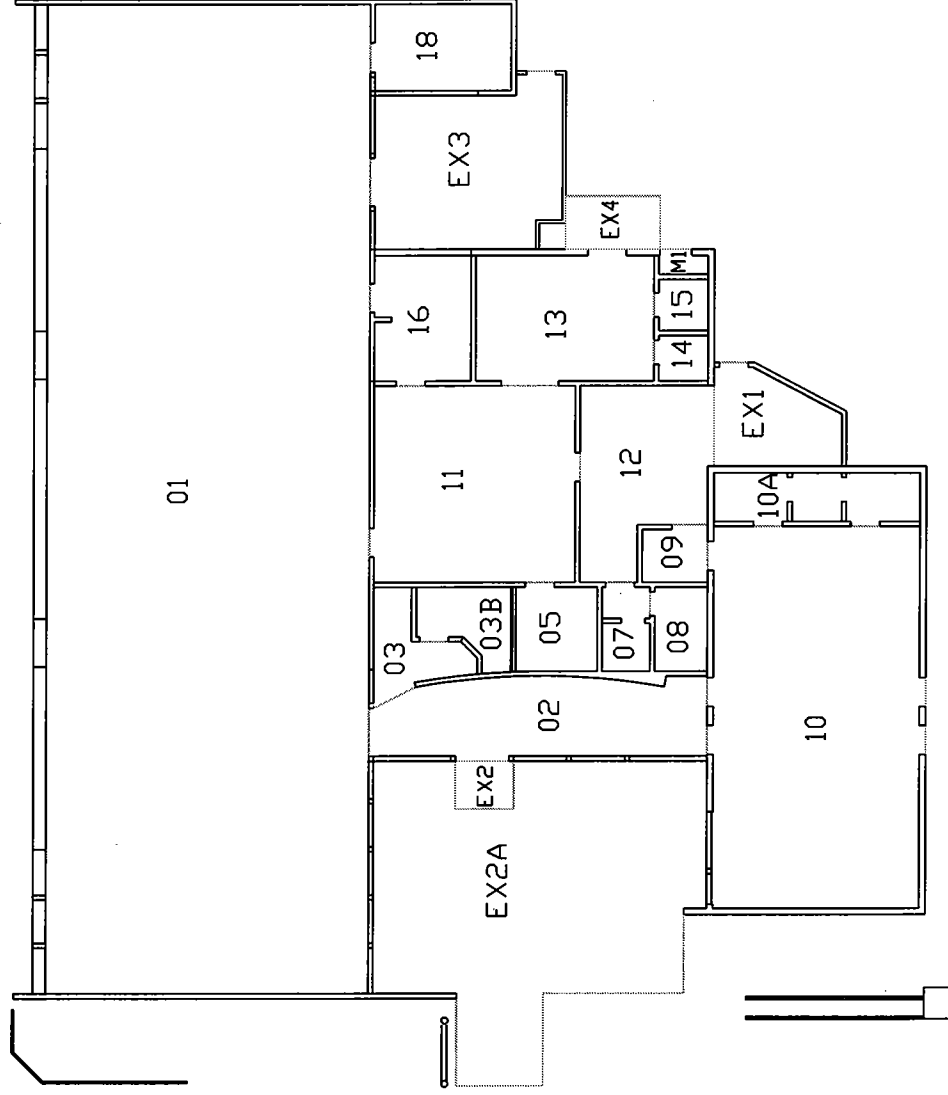
City of Long Beach Libraries
Bay Shore Branch Library 1st & 2nd Floors



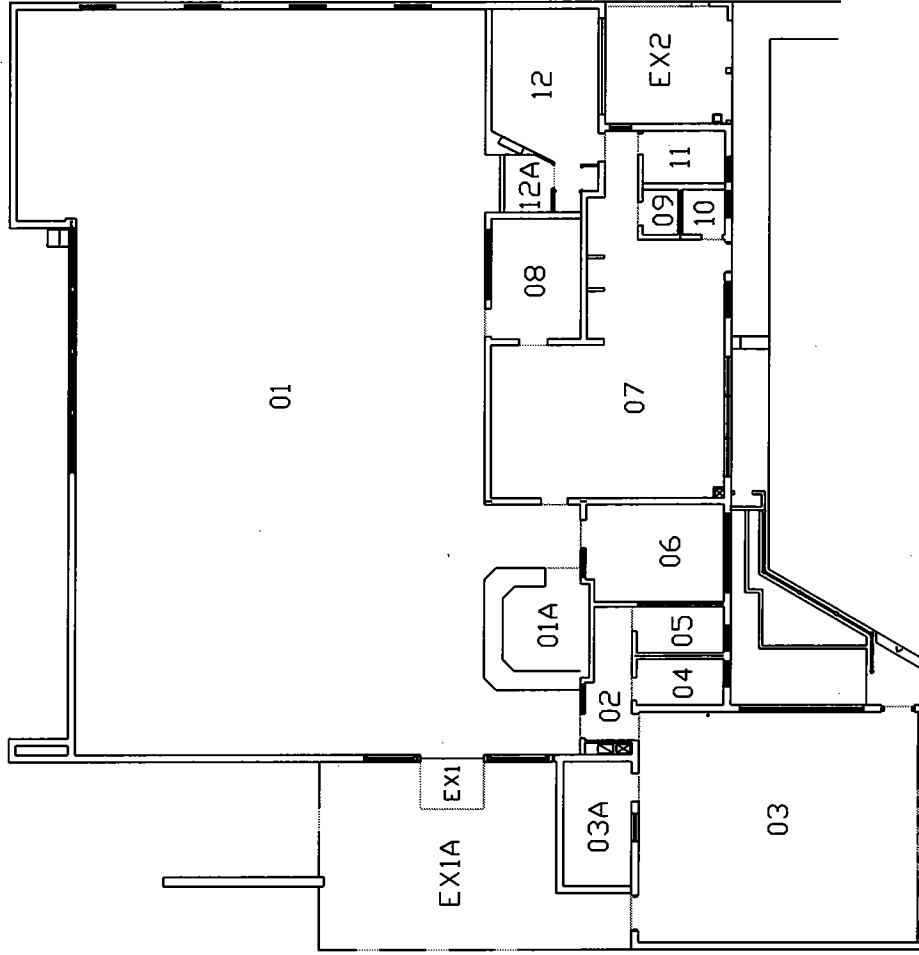
City of Long Beach Libraries
Bret Harte Branch Library



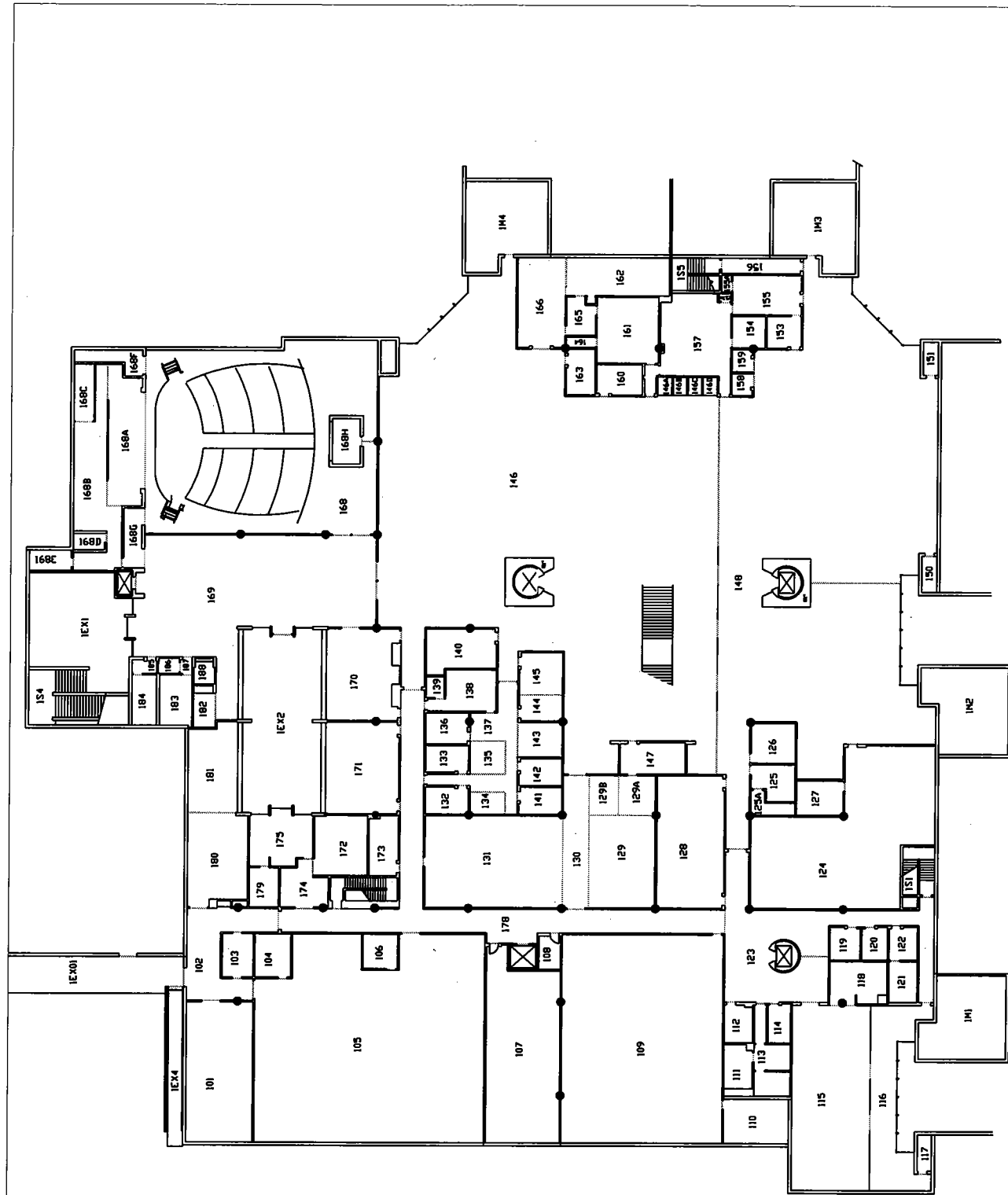




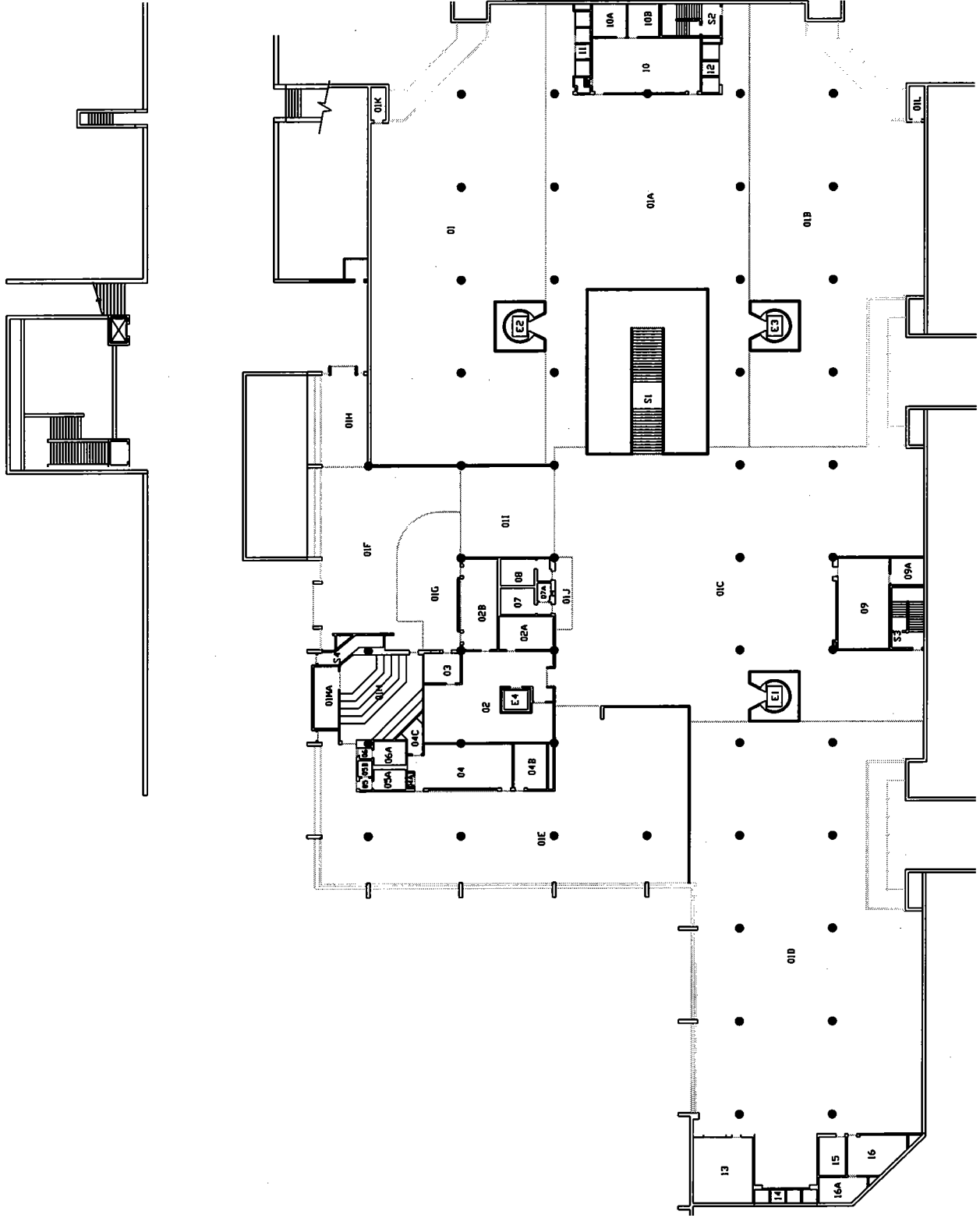




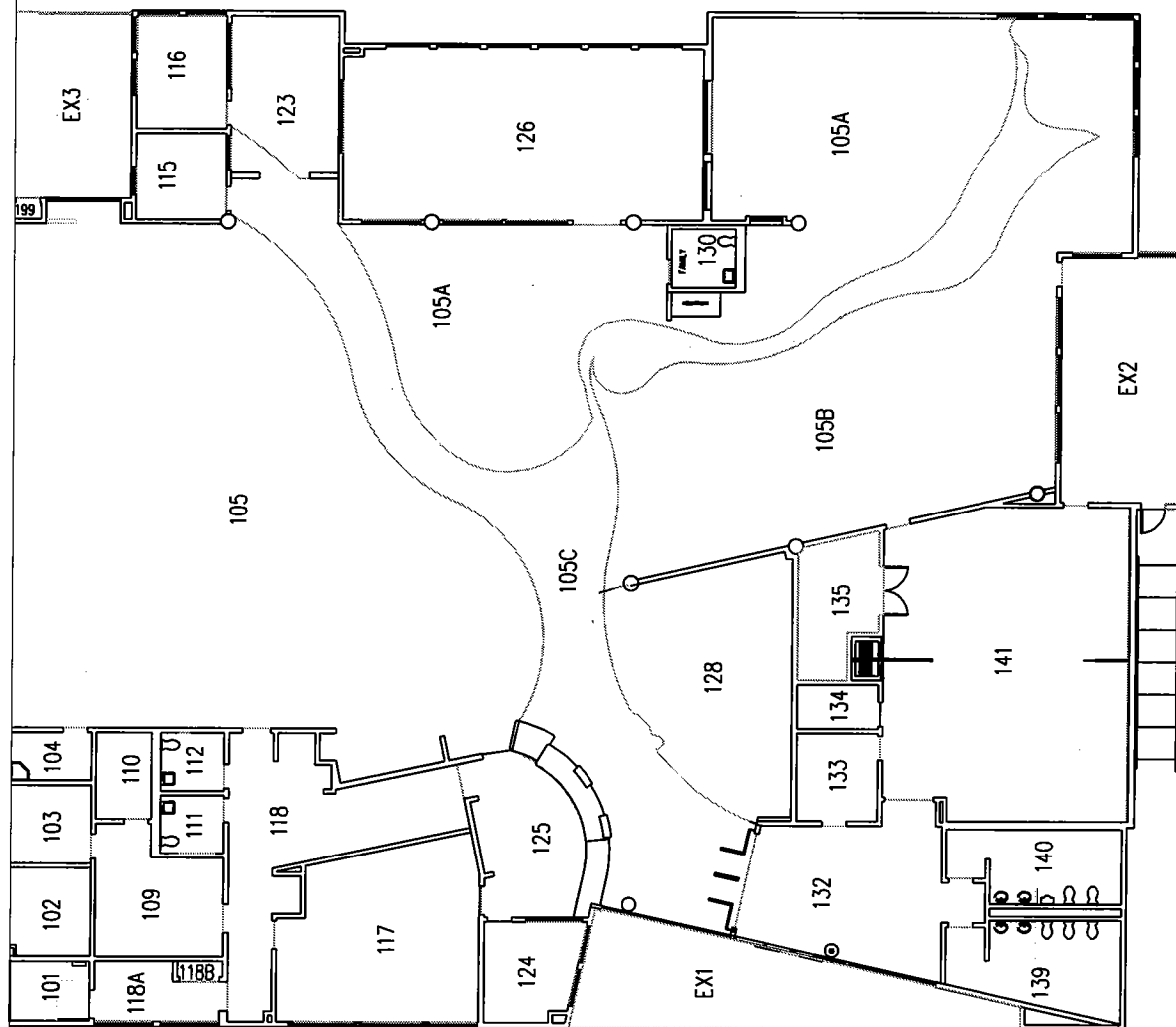
City of Long Beach Libraries
Los Altos Branch Library



City of Long Beach Libraries
Main Library Lower Level



City of Long Beach Libraries
Main Library Plaza Level



City of Long Beach – Libraries
Mark Twain Library

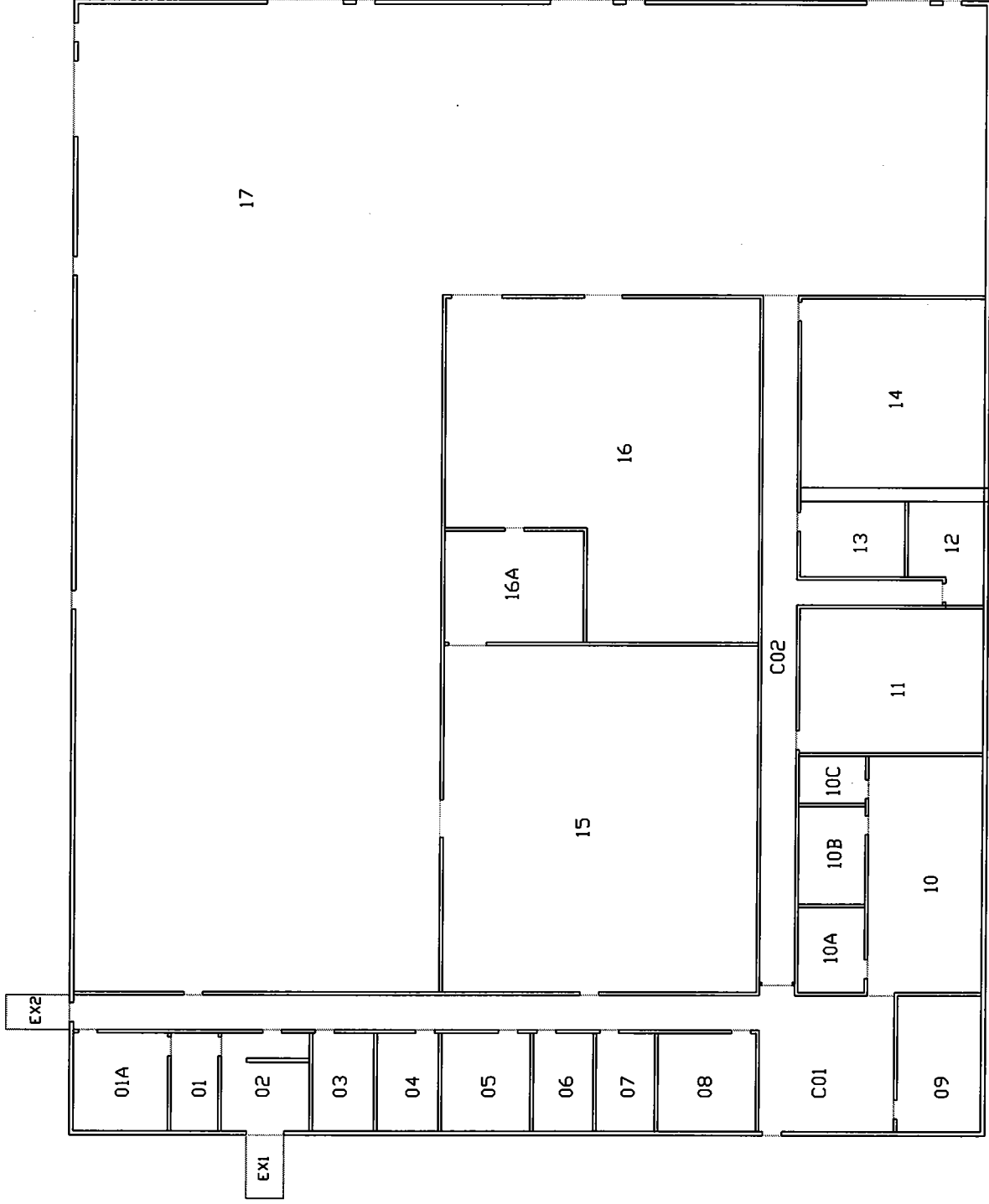
City of Long Beach

Fire

Available for Review at Purchasing Office

City of Long Beach

Wireless Communications



City of Long Beach

Space Inventories

APPENDIX B

City of Long Beach

List of Spaces

Community Development

5641 Atlantic Avenue (CHE)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
1	01	Community Room: Clean 1 Day	1139	Sheet vinyl	0			
1	02	Community Room: Clean 1 Day	355	Sheet vinyl	1			
1	03	Restroom: Clean 1 Day	55	Sheet vinyl	2	Sinks, Urinals, Toilets and Shower Stalls		

Building Total 3 Spaces 1,549

7th Street Community Police Center (CPC-2)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Corridor: Clean 2 Days	145	Vinyl Composition Tile	0		Reception Area	
01	01A	Office: Clean 1 Day	380	Vinyl Composition Tile	1	Work Stations		
01	02	Office Common Area: Clean 2 Days	182	Vinyl Composition Tile	0	Work Stations		
01	03	Office Common Area: Clean 2 Days	133	Vinyl Composition Tile	0	Work Stations	Conference	
01	04	Office Common Area: Clean 2 Days	65	Vinyl Composition Tile	0	Work Stations		
01	05	Restroom: Clean 2 Days	27	Linoleum	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	06	Lounge, Staff: Clean 2 Days	30	Linoleum	1	Sinks, Toilets, Urinals and Showers	Kitchenette	
01	07	No Scheduled Services Provided	16	Unknown-No cleaning	0			
01	08	Storage: Clean Monthly	15	Vinyl Composition Tile	0			

Building Total 9 Spaces 993

Anaheim Community Police Center (CPC-4)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Community Room: Clean 3 Days	454	Carpet	0	Sinks and Appliances		
01	02	Community Room: Clean 3 Days	92	Sheet vinyl	2	Sinks and Appliances	Kitchen	
01	03	No Scheduled Services Provided	25	Unknown-No cleaning	0			
01	04	Restroom: Clean 3 Days	49	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Public	
01	05	No Scheduled Services Provided	13	Unknown-No cleaning	4		Electrical	
01	06	Office: Clean 1 Day	291	Carpet	4	Work Stations		
01	EX1	Exterior Entry: Clean 3 Days	25	Concrete	0			

Building Total 7 Spaces 949

Center for Working Families (CWF)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
2	200	Meeting Room: Clean 1 Day, Check 4 Days	193	Carpet	0		Computer Room	
2	201	Reception Area, Public: Clean 5 Days	297	Carpet	0			
2	201A	Corridor: Clean 5 Days	152	Carpet	0			
2	202	Office: Clean 1 Day	146	Carpet	1	Work Stations	Receptionist	
2	203	Corridor: Clean 5 Days	576	Carpet	0			
2	203A	Storage: Clean 1 Day, Empty Trash the other 4 Days	28	Carpet	0		Vacant	
2	203B	Office: Clean 1 Day	54	Carpet	1	Work Stations		
2	204	Lounge, Staff: Clean 5 Days	169	Vinyl Composition Tile	1	Sinks		
2	205	Copy, Mail or Printer Room: Clean 5 Days	111	Carpet	0			
2	206	Meeting Room: Clean 1 Day, Check 4 Days	263	Carpet	0		Training Computers	
2	206A	Office: Clean 1 Day	74	Carpet	1	Work Stations		
2	206B	Office: Clean 1 Day	137	Carpet	1	Work Stations		
2	207	Office: Clean 1 Day	54	Carpet	1	Work Stations		
2	208	Office: Clean 1 Day	162	Carpet	1	Work Stations		
2	208A	Office: Clean 1 Day	136	Carpet	1	Work Stations		
2	208A	Office: Clean 1 Day	218	Carpet	2	Work Stations		
2	213	Community Room: Clean 1 Day, Check 4 Days	1916	Carpet	0			
2	213A	Storage: Clean Monthly	21	Carpet	0			
2	213B	No Scheduled Services Provided	167	Unknown-No cleaning	0		Emergency Corridor	
2	215	No Scheduled Services Provided	51	Vinyl Composition Tile	0			
2	2JC	Custodial Work Station: Clean 2 Days	37	Vinyl Composition Tile	1			
2	EL1	No Scheduled Services Provided	42	Unknown-No cleaning	1		Elevator	
2	FRR	No Scheduled Services Provided	179	Unknown-No cleaning	0		Restroom	
2	MRR	No Scheduled Services Provided	164	Unknown-No cleaning	0		Restroom	
2	S1	No Scheduled Services Provided	120	Unknown-No cleaning	0		Stair	
2	S2	No Scheduled Services Provided	154	Unknown-No cleaning	0		Stair	
Building Total		26 Spaces	5,621					

Housing Authority Office (HA)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	100	Office: Clean 1 Day	79	Carpet	1	Work Stations		
01	100B	Office: Clean 1 Day	90	Carpet	2	Work Stations		
01	100C	Office: Clean 1 Day	116	Carpet	2	Work Stations		
01	100D	Office: Clean 1 Day	184	Carpet	4	Work Stations		
01	101	Reception Area, Public: Clean 5 Days	394	Grouted tile	0			
01	102	Conference Room: Clean 5 Days	649	Carpet	0			
01	102A	Storage: Clean Monthly	24	Carpet	0			
01	102B	Storage: Clean Monthly	24	Carpet	0			
01	102C	Storage: Clean Monthly	24	Carpet	0			
01	103	Office: Clean 1 Day	135	Carpet	1	Work Stations		
01	104	Office: Clean 1 Day	141	Carpet	3	Work Stations		
01	105	Office: Clean 1 Day	288	Carpet	3	Work Stations		
01	107	Copy, Mail or Printer Room: Clean 5 Days	270	Vinyl Composition Tile	0			
01	108	Restroom: Clean 5 Days	118	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	109	Restroom: Clean 5 Days	110	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	111	Custodial Work Station: Clean 5 Days	18	Carpet	0	Work Sinks		
01	112	Storage: Clean 1 Day, Empty Trash the other 4 Days	283	Vinyl Composition Tile	0		Files	
01	113	No Scheduled Services Provided	32	Unknown-No cleaning	0			
01	114	No Scheduled Services Provided	50	Unknown-No cleaning	0			
01	116	Office: Clean 1 Day	192	Carpet	3	Work Stations		
01	117	Office: Clean 1 Day	141	Carpet	1	Work Stations		
01	118	Conference Room: Clean 5 Days	182	Carpet	0			
01	119	Office: Clean 1 Day	609	Carpet	8	Work Stations		
01	120	No Scheduled Services Provided	60	Unknown-No cleaning	0			
01	122	Restroom: Clean 5 Days	64	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls		
01	123	Office: Clean 1 Day	103	Carpet	1	Work Stations		
01	123A	Office: Clean 1 Day	45	Grouted tile	1	Work Stations		
01	1C1	Corridor: Clean 5 Days	317	Grouted tile	0			
01	1C2	Corridor: Clean 5 Days	380	Vinyl Composition Tile	0			
01	1C3	Corridor: Clean 5 Days	2150	Grouted tile	0			
01	1C4	Corridor: Clean 5 Days	508	Carpet	0			
01	1C5	Corridor: Clean 5 Days	548	Carpet	0			
01	1C6	Corridor: Clean 5 Days	125	Vinyl Composition Tile	0			
01	1EL	Elevator Car: Clean 5 Days	39	Carpet	2	Floors Accessed by Elevator		
01	1EX1	Exterior Entry: Clean 5 Days	116	Concrete	0			

Housing Authority Office (HA)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	1EX2	Exterior Entry: Clean 5 Days	17	Concrete	0			
01	1EX3	Exterior Entry: Clean 5 Days	19	Concrete	0			
01	1M1	No Scheduled Services Provided	17	Unknown-No cleaning	0		Mechanical	
01	1P1	Corridor: Clean 5 Days	102	Dirt or Soil	0		Planter	
01	1S1	Stair: Clean 5 Days	88	Carpet	0			
01	1S2	Stair: Clean 5 Days	40	Carpet	0			
02	201	Office: Clean 1 Day	239	Carpet	1	Work Stations		
02	202	Office: Clean 1 Day	150	Carpet	2	Work Stations		
02	203	Copy, Mail or Printer Room: Clean 5 Days	123	Carpet	0			
02	204	Conference Room: Clean 5 Days	241	Carpet	0			
02	205	Office: Clean 1 Day	315	Carpet	3	Work Stations		
02	206	Lounge, Staff: Clean 5 Days	397	Vinyl Composition Tile	1	Sinks		
02	207	Restroom: Clean 5 Days	94	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Female	
02	208	Restroom: Clean 5 Days	97	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male	
02	209	No Scheduled Services Provided	125	Unknown-No cleaning	0		Telecomm	
02	210	Conference Room: Clean 5 Days	140	Carpet	0		Training	
02	211	Office: Clean 1 Day	216	Carpet	1	Work Stations		
02	212	Office: Clean 1 Day	58	Carpet	1	Work Stations		
02	213	Office: Clean 1 Day	144	Carpet	1	Work Stations		
02	214	Office: Clean 1 Day	208	Carpet	1	Work Stations		
02	215	Office: Clean 1 Day	137	Carpet	1	Work Stations		
02	216	Office: Clean 1 Day	136	Carpet	1	Work Stations		
02	217	Office: Clean 1 Day	144	Carpet	1	Work Stations		
02	218	Office: Clean 1 Day	147	Carpet	1	Work Stations		
02	219	Office: Clean 1 Day	335	Carpet	1	Work Stations		
02	220	Office: Clean 1 Day	127	Carpet	1	Work Stations		
02	221	Office: Clean 1 Day	520	Carpet	11	Work Stations		
02	223	Office: Clean 1 Day	413	Carpet	11	Work Stations		
02	224	Office: Clean 1 Day	78	Carpet	1	Work Stations		
02	225	Custodial Work Station: Clean 5 Days	10	Carpet	0	Work Sinks		
02	228	Office: Clean 1 Day	87	Carpet	1	Work Stations		
02	2C1	Corridor: Clean 5 Days	1090	Carpet	0			
02	2C2	Corridor: Clean 5 Days	694	Carpet	0			

Building Total 68 Spaces 15,356

Neighborhood Resource Center (NRC)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Community Room: Clean 5 Days	1222	Carpet	0			
01	02	Office: Clean 1 Day	214	Carpet	1	Work Stations		
01	03	Office: Clean 1 Day	145	Carpet	1	Work Stations		
01	04	Office: Clean 1 Day	174	Carpet	1	Work Stations		
01	05	Storage: Clean Monthly	14	Carpet	0			
01	06	Restroom: Clean 5 Days	73	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls		
01	07	Office: Clean 1 Day	119	Carpet	1	Work Stations		
01	08	Restroom: Clean 5 Days	74	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls		
01	09	Lounge, Staff: Clean 5 Days	57	Vinyl Composition Tile	1	Sinks		
01	10	Copy, Mail or Printer Room: Clean 5 Days	89	Vinyl Composition Tile	0			
01	11	Office: Clean 1 Day	130	Carpet	1	Work Stations		
01	12	Office: Clean 1 Day	120	Carpet	1	Work Stations		
01	C1	Corridor: Clean 5 Days	224	Carpet	0			
01	C2	Corridor: Clean 5 Days	147	Carpet	0			
01	C3	Corridor: Clean 5 Days	36	Vinyl Composition Tile	0			
01	EX1	Exterior: Remove Litter 5 Days	128	Concrete	0		Front	
01	EX2	Exterior: Remove Litter 5 Days	25	Concrete	0		Rear	
01	EX3	Exterior: Remove Litter 5 Days	25	Concrete	0		Rear	
01	M1	No Scheduled Services Provided	82	Unknown-No cleaning	0			
<hr/>								
Building Total		19 Spaces	3,098					

Veterans Organizations Building (ALC)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	100	Corridor: Clean 1 Day	611	Carpet	0			
01	102	Office: Clean 1 Day	193	Carpet	1	Work Stations		
01	103	Office: Clean 1 Day	193	Carpet	1	Work Stations		
01	104	Office: Clean 1 Day	193	Carpet	1	Work Stations		
01	105	Storage: Clean Monthly	121	Vinyl Composition Tile	0			
01	106	Storage: Clean Monthly	121	Vinyl Composition Tile	0			
01	107	Storage: Clean Monthly	122	Vinyl Composition Tile	0			
01	108	Restroom: Clean 1 Day	65	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	109	Restroom: Clean 1 Day	87	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	110	Community Kitchen: Clean 1 Day	287	Vinyl Composition Tile	1	Sinks		
01	112	Community Room: Clean 1 Day	901	Grouted tile	0			
01	113	No Scheduled Services Provided	328	Unknown-No cleaning	0		? to be cleaned?	
Building Total		12 Spaces	3,222					

Willmore Community Police Center (CPC-1)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Community Room: Clean 1 Day	1567	Vinyl Composition Tile	0			
01	01A	Storage: Clean 1 Day, Empty Trash the other 4 Days	131	Vinyl Composition Tile	0			
01	02	Restroom: Clean 1 Day	18	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex	
01	EX1	Exterior Entry: Clean 1 Day	40	Concrete	0			
01	EX2	Exterior Entry: Clean 1 Day	24	Concrete	0			
Building Total		5 Spaces	1,780					

Wrigley Community Police Center (CPC-3)**Community Development**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Community Room: Clean 1 Day	926	Vinyl Composition Tile	0			
01	02	Community Room: Clean 1 Day	395	Vinyl Composition Tile	2		Kitchen	
01	03	Restroom: Clean 1 Day	36	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Public Unisex	
01	EX1	Exterior Entry: Clean 1 Day	41	Concrete	0		Front Entry	
01	EX2	Exterior Entry: Clean 1 Day	25	Concrete	0		Rear Entry	
Building Total		5 Spaces	1,423					

Totals for List of Spaces

Building Total	154 Spaces	33,991
----------------	------------	--------

City of Long Beach

List of Spaces

S.E.R.R.F Administration Building

SERRF Administration (EGB)**SERRF**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EX00	Exterior Lot & Perimeter: 2 Days	0	Unknown	0		Sq feet not measured - upto & including walks Conference	
01	01	Office Common Area: Clean 2 Days	305	Carpet	0	Work Stations		
01	01A	No Scheduled Services Provided	22	Unknown-No cleaning	0			
01	02	Office: Clean 1 Day	121	Carpet	1	Work Stations		
01	03	Office: Clean 1 Day	326	Carpet	1	Work Stations		
01	04	Office: Clean 1 Day	140	Carpet	1	Work Stations		
01	05	Office: Clean 1 Day	170	Carpet	1	Work Stations		
01	06	Office: Clean 1 Day	113	Carpet	1	Work Stations		
01	07	Office Common Area: Clean 2 Days	81	Carpet	0	Work Stations	Copy low use	
01	08	Office Common Area: Clean 2 Days	103	Vinyl Composition Tile	0	Work Stations	Copy	
01	10	Office Common Area: Clean 2 Days	177	Carpet	1	Work Stations	Staff Lounge	
01	11	Restroom: Clean 2 Days	92	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	12	Restroom: Clean 2 Days	73	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Staff	
01	13	Custodial Work Station: Clean 2 Days	17	Vinyl Composition Tile	1			
01	14	No Scheduled Services Provided	30	Unknown-No cleaning	0			
01	15	No Scheduled Services Provided	27	Unknown-No cleaning	0			
01	17	Office: Clean 1 Day	40	Carpet	1	Work Stations		
01	18	Storage: Clean Monthly	175	Carpet	0			
01	C01	Office Common Area: Clean 2 Days	134	Grouted tile	0	Work Stations	Entry Lobby	
01	C01A	Office: Clean 1 Day	23	Carpet	1	Work Stations		
01	C02	Office Common Area: Clean 2 Days	456	Carpet	0	Work Stations	Corridor	
01	C03	Office Common Area: Clean 2 Days	130	Carpet	0	Work Stations	Corridor	
01	EX1	Exterior Entry: Clean 2 Days	102	Concrete	0			

Building Total 23 Spaces 2,857

Totals for List of Spaces

Building Total 23 Spaces 2,857

City of Long Beach

List of Spaces

Senior Center

Senior Center (SENCTR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	No Scheduled Services Provided	0	Unknown	0		Exterior Lot - City Employee	
01	100	Copy, Mail or Printer Room: Clean 5 Days	257	Vinyl Composition Tile	0			
01	100A	Office: Clean 1 Day	156	Vinyl Composition Tile	1	Work Stations		
01	100B	Office: Clean 1 Day	152	Carpet	1	Work Stations		
01	100C	Office: Clean 1 Day	322	Carpet	1	Work Stations		
01	100D	Storage: Clean 1 Day	85	Carpet	0			
01	100E	Restroom: Clean 1 Day, Refresh 4 Days	113	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Staff	
01	100F	No Scheduled Services Provided	30	Unknown-No cleaning	0			
01	100G	Corridor: Clean 5 Days	67	Vinyl Composition Tile	0			
01	101	Corridor: Clean 5 Days	1401	Vinyl Composition Tile	0			
01	101A	No Scheduled Services Provided	114	Unknown-No cleaning	0			
01	101B	Restroom: Clean 5 Days	253	Grouted tile	10	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	101C	Custodial Work Station: Clean 5 Days	8	Grouted tile	1	Work Sinks		
01	102	Community Room: Clean 5 Days	945	Vinyl Composition Tile	0		TV Lounge	
01	103	Community Room: Clean 5 Days	300	Carpet	0		Library	
01	104	Office: Clean 1 Day	180	Carpet	2	Work Stations		
01	104A	Corridor: Clean 5 Days	118	Carpet	0			
01	104B	Office: Clean 1 Day	122	Carpet	1	Work Stations		
01	104C	Office: Clean 1 Day	122	Carpet	1	Work Stations		
01	104D	Office: Clean 1 Day	117	Carpet	1	Work Stations		
01	104E	Lounge, Staff: Clean 5 Days	179	Carpet	0	Sinks		
01	105	No Scheduled Services Provided	573	Vinyl Composition Tile	0		Gift Shop - City Employees/Volu nteers	
01	106	Office: Clean 1 Day	163	Carpet	1	Work Stations		
01	106A	Corridor: Clean 5 Days	215	Vinyl Composition Tile	0			
01	106B	Office: Clean 1 Day	101	Carpet	1	Work Stations		
01	106C	Office: Clean 1 Day	101	Carpet	1	Work Stations		
01	106D	Office: Clean 1 Day	97	Carpet	1	Work Stations		
01	106E	Corridor: Clean 5 Days	84	Vinyl Composition Tile	0			
01	107	Reception Area, Public: Clean 5 Days	776	Vinyl Composition Tile	0			
01	107A	Office: Public Contact Clean 5 Times	96	Carpet	1	Work Stations	Interview	
01	107B	Office: Public Contact Clean 5 Times	88	Carpet	1	Work Stations	Interview	
01	107C	Office: Public Contact Clean 5 Times	88	Carpet	1	Work Stations	Interview	
01	107D	Office: Clean 1 Day	88	Carpet	1	Work Stations		
01	107E	Lounge, Staff: Clean 5 Days	52	Vinyl Composition Tile	0	Sinks		

Senior Center (SENCTR)

Parks and Recreation

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	107F	Storage: Clean 1 Day	56	Carpet	0			
01	107G	Office: Public Contact Clean 5 Times	101	Carpet	1	Work Stations	Interview	
01	107H	Office: Public Contact Clean 5 Times	101	Carpet	1	Work Stations	Interview	
01	107I	Office: Public Contact Clean 5 Times	101	Carpet	1	Work Stations	Interview	
01	107J	Office: Public Contact Clean 5 Times	101	Carpet	1	Work Stations	Interview	
01	107K	Office: Public Contact Clean 5 Times	90	Carpet	1	Work Stations	Interview	
01	108	Community Room: Clean 5 Days	3752	Vinyl Composition Tile	0			
01	108A	Community Room: Clean 5 Days	678	Wood	0		Stage	
01	108B	Community Room: Clean 5 Days	2414	Vinyl Composition Tile	0			
01	108C	Locker Room: Clean 5 Days	144	Vinyl Composition Tile	0	Sinks	Dressing Room	
01	108D	Storage: Clean Monthly	71	Vinyl Composition Tile	0			
01	108E	Storage: Clean Monthly	67	Vinyl Composition Tile	0			
01	108F	Corridor: Clean 5 Days	17	Vinyl Composition Tile	0			
01	108G	Corridor: Clean 5 Days	20	Vinyl Composition Tile	0			
01	109	Exercise Area: Clean 5 Days	1289	Vinyl Composition Tile	0			
01	109A	Storage: Clean 1 Day	107	Vinyl Composition Tile	0			
01	113	Custodial Work Station: Clean 5 Days	406	Vinyl Composition Tile	1	Work Sinks		
01	117	No Scheduled Services Provided	241	Carpet	0		Thrift Shop- City Employees/Volu nteers	
01	117A	No Scheduled Services Provided	120	Carpet	0		Thrift Shop- City Employees/Volu nteers	
01	140	Restroom: Clean 5 Days	240	Grouted tile	9	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	147	Restroom: Clean 5 Days	69	Sheet vinyl	3	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	150	Community Kitchen, Senior Center: Clean 5 Days	764	Grouted tile	0			
01	151	No Scheduled Services Provided	100	Unknown-No cleaning	0			
01	152	Storage: Clean 1 Day, Empty Trash the other 4 Days	107	Vinyl Composition Tile	0			
01	154	Community Kitchen, Senior Center: Clean 5 Days	131	Grouted tile	0			
01	155	Corridor: Clean 1 Day, Check 4 Days	79	Vinyl Composition Tile	0			
01	1C1	Corridor: Clean 5 Days	2299	Vinyl Composition Tile	0			
01	1S1	Stair: Clean 5 Days	64	Vinyl Composition Tile	0			

Senior Center (SENCTR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	1S2	Stair: Clean 5 Days	136	Concrete-painted	0			
01	E01	Elevator Car: Clean 5 Days	38	Vinyl Composition Tile	2	Floors Accessed by Elevator		
01	EX1	Exterior Stair: Clean 1 Day, Check 4 Days	111	Concrete	0			
01	EX2	Exterior Stair: Clean 1 Day, Check 4 Days	156	Concrete	0			
01	EX3	Exterior Stair: Clean 1 Day, Check 4 Days	146	Concrete	0			
01	EX4	Exterior Stair: Clean 1 Day, Check 4 Days	119	Concrete	0			
01	EX5	Exterior Entry: Clean 5 Days	92	Concrete	0		Front Entry	
01	EX6	Exterior Entry: Clean 5 Days	42	Concrete	0			
02	200	Office: Clean 1 Day	166	Carpet	1	Work Stations		
02	201	Conference Room: Clean 5 Days	218	Carpet	0		Conference	
02	202	No Scheduled Services Provided	1168	Vinyl Composition Tile	0		Conference: City Staff	
02	203	Office: Public Contact Clean 5 Times	345	Vinyl Composition Tile	1	Work Stations		
02	203A	Office: Clean 1 Day	73	Carpet	1	Work Stations		
02	204	Corridor: Clean 5 Days	116	Carpet	0			
02	204A	Storage: Clean Monthly	73	Carpet	0			
02	204B	No Scheduled Services Provided	74	Unknown-No cleaning	0			
02	204C	No Scheduled Services Provided	74	Unknown-No cleaning	0			
02	204D	No Scheduled Services Provided	74	Unknown-No cleaning	0			
02	204E	Office: Clean 1 Day	78	Carpet	1	Work Stations		
02	204F	Office: Clean 1 Day	78	Carpet	1	Work Stations		
02	204G	Office: Clean 1 Day	78	Carpet	1	Work Stations		
02	204H	Corridor: Clean 5 Days	289	Vinyl Composition Tile	0			
02	204I	Office: Public Contact Clean 5 Times	208	Vinyl Composition Tile	1	Work Stations		
02	205	Office Common Area: Clean 5 Days	559	Vinyl Composition Tile	0	Work Stations		
02	205A	Office: Clean 1 Day	124	Carpet	1	Work Stations		
02	205B	Office: Clean 1 Day	82	Carpet	1	Work Stations		
02	205C	Office: Clean 1 Day	108	Carpet	1	Work Stations		
02	205D	Office: Clean 1 Day	106	Carpet	1	Work Stations		
02	205E	Office: Clean 1 Day	70	Carpet	1	Work Stations		
02	205F	Office: Clean 1 Day	69	Carpet	1	Work Stations		
02	205G	Office: Clean 1 Day	70	Carpet	1	Work Stations		
02	205H	Office: Clean 1 Day	70	Carpet	1	Work Stations		
02	205I	Office: Clean 1 Day	63	Carpet	1	Work Stations		
02	205J	Office: Clean 1 Day	64	Carpet	1	Work Stations		
02	205K	Office: Clean 1 Day	75	Vinyl Composition Tile	1	Work Stations		
02	206	Community Room: Clean 5 Days	1124	Vinyl Composition Tile	0		Meeting	

Senior Center (SENCTR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
02	207	Game Room: Clean 5 Days	3254	Vinyl Composition Tile	0		Arts, Craft, Billards Meeting	
02	208	Community Room: Clean 5 Days	1203	Vinyl Composition Tile	0			
02	209	No Scheduled Services Provided	408	Vinyl Composition Tile	0		Computer Room - City Staff	
02	210	No Scheduled Services Provided	4478	Wood-parquet	0		Community Room - City Cleaned	
02	210A	No Scheduled Services Provided	300	Wood-parquet	0		Community Room Stage - City Cleaned	
02	211	Classroom: Clean 5 Day	1357	Vinyl Composition Tile	0			
02	212	Community Room: Clean 5 Days	1849	Vinyl Composition Tile	0			
02	212A	Community Kitchen, Senior Center: Clean 5 Days	453	Grouted tile	0			
02	212B	No Scheduled Services Provided	16	Unknown-No cleaning	0			
02	212C	No Scheduled Services Provided	62	Unknown-No cleaning	0			
02	213	Community Room: Clean 5 Days	342	Carpet	0		Meeting	
02	214	Custodial Work Station: Clean 5 Days	24	Concrete Sealed	1	Work Sinks		
02	215	Office: Clean 1 Day	241	Carpet	1	Work Stations		
02	215A	Storage: Clean Monthly	120	Carpet	0			
02	2C1	Corridor: Clean 5 Days	2530	Vinyl Composition Tile	0			
02	2RR1	Restroom: Clean 5 Days	165	Grouted tile	6	Sinks, Urinals, Toilets and Shower Stalls	Female	
02	2RR2	Restroom: Clean 5 Days	134	Grouted tile	6	Sinks, Urinals, Toilets and Shower Stalls	Male	
02	2RR3	Restroom: Clean 5 Days	96	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male	
02	2RR4	Restroom: Clean 5 Days	337	Grouted tile	11	Sinks, Urinals, Toilets and Shower Stalls	Female	
02	2S1	Stair: Clean 5 Days	157	Vinyl Composition Tile	0			
02	2S2	Stair: Clean 5 Days	122	Concrete-painted	0			
02	EX1	Exterior Patio: Clean 1 Day	1630	Concrete	0		Exterior corridor	

Building Total 120 Spaces 47,106

Totals for List of Spaces

Building Total 120 Spaces 47,106

City of Long Beach

List of Spaces

Public Works Yard

Public Works Yard - Administration (PWY-4000)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Office: Clean 1 Day	173	Carpet	1	Work Stations		
01	02	Office: Clean 1 Day	180	Carpet	1	Work Stations		
01	03	Office: Clean 1 Day	277	Carpet	1	Work Stations		
01	03A	No Scheduled Services Provided	34	Unknown-No cleaning	0		Storage	
01	04	Restroom: Clean 2 Days, Check 3 Days	64	Vinyl Composition Tile	2		Female	
01	05	Restroom: Clean 2 Days, Check 3 Days	64	Grouted tile	3		Male	
01	06	No Scheduled Services Provided	72	Unknown-No cleaning	0			
01	07	Lounge, Staff: Clean 2 Days, Check 3 Days	71	Grouted tile	1	Sinks		
01	08	Conference Room: Clean 1 Day, Check 4 Days	39	Carpet	0			
01	09	Lounge, Staff: Clean 2 Days, Check 3 Days	77	Vinyl Composition Tile	0	Sinks		
01	10	Office: Clean 1 Day	278	Carpet	1	Work Stations		
01	11	Office: Clean 1 Day	178	Carpet	1	Work Stations		
01	12	Office: Clean 1 Day	173	Carpet	1	Work Stations		
01	13	Corridor: Clean 1 Day, Check 4 Days	262	Carpet	0			
01	13A	Office: Clean 1 Day	176	Carpet	1	Work Stations		
01	13B	Office: Clean 1 Day	176	Carpet	2	Work Stations		
01	EX1	Exterior Entry: Clean 1 Day	50	Concrete	0			
01	EX2	Exterior Entry: Clean 1 Day	807	Concrete	0			

Building Total 18 Spaces 3,151

Public Works Yard - Carpenter Shop (PWY-4090)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Office: Clean 1 Day	148	Carpet	1	Work Stations		
01	02	No Scheduled Services Provided	144	Unknown-No cleaning	0			
01	03	Office: Clean 1 Day	181	Vinyl Composition Tile	2	Work Stations		
01	04	Office: Clean 1 Day	47	Vinyl Composition Tile	1	Work Stations		
01	05	Office: Clean 1 Day	73	Vinyl Composition Tile	1	Work Stations		
01	06	Restroom: Clean 2 Days, Check 3 Days	131	Grouted tile	4		Staff	
01	07	Lounge, Staff: Clean 2 Days, Check 3 Days	142	Vinyl Composition Tile	1	Sinks		
01	S1	No Scheduled Services Provided	48	Unknown-No cleaning	0			

Building Total 8 Spaces 914

Public Works Yard - Graffiti Shop (PWY-4110)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	No Scheduled Services Provided	166	Unknown-No cleaning	0			
01	02	Restroom: Clean 2 Days, Check 3 Days	43	Grouted tile	2			
01	03	No Scheduled Services Provided	284	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	750	Unknown-No cleaning	0			
01	05	Restroom: Clean 2 Days, Check 3 Days	99	Grouted tile	3			
Building Total		5 Spaces	1,342					

Public Works Yard - HVAC and Plumbing Shops (PWY-4310)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	No Scheduled Services Provided	1920	Unknown-No cleaning	0			
01	02	Conference Room: Clean 1 Day, Check 4 Days	330	Vinyl Composition Tile	0			
01	03	Office: Clean 1 Day	135	Vinyl Composition Tile	1	Work Stations		
01	04	Restroom: Clean 2 Days, Check 3 Days	27	Vinyl Composition Tile	2			
01	05	Lounge, Staff: Clean 2 Days, Check 3 Days	33	Vinyl Composition Tile	1	Sinks		
01	06	No Scheduled Services Provided	1373	Unknown-No cleaning	0			
01	07	Restroom: Clean 2 Days, Check 3 Days	112	Vinyl Composition Tile	4			
01	08	Office: Clean 1 Day	124	Vinyl Composition Tile	1	Work Stations		
01	09	Lounge, Staff: Clean 2 Days, Check 3 Days	171	Vinyl Composition Tile	1	Sinks		
01	10	Lounge, Staff: Clean 2 Days, Check 3 Days	1537	Concrete Sealed	1	Sinks	Room needs to be divided?	
Building Total		10 Spaces	5,762					

Public Works Yard - Lock Shop (PWY-4200)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restroom: Clean 1 Day	222	Concrete-painted	5	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	02	No Scheduled Services Provided	7	Unknown-No cleaning	0		Lock Shop	
01	03	No Scheduled Services Provided	310	Unknown-No cleaning	0		Water Heater	
01	04	Lounge Staff: Clean 1 Day	83	Vinyl Composition Tile	1	Sinks		
01	05	Office: Clean 1 Day	110	Carpet	1	Work Stations		
01	06	No Scheduled Services Provided	259	Unknown-No cleaning	0			
01	07	No Scheduled Services Provided	19	Unknown-No cleaning	0			
Building Total		7 Spaces	1,010					

Public Works Yard - Street Maint and Training (PWY-4330)

Public Works Yard

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	100	Conference Room: Clean 1 Day, Check 4 Days	965	Carpet	0		Training	
01	101	Corridor: Clean 1 Day, Check 4 Days	296	Carpet	0			
01	101A	Conference Room: Clean 1 Day, Check 4 Days	227	Carpet	0			
01	102	Office: Clean 1 Day	163	Carpet	1	Work Stations		
01	103	Office: Clean 1 Day	158	Carpet	1	Work Stations		
01	104	Office: Clean 1 Day	127	Carpet	1	Work Stations		
01	105	Office: Clean 1 Day	228	Vinyl Composition Tile	1	Work Stations		
01	106	Storage: Clean 1 Day	119	Vinyl Composition Tile	0			
01	107	Restroom: Clean 2 Days, Check 3 Days	89	Vinyl Composition Tile	2		Female	
01	108	Corridor: Clean 1 Day, Check 4 Days	362	Vinyl Composition Tile	0			
01	109	Restroom: Clean 2 Days, Check 3 Days	83	Vinyl Composition Tile	6		Male	
01	200	Conference Room: Clean 1 Day, Check 4 Days	1285	Vinyl Composition Tile	0		Assembly Room	
01	201	Restroom: Clean 2 Days, Check 3 Days	158	Vinyl Composition Tile	7		Male	
01	202	Lounge, Staff: Clean 2 Days, Check 3 Days	133	Vinyl Composition Tile	1	Sinks	Kitchen	
01	203	Restroom: Clean 2 Days, Check 3 Days	105	Vinyl Composition Tile	5		Female	
01	204	Corridor: Clean 1 Day, Check 4 Days	232	Vinyl Composition Tile	0			
01	204A	Office: Clean 1 Day	68	Carpet	2	Work Stations		
01	204B	Office: Clean 1 Day	185	Carpet	2	Work Stations		
01	204C	Corridor: Clean 1 Day, Check 4 Days	120	Carpet	0			
01	205	Office: Clean 1 Day	251	Carpet	1	Work Stations		
01	206	Office: Clean 1 Day	207	Carpet	1	Work Stations		
01	207	Conference Room: Clean 1 Day, Check 4 Days	387	Carpet	0		Training	
01	208	No Scheduled Services Provided	581	Unknown-No cleaning	0		Storage	
01	301	Office: Clean 1 Day	176	Carpet	1	Work Stations		
01	302	Office: Clean 1 Day	135	Carpet	1	Work Stations		
01	303	No Scheduled Services Provided	295	Unknown-No cleaning	0		Storage	
01	304	Storage: Clean 1 Day	406	Concrete-painted	0		Uniforms	
01	305	No Scheduled Services Provided	376	Unknown-No cleaning	0		Storage	
01	306	Conference Room: Clean 1 Day, Check 4 Days	862	Concrete-painted	0		Locker Room	
01	307	Restroom: Clean 5 Days	162	Concrete-painted	8	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	308	Locker Room: Clean 2 Days, Check 3 Days	156	Concrete-painted	3	Sinks	Male	

Public Works Yard - Street Maint and Training (PWY-4330)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	309	Lounge, Staff: Clean 2 Days, Check 3 Days	62	Vinyl Composition Tile	1	Sinks	Kitchen	
01	310	Lounge, Staff: Clean 2 Days, Check 3 Days	204	Vinyl Composition Tile	0	Sinks	Break Room	
01	311	Office: Clean 1 Day	220	Carpet	2	Work Stations		
01	312	Corridor: Clean 1 Day, Check 4 Days	189	Vinyl Composition Tile	0			
01	312A	Storage: Clean 1 Day	25	Vinyl Composition Tile	0			
01	312B	No Scheduled Services Provided	58	Unknown-No cleaning	0		Storage	
01	313	Office: Clean 1 Day	140	Carpet	1	Work Stations		
01	314	Lounge, Staff: Clean 2 Days, Check 3 Days	122	Vinyl Composition Tile	0	Sinks		
01	314A	Restroom: Clean 2 Days, Check 3 Days	34	Vinyl Composition Tile	2		Female	
01	315	Storage: Clean 1 Day	34	Vinyl Composition Tile	0			
01	316	Corridor: Clean 1 Day, Check 4 Days	240	Carpet	0			
01	317	Entrance: Clean 5 Days	63	Concrete-painted	0			
01	318	Corridor: Clean 1 Day, Check 4 Days	83	Vinyl Composition Tile	0			
01	319	No Scheduled Services Provided	53	Unknown-No cleaning	0		Exterior Access only	
01	401	Meeting Room: Clean 1 Day, Check 4 Days	1172	Concrete-painted	0		Ready Room	
01	402	Entrance: Clean 5 Days	85	Concrete-painted	0			
01	403	Office: Clean 1 Day	172	Carpet	1	Work Stations		
01	404	Lounge, Staff: Clean 2 Days, Check 3 Days	104	Vinyl Composition Tile	0	Sinks	Female	
01	404A	Restroom: Clean 5 Days	50	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	405	Lounge, Staff: Clean 2 Days, Check 3 Days	161	Vinyl Composition Tile	0	Sinks		
01	405A	Lounge, Staff: Clean 2 Days, Check 3 Days	64	Vinyl Composition Tile	1	Sinks	Kitchen	
01	406	Storage: Clean Monthly	305	Carpet	0			
01	407	Office: Clean 1 Day	205	Carpet	1	Work Stations		
01	408	Office: Clean 1 Day	161	Carpet	1	Work Stations		
01	409	Locker Room: Clean 2 Days, Check 3 Days	436	Concrete-painted	0	Sinks		
01	EX1	Exterior Entry: Clean 1 Day	17	Concrete	0			
01	EX2	Exterior Entry: Clean 1 Day	19	Concrete	0			

Building Total 58 Spaces 13,575

Public Works Yard - Structural Paint Shop (PWY-4030)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	100	No Scheduled Services Provided	2593	Unknown-No cleaning	0		Paint Shop	
01	101	No Scheduled Services Provided	172	Unknown-No cleaning	0		Stor	
01	102	No Scheduled Services Provided	284	Unknown-No cleaning	0		Stor	
01	103	Restroom: Clean 2 Days, Check 3 Days	197	Concrete-painted	7		Male	
01	104	No Scheduled Services Provided	160	Unknown-No cleaning	0		Stor	
01	105	No Scheduled Services Provided	167	Unknown-No cleaning	0			
01	106	Office: Clean 1 Day	155	Carpet	1	Work Stations		
01	107	No Scheduled Services Provided	167	Unknown-No cleaning	0		Stor	
01	108	Lounge, Staff: Clean 2 Days, Check 3 Days	166	Carpet	0	Sinks		
02	201	Locker Room: Clean 2 Days, Check 3 Days	682	Vinyl Composition Tile	0	Sinks		
02	202	Showers: Clean 2 Days (Foam), Check 3 Days	64	Concrete-painted	1	Shower stalls	Shower	
02	203	No Scheduled Services Provided	207	Unknown-No cleaning	0			
02	2S1	Stair: Clean 1 Day, Check 4 Days	50	Concrete-painted	0		dwg shows corridor	

Building Total 13 Spaces 5,064

Public Works Yard - Traffic Engineering Paint Shop (PWY-4300)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	No Scheduled Services Provided	1173	Unknown-No cleaning	0			
01	02	No Scheduled Services Provided	568	Unknown-No cleaning	0			
01	03	No Scheduled Services Provided	1151	Unknown-No cleaning	0			
01	04	Corridor: Clean 1 Day, Check 4 Days	127	Vinyl Composition Tile	0			
01	05	Office: Clean 1 Day	201	Vinyl Composition Tile	1	Work Stations		
01	06	Office: Clean 1 Day	223	Vinyl Composition Tile	5	Work Stations		
01	07	Restroom: Clean 1 Day, Refresh 4 Days	66	Vinyl Composition Tile	4	Sinks, Urinals, Toilets and Shower Stalls		
01	08	No Scheduled Services Provided	502	Unknown-No cleaning	0			

Building Total 8 Spaces 4,011

Public Works Yard - Traffic Mgmt & Elect Shop (PWY-4270)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Office Common Area: Clean 5 Days	558	Raised floor tiles	0	Work Stations		
01	02	Entrance: Clean 1 Day per Week, Check 4 Days	121	Raised floor tiles	0			
01	03	Storage: Clean 1 Day, Empty Trash the other 4 Days	97	Raised floor tiles	0		Equipment Room	
01	04	No Scheduled Services Provided	42	Unknown-No cleaning	0			
01	05	Office: Clean 1 Day	440	Vinyl Composition Tile	3	Work Stations		
01	05A	Office: Clean 1 Day	173	Vinyl Composition Tile	1	Work Stations		
01	05B	No Scheduled Services Provided	429	Unknown-No cleaning	0			
01	06	Lounge, Staff: Clean 2 Days, Check 3 Days	424	Vinyl Composition Tile	1	Sinks		
01	07	Locker Room: Clean 2 Days, Check 3 Days	156	Vinyl Composition Tile	1	Sinks		
01	07A	Locker Room: Clean 2 Days, Check 3 Days	24	Vinyl Composition Tile	1	Sinks	Shower	
01	08	Restroom: Clean 2 Days, Check 3 Days	73	Vinyl Composition Tile	4		Male	
01	09	Restroom: Clean 2 Days, Check 3 Days	58	Vinyl Composition Tile	2		Female	
01	10	Corridor: Clean 1 Day, Check 4 Days	87	Vinyl Composition Tile	0			
01	11	Restroom: Clean 2 Days, Check 3 Days	51	Vinyl Composition Tile	2			
01	A01	Office: Clean 1 Day	220	Carpet	1	Work Stations		
01	A02	Office: Clean 1 Day	227	Carpet	1	Work Stations		
01	A03	Office: Clean 1 Day	222	Carpet	1	Work Stations		
01	A04	Office: Clean 1 Day	222	Carpet	1	Work Stations		
01	EX1	Exterior: Remove Litter 1 Day	25	Concrete	0			
01	EX2	Exterior: Remove Litter 1 Day	25	Concrete	0			
01	EX3	Exterior: Remove Litter 1 Day	25	Concrete	0			
Building Total		21 Spaces	3,699					

Public Works Yard - Traffic Operations (PWY-4260)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	No Scheduled Services Provided	825	Unknown-No cleaning	0			
01	02	Office: Clean 1 Day	938	Vinyl Composition Tile	1	Work Stations	Tech Shop 1XW not in contract but added work	
01	03	Restroom: Clean 2 Days, Check 3 Days	43	Concrete	2			
01	04	No Scheduled Services Provided	323	Unknown-No cleaning	0			
01	05	Corridor: Clean 1 Day, Check 4 Days	107	Carpet	0			
01	06	Office: Clean 1 Day	81	Carpet	1	Work Stations		
01	07	Office: Clean 1 Day	119	Carpet	1	Work Stations		
01	08	Storage: Clean 1 Day	228	Carpet	0			
01	08A	Office: Clean 1 Day	105	Carpet	1	Work Stations		
01	S1	No Scheduled Services Provided	40	Unknown-No cleaning	0			

Building Total 10 Spaces 2,809

Public Works Yard - Welding Offices (PWY-4001)**Public Works Yard**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
1	01	Office: Clean 1 Day	79	Carpet	1	Work Stations		
1	02	Office: Clean 1 Day	80	Carpet	1	Work Stations		
1	03	Restroom: Clean 2 Days, Check 3 Days	55	Vinyl Composition Tile	4			
1	04	Restroom: Clean 2 Days, Check 3 Days	57	Vinyl Composition Tile	4			
1	05	Vacant	112	Carpet	0			
1	06	Vacant	94	Carpet	0			
1	07	Vacant	308	Carpet	1			
1	08	Corridor: Clean 1 Day, Check 4 Days	310	Carpet	0			

Building Total 8 Spaces 1,095

Totals for List of Spaces

Building Total 166 Spaces 42,432

City of Long Beach

List of Spaces

**Police Department
(Except at Fire Department Headquarters Administration Building)**

Police Department East Division Station (PEDS)

Police Department

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXTLOT	Exterior Lot & Perimeter: 7 Days	0	Unknown	0		Square feet not measured	
01	100	Corridor: Clean 5 Days, Check Sat & Sun	423	Terrazzo	0			
01	101	Conference Room: Clean 7 Days per Week	825	Carpet	0		Squad Room	
01	102	Office, Multishift and Weekend Use: Clean 2 Days	283	Carpet	4		Multishift	
01	102A	Locker Room: Clean 5 Days, Refresh Sat & Sun	103	Carpet	0	Sinks		
01	103	Office, Multishift and Weekend Use: Clean 2 Days	175	Carpet	1		Multishift	
01	104	Exercise Area: Clean 7 Days	657	Carpet	0			
01	105	Entrance: Clean 7 Days	53	Carpet	0			
01	107	Corridor: Clean 5 Days, Check Sat & Sun	797	Carpet	0			
01	110	Office, Multishift and Weekend Use: Clean 2 Days	660	Carpet	1		Multishift	
01	111	Office: Clean 1 Day	146	Carpet	1	Work Stations		
01	112	Office: Clean 1 Day	136	Carpet	1	Work Stations		
01	113	Office: Clean 1 Day	190	Carpet	2	Work Stations		
01	113A	Storage: Clean 1 Day	69	Carpet	0			
01	114	Lounge, Staff: Clean 5 Days, Refresh Sat & Sun	375	Vinyl Composition Tile	1			
01	115	Restroom: Clean 5 Days, Refresh Sat & Sun	91	Concrete-painted	2	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	116	Restroom: Clean 5 Days, Refresh Sat & Sun	193	Sheet vinyl	7	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	117	Locker Room: Clean 5 Days, Refresh Sat & Sun	637	Carpet	0	Sinks	Male	
01	118	Locker Room: Clean 5 Days, Refresh Sat & Sun	104	Carpet	0	Sinks	Female	
01	119	Restroom: Clean 5 Days, Refresh Sat & Sun	86	Concrete-painted	2	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	120	Restroom: Clean 5 Days, Refresh Sat & Sun	111	Terrazzo	4	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	121	Office: Clean 1 Day	277	Carpet	1	Work Stations		
01	122	No Scheduled Services Provided	118	Unknown-No cleaning	0		Telephone	
01	123	No Scheduled Services Provided	206	Unknown-No cleaning	0		Mechanical	
01	125	Lounge, Staff: Clean 5 Days, Refresh Sat & Sun	79	Vinyl Composition Tile	0		Female Lounge	
01	125A	Restroom: Clean 5 Days, Refresh Sat & Sun	87	Terrazzo	5	Sinks, Urinals, Toilets and Shower Stalls	Female	

Police Department East Division Station (PEDS)**Police Department**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	126	Restroom: Clean 5 Days, Refresh Sat & Sun	125	Terrazzo	5	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	128	Custodial Work Station: Clean 7 Days	44	Terrazzo	1	Work Sinks		
01	EX1	Exterior Entry: Clean 1 Day	40	Concrete	0		Front	
01	EX2	Exterior Entry: Clean 1 Day	36	Concrete	0		Rear	
Building Total		30 Spaces	7,126					

Police Department Youth Services (YS)

Police Department

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square feet not measured	
01	01	Office: Clean 1 Day	105	Carpet	1	Work Stations		
01	02	Office: Clean 1 Day	244	Carpet	3	Work Stations		
01	02A	Storage: Clean 1 Day	64	Carpet	0			
01	03	Office: Clean 1 Day	149	Carpet	2	Work Stations		
01	04	Office: Clean 1 Day	171	Carpet	3	Work Stations		
01	05	Office: Clean 1 Day	145	Carpet	1	Work Stations		
01	06	Office: Clean 1 Day	194	Carpet	1	Work Stations		
01	07	Office: Clean 1 Day	162	Carpet	2	Work Stations		
01	08	Office: Clean 1 Day	96	Carpet	1	Work Stations		
01	09	Office: Clean 1 Day	121	Carpet	3	Work Stations		
01	10	Office: Clean 1 Day	123	Carpet	2	Work Stations		
01	11	Office: Clean 1 Day	134	Carpet	3	Work Stations		
01	12	Office: Clean 1 Day	148	Carpet	1	Work Stations		
01	13	Office: Clean 1 Day	88	Carpet	1	Work Stations		
01	14	Office: Clean 1 Day	195	Carpet	2	Work Stations		
01	15	Office: Clean 1 Day	76	Carpet	1	Work Stations		
01	16	Restroom: Clean 2 Days, Check 3 Days	72	Vinyl Composition Tile	2			
01	17	Restroom: Clean 2 Days, Check 3 Days	73	Vinyl Composition Tile	2			
01	18	Locker Room: Clean 2 Days, Check 3 Days	182	Carpet	0	Sinks	Female	
01	19	Office: Clean 1 Day	120	Carpet	1	Work Stations		
01	1C1	Corridor: Clean 1 Day, Check 4 Days	947	Carpet	0			
01	1C2	Corridor: Clean 1 Day, Check 4 Days	263	Carpet	0			
01	1C3	Corridor: Clean 5 Days	501	Vinyl Composition Tile	0		Lobby	
01	1C4	Corridor: Clean 1 Day, Check 4 Days	329	Vinyl Composition Tile	0			
01	1J1	Custodial Work Station: Clean 5 Days	36	Vinyl Composition Tile	0	Work Sinks		
01	1J2	Custodial Work Station: Clean 5 Days	17	Carpet	0	Work Sinks		
01	20	Corridor: Clean 1 Day, Check 4 Days	37	Carpet	0			
01	20A	Storage: Clean Monthly	59	Carpet	0			
01	20B	Office: Clean 1 Day	224	Carpet	1	Work Stations		
01	20C	Restroom: Clean 1 Day	86	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls		
01	21	Locker Room: Clean 2 Days, Check 3 Days	94	Carpet	0	Sinks		
01	22	Office: Clean 1 Day	76	Carpet	1	Work Stations		
01	23	Locker Room: Clean 2 Days, Check 3 Days	138	Carpet	0	Sinks		
01	23A	Restroom: Clean 2 Days, Check 3 Days	36	Vinyl Composition Tile	3			
01	24	Office: Clean 1 Day	299	Carpet	5	Work Stations		

Police Department Youth Services (YS)**Police Department**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	25	Lounge, Staff: Clean 2 Days, Check 3 Days	195	Vinyl Composition Tile	1	Sinks	Kitchen	
01	25A	Locker Room: Clean 2 Days, Check 3 Days	36	Vinyl Composition Tile	0	Sinks		
01	25C	Corridor: Clean 1 Day, Check 4 Days	142	Carpet	0			
01	26	Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days	381	Vinyl Composition Tile	0			
01	27	Conference Room: Clean 1 Day, Check 4 Days	360	Carpet	0			
01	28	Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days	120	Carpet	0			
01	29	Storage: Clean Monthly	17	Carpet	2			
01	31	Restroom: Clean 5 Days	17	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls		
01	46	Office Common Area: Clean 5 Days	265	Carpet	0	Work Stations		
01	EX1	Exterior Entry: Clean 1 Day	100	Concrete	0			
01	EX2	Exterior Entry: Clean 1 Day	25	Concrete	0			
01	EX3	Exterior Entry: Clean 1 Day	25	Concrete	0			
01A	A1	Office Common Area: Clean 5 Days	844	Vinyl Composition Tile	0	Work Stations	Booking	
01A	A2	Police Holding Area: Clean 5 Days	82	Vinyl Composition Tile	0		Hold	
01A	A3	Police Holding Area: Clean 5 Days	88	Vinyl Composition Tile	0		Hold	
01A	A4	Police Holding Area: Clean 5 Days	88	Vinyl Composition Tile	0		Hold	
01A	A5	Office Common Area: Clean 5 Days	182	Vinyl Composition Tile	0	Work Stations		
01A	A6	Office: Clean 1 Day	198	Vinyl Composition Tile	1	Work Stations		
01A	A7	Restroom: Clean 5 Days	128	Vinyl Composition Tile	3	Sinks, Urinals, Toilets and Shower Stalls		
01A	A7A	Storage: Clean Yearly	18	Vinyl Composition Tile	0			
01A	M1	No Scheduled Services Provided	63	Unknown-No cleaning	0			
01A	M2	No Scheduled Services Provided	36	Unknown-No cleaning	0			

Building Total 58 Spaces 9,214

Totals for List of Spaces

Building Total 88 Spaces 16,340

City of Long Beach

List of Spaces

Park Restrooms

Admiral Kidd Park Restroom 08 (AK-RR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	264	Concrete Sealed	6		Male	
01	02	No Scheduled Services Provided	210	Unknown-No cleaning	0		Storage	
01	03	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	264	Concrete Sealed	6		Female	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	157	Concrete	0			
Building Total		4 Spaces	895					

Bixby Knolls Park Restroom 14 (BKP-RR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	139	Concrete-painted	3		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	147	Concrete-painted	3		Female	
01	03	No Scheduled Services Provided	135	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	231	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	73	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	67	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	48	Concrete	0			
Building Total		7 Spaces	840					

Bixby Park Community Center and Restroom 29 (BP)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	18	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	249	Unknown-No cleaning	11		Restroom 29	
01	19	Custodial Work Station: Clean 7 Days	26	Grouted tile	1	Work Sinks	Restroom 29	
01	20	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	282	Grouted tile	8		Restroom 29	
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	461	Concrete	0		Restroom 29	
Building Total		4 Spaces	1,018					

California Recreation Center, Gym and Restroom 06 (CRC)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	124	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	163	Concrete-painted	3		Male	
01	125	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	165	Concrete-painted	3		Female	
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	315	Concrete	0			

Building Total 3 Spaces 643

Cesar E. Chavez Park Restroom 02 (CCP-RR02)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	239	Grouted tile	6		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	239	Grouted tile	6		Male	
01	03	No Scheduled Services Provided	13	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	91	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	261	Concrete	0			

Building Total 5 Spaces 843

Cherry Park Community Center and Restroom 13 (CP-CC)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	33	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	41	Concrete	0			
01	MRR1	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	176	Grouted tile	5		Male	
01	WRR1	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	202	Grouted tile	7		Female	

Building Total 4 Spaces 452

Coolidge Park Community Center and Restroom 16 (COL-CC)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	110	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	176	Concrete-painted	7		Male	
01	112	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	206	Concrete-painted	7		Female	
01	113	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	46	Concrete-painted	0			

Building Total 3 Spaces 428

Davenport Park Restroom 04 (DP-RR4)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	166	Concrete Sealed	5		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	166	Concrete Sealed	5		Female	
01	03	Custodial Work Station: Clean 7 Days	38	Concrete Sealed	1	Work Sinks		
01	03A	No Scheduled Services Provided	51	Concrete Sealed	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	255	Concrete	0			

Building Total 5 Spaces 676

DeForest Park Community Center and Restroom 17 (DF-CC)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	102	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	248	Concrete Sealed	5		Male	
01	104	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	250	Concrete Sealed	5		Female	
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	394	Concrete	0			

Building Total 3 Spaces 892

DeForest Park Restroom 18 (DFPK-RR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	135	Concrete	3		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	135	Concrete	3		Female	
01	03	No Scheduled Services Provided	162	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	62	Concrete	0			

Building Total 4 Spaces 494

Drake Park Community Center and Restroom 01 (DP-CC)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	111	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	164	Grouted tile	2		Female	
01	112	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	135	Grouted tile	3		Male	
01	EX3	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	313	Concrete	0			

Building Total 3 Spaces 612

El Dorado Park East Restroom 34 Nature Park Lot (EDPE-RR34) Parks and Recreation

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	137	Grouted tile	5		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	133	Grouted tile	5		Male	
01	02A	Entrance: Clean 7 Days, Refresh 7 Days	21	Concrete	0		Entry to male restroom	
01	03	Custodial Work Station: Clean 7 Days	27	Concrete	1	Work Sinks	Custodial Closet	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	92	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	92	Concrete	0			

Building Total 6 Spaces 502

El Dorado Park East Restroom 35 Nature Trail (EDPE-RR35) Parks and Recreation

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	64	Concrete Sealed	2		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	64	Concrete Sealed	4		Female	
01	03	No Scheduled Services Provided	63	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	63	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	88	Concrete	0			

Building Total 5 Spaces 342

El Dorado Park East Restroom 36 Archery Range (ELPE-RR36) Parks and Recreation

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	129	Grouted tile	5		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	135	Grouted tile	5		Female	
01	03	No Scheduled Services Provided	132	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	23	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	23	Concrete	0			

Building Total 5 Spaces 442

El Dorado Park East Restroom 37 (EDPE-RR37)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	126	Concrete-painted	3		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	126	Concrete-painted	2		Male	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	59	Concrete-painted	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	59	Concrete-painted	0			
Building Total		4 Spaces	370					

El Dorado Park East Restroom 38 - Campground (EDPE-RR38)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	298	Grouted tile	11		Male	
01	02	No Scheduled Services Provided	111	Unknown-No cleaning	0			
01	03	No Scheduled Services Provided	35	Unknown-No cleaning	0			
01	04	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	298	Grouted tile	11		Female	
01	05	No Scheduled Services Provided	111	Unknown-No cleaning	0			
01	06	No Scheduled Services Provided	35	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	22	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	22	Concrete	0			
Building Total		8 Spaces	932					

El Dorado Park East Restroom 39 - Snake Road (EDPE-RR39)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	211	Concrete-painted	6		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	181	Concrete-painted	6		Male	
01	03	No Scheduled Services Provided	27	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	56	Concrete-painted	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	60	Concrete-painted	0			
Building Total		5 Spaces	535					

El Dorado Park East Restroom 40 (EDPE-RR40)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	146	Grouted tile	5		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	146	Grouted tile	5		Male	
01	03	No Scheduled Services Provided	27	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	56	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	73	Concrete	0			

Building Total 5 Spaces 448

El Dorado Park East Restroom 41 - On the Hill (EDPE-RR41)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	191	Concrete-painted	9		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	191	Concrete-painted	9		Male	
01	03	No Scheduled Services Provided	631	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	24	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	95	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	234	Concrete	0			

Building Total 6 Spaces 1,366

El Dorado Park East Restroom 42 (EDPE-RR42)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	145	Concrete-painted	5		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	141	Concrete-painted	5		Female	
01	03	No Scheduled Services Provided	27	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	142	Concrete-painted	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	126	Concrete-painted	0			

Building Total 5 Spaces 581

El Dorado Park East Restroom 43 - Lake Grove Area (EDPE-RR43)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	154	Concrete-painted	4		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	159	Concrete-painted	4		Male	
01	03	No Scheduled Services Provided	32	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	48	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	47	Concrete	0			

Building Total 5 Spaces 440

El Dorado Park West Restroom 30 (EDPW-RR30)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	32	Concrete Sealed	2		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	32	Concrete Sealed	2		Male	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	36	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	36	Concrete	0			

Building Total 4 Spaces 136

El Dorado Park West Restroom 31 - Duckpond (EDPW-RR31)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	No Scheduled Services Provided	286	Unknown-No cleaning	0			
01	01A	No Scheduled Services Provided	23	Unknown-No cleaning	0			
01	01b	No Scheduled Services Provided	12	Unknown-No cleaning	0			
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	247	Grouted tile	9		Female	
01	03	No Scheduled Services Provided	91	Unknown-No cleaning	0			
01	03A	No Scheduled Services Provided	37	Unknown-No cleaning	0		Plumbing Chase	
01	04	No Scheduled Services Provided	71	Unknown-No cleaning	0			
01	05	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	231	Grouted tile	8		Male	
01	05A	Custodial Work Station: Clean 7 Days	14	Grouted tile	1	Work Sinks		
01	06	No Scheduled Services Provided	231	Unknown-No cleaning	0			
01	06A	No Scheduled Services Provided	23	Unknown-No cleaning	0			
01	06B	No Scheduled Services Provided	12	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	323	Concrete	0			
01	EX2	No Scheduled Services Provided	562	Unknown-No cleaning	0		Exterior Stage	
<hr/>								
Building Total		14 Spaces	2,163					

El Dorado Park West Restroom 32 - Los Altos LL (EDPW-RR32)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	156	Concrete Sealed	4		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	156	Concrete Sealed	4		Male	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	32	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	32	Concrete	0			
<hr/>								
Building Total		4 Spaces	376					

El Dorado Park West Restroom 33 (EDPW-RR33)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	174	Concrete Sealed	4		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	168	Concrete Sealed	5		Female	
01	03	No Scheduled Services Provided	38	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	54	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	53	Concrete	0			
Building Total		5 Spaces	487					

Heartwell Park Community Center and Restroom 46 (HTPK)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	11	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	259	Concrete-painted	7		Female	
01	13	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	231	Concrete-painted	7		Male	
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	105	Concrete-painted	0			
01	EX3	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	46	Concrete-painted	0			
Building Total		4 Spaces	641					

Heartwell Park Restroom 44 (HP-RR44)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	190	Concrete Sealed	5		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	223	Concrete Sealed	5		Female	
01	03	No Scheduled Services Provided	150	Unknown-No cleaning	0		multiple spaces	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	29	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	29	Concrete	0			
Building Total		5 Spaces	621					

Heartwell Park Restroom 47 (HP-RR47)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	168	Concrete-painted	6		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	145	Concrete-painted	5		Female	
01	03	No Scheduled Services Provided	351	Unknown-No cleaning	0			
01	1EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	153	Concrete	0			
Building Total			4 Spaces	817				

Heartwell Park Restroom 48 (HP-RR48)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	233	Concrete-painted	6		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	233	Concrete-painted	6		Male	
01	03	No Scheduled Services Provided	29	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	14	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	105	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	112	Concrete	0			
Building Total			6 Spaces	726				

Houghton Park Restroom 19 - Skateboard Park (HP-RR19)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	100	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	151	Concrete Sealed	3		Female	
01	101	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	150	Concrete Sealed	3		Male	
01	102	No Scheduled Services Provided	42	Unknown-No cleaning	0			
01	1EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	143	Concrete	0			
Building Total			4 Spaces	486				

Houghton Park Restroom 20 (HP-RR20)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	244	Concrete Sealed	6		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	244	Concrete Sealed	6		Female	
01	03	No Scheduled Services Provided	28	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	14	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	108	Unknown-No cleaning	0		Plumbing Chase	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	115	Concrete	0			

Building Total 6 Spaces 753

Hudson Park Concession Stand/Restroom 09 (HP-RR09)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	231	Concrete Sealed	5		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	231	Concrete Sealed	5		Female	
01	03	No Scheduled Services Provided	700	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	131	Concrete	0			

Building Total 4 Spaces 1,293

Los Cerritos Park Office and Restroom 11 (LCP)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	03	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	160	Grouted tile	6		Female	
01	04	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	166	Grouted tile	5		Male	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	271	Concrete	0			

Building Total 3 Spaces 597

MacArthur Park Restroom 03 (MP-RR03)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	233	Concrete-painted	6		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	233	Concrete-painted	6		Male	
01	03	No Scheduled Services Provided	29	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	15	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	105	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	112	Concrete	0			

Building Total 6 Spaces 727

Martin Luther King Park Restroom 05 (MLK-RR05)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	235	Concrete Sealed	6		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	235	Concrete Sealed	6		Male	
01	03	No Scheduled Services Provided	27	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	14	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	106	Unknown-No cleaning	0		Plumbing Chase	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	112	Concrete	0			

Building Total 6 Spaces 729

Pan American Park Restroom 22 (PA-RR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	171	Concrete Sealed	4		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	155	Concrete Sealed	3		Female	
01	02A	Custodial Work Station: Clean 7 Days	17	Concrete Sealed	0	Work Sinks		
01	03	Office: Clean 1 Day	367	Carpet	1	Work Stations		
01	04	No Scheduled Services Provided	44	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	39	Unknown-No cleaning	0		Plumbing Chase	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	72	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	63	Concrete	0			

Building Total 8 Spaces 928

Ramona Park Restroom 21 (RP-RR21)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	78	Concrete-painted	3		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	78	Concrete-painted	3		Male	
01	03	No Scheduled Services Provided	56	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	64	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	25	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	25	Concrete	0			
Building Total			6 Spaces	326				

Recreation Park Restroom 26 - Joe Rogers Ball Fiel (RP-RR26)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restroom: Clean 7 Days (Foam), Refresh 7 Days	180	Concrete Sealed	5	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	02	No Scheduled Services Provided	94	Unknown-No cleaning	0		Plumbing Chase	
01	03	Restroom: Clean 7 Days (Foam), Refresh 7 Days	180	Concrete Sealed	5	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	25	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	25	Concrete	0			
Building Total			5 Spaces	504				

Recreation Park Restroom 27 - Kids Play Area (RP-RR27)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	239	Concrete Sealed	7		Male	
01	01A	No Scheduled Services Provided	91	Unknown-No cleaning	0		Plumbing Chase	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	136	Concrete Sealed	6		Female	
01	03	No Scheduled Services Provided	95	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	375	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	10	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	195	Concrete	0			
Building Total			7 Spaces	1,141				

Recreation Park Restroom 28 - Woodlawn Picnic Area (RP-RR28) Parks and Recreation

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	100	Concrete Sealed	2		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	108	Concrete Sealed	3		Female	
01	03	No Scheduled Services Provided	340	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	139	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	257	Concrete	1		Exterior Sink	
Building Total		5 Spaces	944					

Scherer Park Community Center and Restroom 15 (SP-CC) Parks and Recreation

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	11	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	259	Concrete-painted	7		Female	
01	13	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	231	Concrete-painted	7		Male	
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	105	Concrete	0			
01	EX3	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	46	Concrete	0			
Building Total		4 Spaces	641					

Silverado Park Restrooms - 10 (SIV-RR10) Parks and Recreation

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	244	Concrete Sealed	7		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	244	Concrete Sealed	6		Female	
01	03	No Scheduled Services Provided	28	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	14	Unknown-No cleaning	0			
01	05	No Scheduled Services Provided	108	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	115	Concrete	0			
Building Total		6 Spaces	753					

Somerset Park Restroom 12 (SP-RR12)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	195	Grouted tile	5		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	195	Grouted tile	5		Female	
01	03	No Scheduled Services Provided	28	Unknown-No cleaning	1		Custodial Work Station	
01	04	No Scheduled Services Provided	34	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	125	Concrete	0			

Building Total 5 Spaces 577

Stearns Champions Park Restroom 24 (SCP-RR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	108	Concrete Sealed	3		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	108	Concrete Sealed	3		Male	
01	03	No Scheduled Services Provided	45	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	129	Concrete	0			

Building Total 4 Spaces 390

Veterans Park Rest Room 07 (VP-RR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	163	Concrete Sealed	6		Male	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	163	Concrete Sealed	6		Female	
01	03	Custodial Work Station: Clean 7 Days	109	Unknown-No cleaning	1	Work Sinks		
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	104	Concrete	0			

Building Total 4 Spaces 539

Wardlow Park Rest Room 23 (WP-RR23)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	101	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	149	Concrete Sealed	5		Female	
01	102	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	90	Concrete	4		Male	
01	103	No Scheduled Services Provided	299	Concrete-painted	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	25	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	25	Concrete	0			

Building Total 5 Spaces 588

Whaley Park Restrooms 25 (WHP-RR)**Parks and Recreation**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	88	Concrete Sealed	3		Female	
01	02	Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days	88	Concrete Sealed	3		Male	
01	03	No Scheduled Services Provided	70	Unknown-No cleaning	0			
01	04	No Scheduled Services Provided	22	Unknown-No cleaning	0			
01	EX1	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	108	Concrete	0			
01	EX2	Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days	108	Concrete	0			

Building Total 6 Spaces 484

Totals for List of Spaces

Building Total 239 Spaces 32,118

City of Long Beach

List of Spaces

Library Services

Alamitos Branch Library (ABL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square Feet not Measured	
01	01	Library Study or Reference: Clean 5 Days	3096	Carpet	0			
01	01A	Corridor: Clean 5 Days	90	Carpet	0		Entrance	
01	02	Restroom: Clean 5 Days	50	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	03	Restroom: Clean 5 Days	41	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	04	Storage: Clean 1 Day	26	Carpet	0			
01	05	Library Processing: Clean 5 Days	256	Carpet	2	Work Stations		
01	06	Custodial Work Station: Clean 5 Days	67	Concrete	1	Work Sinks		
01	C01	Corridor: Clean 5 Days	162	Carpet	0			
01	EX1	Exterior Entry: Clean 5 Days	152	Concrete	0			
01	EX2	Exterior Entry: Clean 5 Days	33	Concrete	0			
01	EX3	Exterior Patio: Clean 1 Day	341	Brick pavers	0			
01	M1	Custodial Work Station: Clean 5 Days	30	Concrete	0	Work Sinks		
01	S1	Stair: Clean 5 Days	41	Grouted tile	0			
01	S2	Stair: Clean 5 Days	31	Carpet	0			
02	01	Corridor: Clean 5 Days	225	Grouted tile	0			
02	02	Office: Clean 1 Day	117	Linoleum	1	Work Stations		
02	03	Storage: Clean Yearly	29	Grouted tile	0			
02	04	Library Community Meeting Room: Clean 5 Days	1030	Carpet	0			
02	04A	Corridor: Clean 5 Days	94	Wood	0		Stage	
02	05	Corridor: Clean 5 Days	242	Grouted tile	0		Exterior Porch	
02	06	Lounge, Staff: Clean 5 Days	155	Vinyl Composition Tile	1	Sinks		
02	07	Corridor: Clean 5 Days	245	Carpet	0			
02	08	Restroom: Clean 5 Days	34	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
02	C01	Corridor: Clean 5 Days	80	Carpet	0			
02	S1	Stair: Clean 5 Days	72	Grouted tile	0			
02	S2	Stair: Clean 5 Days	42	Carpet	0			

Building Total 27 Spaces 6,781

Bach Branch Library (BACHBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 5 Days	3587	Carpet	0			
01	01A	Library Processing: Clean 5 Days	240	Carpet	0	Work Stations		
01	02	Library Community Meeting Room: Clean 5 Days	783	Carpet	0			
01	02A	Corridor: Clean 5 Days	65	Carpet	0		Restroom Entry	
01	02B	Storage: Clean Monthly	85	Vinyl Composition Tile	0			
01	03	Restroom: Clean 5 Days	36	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	04	Restroom: Clean 5 Days	36	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	05	Library Processing: Clean 5 Days	540	Carpet	0	Work Stations		
01	05A	Library Processing: Clean 5 Days	114	Vinyl Composition Tile	0	Work Stations		
01	06	Library Study or Reference: Clean 5 Days	151	Carpet	0			
01	07	Corridor: Clean 5 Days	78	Carpet	0			
01	07A	Custodial Work Station: Clean 5 Days	54	Vinyl Composition Tile	1	Work Sinks		
01	08	Lounge, Staff: Clean 5 Days	228	Carpet	0	Sinks		
01	08A	Lounge, Staff: Clean 5 Days	41	Vinyl Composition Tile	1	Sinks	Kitchenette	
01	08B	No Scheduled Services Provided	18	Unknown-No cleaning	0			
01	08C	Restroom: Clean 5 Days	32	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	09	Office: Clean 1 Day	126	Carpet	1	Work Stations		
01	10	No Scheduled Services Provided	405	Unknown-No cleaning	0			
01	10A	No Scheduled Services Provided	50	Unknown-No cleaning	0			
01	11	Restroom: Clean 5 Days	52	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Staff	
01	11A	Lounge, Staff: Clean 5 Days	44	Carpet	0	Sinks	Male	
01	EX1	Exterior Entry: Clean 5 Days	135	Concrete	0			
01	EX2	Exterior Entry: Clean 1 Day	225	Concrete	0			
01	M1	No Scheduled Services Provided	36	Unknown-No cleaning	0			
01	M2	No Scheduled Services Provided	20	Unknown-No cleaning	0			

Building Total 26 Spaces 7,181

Bay Shore Branch Library (BSBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 5 Days	3638	Carpet	0			
01	01A	Library Processing: Clean 5 Days	105	Carpet	3	Work Stations		
01	02	Corridor: Clean 5 Days	214	Grouted tile	0			
01	02A	Corridor: Clean 5 Days	110	Carpet	0			
01	03	Corridor: Clean 5 Days	140	Carpet	0			
01	05	Library Processing: Clean 5 Days	670	Carpet	2	Work Stations		
01	05A	Custodial Work Station: Clean 5 Days	39	Vinyl Composition Tile	1	Work Sinks		
01	05B	Restroom: Clean 5 Days	24	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	05C	No Scheduled Services Provided	7	Unknown-No cleaning	0			
01	06	Library Community Meeting Room: Clean 5 Days	772	Carpet	0			
01	06C	Storage: Clean Monthly	43	Carpet	0			
01	07	Restroom: Clean 5 Days	48	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	08	Restroom: Clean 5 Days	47	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	09	No Scheduled Services Provided	18	Unknown-No cleaning	0			
01	10	No Scheduled Services Provided	13	Unknown-No cleaning	0			
01	EX1	Exterior Entry: Clean 5 Days	146	Concrete	0			
01	EX2	Exterior Patio: Clean 1 Day	735	Concrete	0			
01	EX3	Exterior Entry: Clean 5 Days	57	Concrete	0			
01	M1	No Scheduled Services Provided	21	Unknown-No cleaning	0			
02	01	Lounge, Staff: Clean 5 Days	313	Carpet	0	Sinks		
02	01A	Lounge, Staff: Clean 5 Days	65	Vinyl Composition Tile	1	Sinks	Kitchenette	
02	02	No Scheduled Services Provided	235	Unknown-No cleaning	0		Furnace	
02	03	Storage: Clean Monthly	44	Carpet	0			
02	05	Restroom: Clean 5 Days	36	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
02	EX01	Exterior Patio: Clean 1 Day	174	Concrete	0		Balcony	
02	S01	Stair: Clean 5 Days	43	Rubber floor	0			

Building Total 27 Spaces 7,757

Bret Harte Branch Library (BHBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 6 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 6 Days	3833	Carpet	0			
01	01A	Library Processing: Clean 5 Days, Check Saturday	183	Carpet	1			
01	02	Library Community Meeting Room: Clean 5 Days, Refresh Saturday	670	Carpet	0			
01	02A	Custodial Work Station: Clean 6 Days	20	Concrete Sealed	1	Work Sinks		
01	02B	No Scheduled Services Provided	40	Unknown-No cleaning	0			
01	02C	No Scheduled Services Provided	45	Unknown-No cleaning	0			
01	03	Restroom: Clean 6 Days	26	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	04	Restroom: Clean 6 Days	26	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	05	No Scheduled Services Provided	19	Unknown-No cleaning	0			
01	06	Library Processing: Clean 5 Days, Check Saturday	541	Carpet	0			
01	07	Lounge, Staff: Clean 5 Days, Refresh Saturday	235	Carpet	1	Sinks		
01	08	No Scheduled Services Provided	125	Unknown-No cleaning	0			
01	09	Restroom: Clean 6 Days	36	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	10	Restroom: Clean 6 Days	21	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	12	Custodial Work Station: Clean 6 Days	25	Carpet	0	Work Sinks		
01	13	Office: Clean 1 Day	115	Carpet	1	Work Stations		
01	14	Restroom: Clean 6 Days	56	Carpet	0	Sinks, Urinals, Toilets and Shower Stalls		
01	15	Library Study or Reference: Clean 6 Days	161	Carpet	0			
01	EX1	Exterior Patio: Clean 1 Day, Check 5 Days	1147	Concrete	0			
01	EX2	Exterior Entry: Clean 6 Days	71	Concrete	0			
01	EX2A	Exterior Entry: Clean 1 Day	225	Concrete	0			
01	EX2B	Exterior Entry: Clean 1 Day	187	Concrete	0			
01	EX3	Exterior Entry: Clean 6 Days	30	Concrete	0			
01	EX4	Exterior Entry: Clean 1 Day	25	Concrete	0			
01	M1	No Scheduled Services Provided	72	Unknown-No cleaning	0			

Bret Harte Branch Library (BHBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
Building Total		26 Spaces	7,934					

Brewitt Branch Library (BBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 5 Days	2657	Carpet	0			
01	01A	Library Processing: Clean 5 Days	48	Carpet	1	Work Stations		
01	01B	Library Processing: Clean 5 Days	97	Carpet	1	Work Stations		
01	02	Library Community Meeting Room: Clean 5 Days	432	Carpet	0			
01	04	Corridor: Clean 5 Days	397	Carpet	0			
01	05	Restroom: Clean 5 Days	35	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	06	Restroom: Clean 5 Days	35	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	07	Library Processing: Clean 5 Days	182	Carpet	0	Work Stations		
01	08	Corridor: Clean 5 Days	33	Vinyl Composition Tile	0			
01	08A	Lounge, Staff: Clean 5 Days	46	Carpet	1	Sinks		
01	08B	Restroom: Clean 5 Days	49	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	08C	No Scheduled Services Provided	19	Unknown-No cleaning	0			
01	09	Corridor: Clean 5 Days	208	Carpet	0			
01	1M	Custodial Work Station: Clean 4 Days	132	Concrete Sealed	1		Mechanical & JC	
01	EX1	Exterior Entry: Clean 5 Days	336	Concrete	0			
01	EX2	Exterior Patio: Clean 1 Day	209	Concrete	0			
Building Total		17 Spaces	4,915					

Burnett Branch Library (BURBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square feet not measured	
01	01	Library Processing: Clean 5 Days	4650	Carpet	0	Work Stations		
01	01A	Library Processing: Clean 5 Days	187	Carpet	2	Work Stations		
01	02	Office: Clean 1 Day	149	Carpet	1	Work Stations		
01	03	Lounge, Staff: Clean 5 Days	225	Carpet	0	Sinks		
01	04	Library Processing: Clean 5 Days	489	Carpet	5	Work Stations		
01	04A	Library Processing: Clean 5 Days	146	Vinyl Composition Tile	0	Work Stations		
01	05	Library Processing: Clean 5 Days	57	Vinyl Composition Tile	1	Work Stations	custodial sink	
01	06	Restroom: Clean 5 Days	18	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	07	Restroom: Clean 5 Days	32	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	08	Storage: Clean Yearly	10	Vinyl Composition Tile	0			
01	09	No Scheduled Services Provided	13	Unknown-No cleaning	0			
01	11	Restroom: Clean 5 Days	40	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	12	Restroom: Clean 5 Days	39	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	13	Custodial Work Station: Clean 5 Days	23	Concrete Sealed	1	Work Sinks		
01	14	Storage: Clean 1 Day	88	Carpet	0			
01	15	Library Community Meeting Room: Clean 5 Days	962	Carpet	0			
01	16	Storage: Clean Monthly	20	Carpet	0			
01	17	Storage: Clean Monthly	20	Carpet	0			
01	19	Library Study or Reference: Clean 5 Days	309	Carpet	0			
01	20	Library Study or Reference: Clean 5 Days	252	Carpet	0			
01	21	Corridor: Clean 5 Days	57	Vinyl Composition Tile	0			
01	EX1	Exterior Patio: Clean 1 Day	133	Concrete- Exposed Aggregate	0		Private Patio	
01	EX2	Exterior Entry: Clean 5 Days	94	Concrete	0			
01	EX3	Exterior Entry: Clean 5 Days	449	Concrete	0			
Building Total		25 Spaces	8,462					

Dana Branch Library (DANABL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 5 Days	3451	Carpet	0			
01	02	Corridor: Clean 5 Days	275	Concrete-painted	0			
01	03	Corridor: Clean 5 Days	70	Concrete-painted	0			
01	03B	Restroom: Clean 5 Days	65	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls		
01	05	No Scheduled Services Provided	76	Unknown-No cleaning	0			
01	07	Restroom: Clean 5 Days	44	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	08	Storage: Clean Monthly	49	Carpet	0			
01	09	Lounge, Staff: Clean 5 Days	39	Carpet	1	Sinks	Kitchenette	
01	10	Library Community Meeting Room: Clean 5 Days	860	Carpet	0			
01	10A	Storage: Clean 1 Day	109	Carpet	0			
01	11	Library Processing: Clean 5 Days	432	Carpet	4	Work Stations		
01	12	Lounge, Staff: Clean 5 Days	234	Carpet	1	Sinks		
01	13	Library Processing: Clean 5 Days	249	Carpet	1	Work Stations		
01	14	Restroom: Clean 5 Days	25	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Unisex Staff	
01	15	Custodial Work Station: Clean 5 Days	28	Vinyl Composition Tile	0	Work Sinks		
01	16	Library Study or Reference: Clean 5 Days	133	Carpet	0			
01	18	Library Study or Reference: Clean 5 Days	129	Carpet	0			
01	E2	Exterior Entry: Clean 5 Days	30	Concrete	0			
01	EX1	Exterior Patio: Clean 1 Day	115	Concrete	0		Staff Patio	
01	EX2A	Exterior Patio: Clean 1 Day	873	Concrete	0			
01	EX3	Exterior Patio: Clean 1 Day	318	Concrete	0			
01	EX4	Exterior Entry: Clean 5 Days	54	Concrete	0			
01	M1	No Scheduled Services Provided	12	Unknown-No cleaning	0			
Building Total		24 Spaces	7,670					

El Dorado Branch Library (EDBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 6 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 6 Days	5012	Carpet	0			
01	01A	Library Processing: Clean 5 Days, Check Saturday	207	Carpet	2			
01	02	Library Processing: Clean 5 Days, Check Saturday	823	Carpet	4			
01	02A	Lounge, Staff: Clean 5 Days, Refresh Saturday	73	Vinyl Composition Tile	1	Sinks		
01	03	Office: Clean 1 Day	127	Carpet	1	Work Stations		
01	04	Custodial Work Station: Clean 6 Days	98	Vinyl Composition Tile	1	Work Sinks		
01	05	Library Study or Reference: Clean 6 Days	112	Carpet	0		Conference	
01	06	Restroom: Clean 6 Days	35	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	07	No Scheduled Services Provided	34	Unknown-No cleaning	0			
01	08	Restroom: Clean 6 Days	43	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Staff	
01	09	Exterior Entry: Clean 1 Day	94	Concrete Sealed	0		Covered Dock	
01	09A	Exterior Patio: Clean 1 Day	265	Concrete Sealed	0		Covered Parking	
01	10	Lounge, Staff: Clean 5 Days, Refresh Saturday	246	Vinyl Composition Tile	1	Sinks		
01	11	Library Community Meeting Room: Clean 5 Days, Refresh Saturday	732	Carpet	0			
01	11A	Storage: Clean Monthly	97	Carpet	0			
01	12	Restroom: Clean 6 Days	78	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	13	Restroom: Clean 6 Days	73	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	EX1	Corridor: Clean 6 Days	181	Carpet	0		Exterior Covered	
01	EX2	Corridor: Clean 6 Days	55	Vinyl Composition Tile	0		Exterior Covered	
01	M1	No Scheduled Services Provided	93	Unknown-No cleaning	0			
01	M2	No Scheduled Services Provided	474	Unknown-No cleaning	0			
Building Total		22 Spaces	8,952					

Los Altos Branch Library (LABL)

Library Services

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 5 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 5 Days	3754	Carpet	0			
01	01A	Library Processing: Clean 5 Days	141	Carpet	2	Work Stations		
01	02	Corridor: Clean 5 Days	67	Carpet	0			
01	03	Library Community Meeting Room: Clean 5 Days	731	Carpet	0			
01	03A	Storage: Clean 1 Day	98	Concrete Sealed	0			
01	04	Restroom: Clean 5 Days	47	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	05	Restroom: Clean 5 Days	47	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	06	Office: Clean 1 Day	153	Carpet	1	Work Stations		
01	07	Library Processing: Clean 5 Days	620	Carpet	3	Work Stations		
01	08	Library Study or Reference: Clean 5 Days	126	Carpet	0			
01	09	Custodial Work Station: Clean 5 Days	19	Vinyl Composition Tile	1	Work Sinks		
01	10	Restroom: Clean 5 Days	23	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	11	Restroom: Clean 5 Days	50	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	12	Lounge, Staff: Clean 5 Days	197	Carpet	0	Sinks		
01	12A	Lounge, Staff: Clean 5 Days	31	Vinyl Composition Tile	1	Sinks		
01	EX1	Exterior Entry: Clean 5 Days	37	Concrete	0			
01	EX1A	Exterior Patio: Clean 1 Day	519	Concrete	0			
01	EX2	Exterior Patio: Clean 1 Day	167	Concrete	0		Staff Patio	
Building Total		19 Spaces	6,827					

Main Library (MLIB)

Library Services

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
0L	101	Storage: Clean 1 Day, Empty Trash the other 4 Days	1026	Vinyl Composition Tile	0			
0L	102	Corridor: Clean 5 Days, Check Sat & Sun	575	Vinyl Composition Tile	0			
0L	103	Office: Clean 1 Day	152	Vinyl Composition Tile	2	Work Stations		
0L	104	Office: Clean 1 Day	173	Carpet	1	Work Stations		
0L	105	Storage: Clean Monthly	4927	Vinyl Composition Tile	0			
0L	106	Office: Clean 1 Day	134	Carpet	1	Work Stations		
0L	107	Office: Clean 1 Day	1457	Carpet	3	Work Stations		
0L	108	No Scheduled Services Provided	84	Unknown-No cleaning	0		Elevator Machine Room	
0L	109	Storage: Clean 2 Times per Month, Check Weekly	3677	Vinyl Composition Tile	0			
0L	110	Storage: Clean 2 Times per Month, Check Weekly	315	Vinyl Composition Tile	0			
0L	111	Restroom: Clean 7 Days, Refresh 7 Days	135	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Female Staff	
0L	112	Custodial Work Station: Clean 7 Days	119	Vinyl Composition Tile	1	Work Sinks		
0L	113	Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun	254	Carpet	0		Female	
0L	114	No Scheduled Services Provided	97	Unknown-No cleaning	0		Electrical	
0L	115	Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun	1598	Carpet	0			
0L	116	Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun	752	Carpet	0			
0L	117	Storage: Clean 4 Times per Year	59	Concrete Sealed	0			
0L	118	Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun	255	Vinyl Composition Tile	1		Kitchenette	
0L	119	Office: Clean 1 Day	109	Carpet	1	Work Stations		
0L	120	Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun	92	Vinyl Composition Tile	0		Lockers	
0L	121	Restroom: Clean 7 Days, Refresh 7 Days	129	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Staff	
0L	122	Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun	106	Carpet	0			
0L	123	Corridor: Clean 7 Days, Refresh 7 Days per Week	1445	Carpet	0			
0L	124	Library Archives: Clean Monthly	2325	Vinyl Composition Tile	0			
0L	125	Restroom: Clean 7 Days, Refresh 7 Days	158	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
0L	125A	Custodial Work Station: Clean 7 Days	78	Concrete Sealed	1	Work Sinks		

Main Library (MLIB)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
0L	126	Restroom: Clean 7 Days, Refresh 7 Days	193	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
0L	127	Storage: Clean Monthly	179	Vinyl Composition Tile	0			
0L	128	Storage: Clean 1 Day, Empty Trash the other 4 Days	977	Carpet	0		Archives	
0L	129	Storage: Clean 1 Day	671	Vinyl Composition Tile	0		Moveable shelves	
0L	129A	Office: Clean 1 Day	161	Vinyl Composition Tile	1	Work Stations		
0L	129B	Library Processing: Clean 1 Day, Check 5 Days	128	Vinyl Composition Tile	0			
0L	130	Corridor: Clean 5 Days, Check Sat & Sun	379	Vinyl Composition Tile	0			
0L	131	Storage: Clean 1 Day	1391	Vinyl Composition Tile	0		Moveable shelves	
0L	132	Office: Clean 1 Day	128	Carpet	1	Work Stations		
0L	133	Office: Clean 1 Day	129	Carpet	1	Work Stations		
0L	134	Office: Clean 1 Day	86	Carpet	1	Work Stations		
0L	135	Office: Clean 1 Day	129	Carpet	1	Work Stations		
0L	136	Office: Clean 1 Day	147	Carpet	1	Work Stations		
0L	137	Corridor: Clean 5 Days, Check Sat & Sun	442	Carpet	0			
0L	138	Office: Clean 1 Day	260	Carpet	1	Work Stations		
0L	139	Restroom: Clean 1 Day, Refresh 4 Days	44	Vinyl Composition Tile	2	Sinks, Urinals, Toilets and Shower Stalls	Private	
0L	140	Conference Room: Clean 1 Day, Check 6 Days	315	Carpet	0			
0L	141	Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun	128	Carpet	0			
0L	142	Office: Clean 1 Day	129	Carpet	1	Work Stations		
0L	143	Office: Clean 1 Day	169	Carpet	2	Work Stations		
0L	144	Office: Clean 1 Day	124	Carpet	1	Work Stations		
0L	145	Office: Clean 1 Day	200	Carpet	1	Work Stations		
0L	146	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	12194	Carpet	0			
0L	146A	No Scheduled Services Provided	28	Unknown-No cleaning	0			
0L	146B	No Scheduled Services Provided	27	Unknown-No cleaning	0			
0L	146C	No Scheduled Services Provided	27	Unknown-No cleaning	0			
0L	146D	No Scheduled Services Provided	28	Unknown-No cleaning	0			
0L	147	Office: Clean 1 Day	227	Carpet	1	Work Stations		
0L	148	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	9527	Carpet	0			
0L	150	Storage: Clean Yearly	60	Vinyl Composition Tile	0			

Main Library (MLIB)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
0L	151	Storage: Clean Yearly	55	Vinyl Composition Tile	0			
0L	153	Office: Clean 1 Day	121	Carpet	1	Work Stations		
0L	154	Office: Clean 1 Day	113	Carpet	1	Work Stations		
0L	155	Library Processing: Clean 1 Day, Check 5 Days	300	Carpet	2			
0L	155A	Storage: Clean Monthly	19	Carpet	0			
0L	156	Corridor Emergency Exit Only: Check Monthly, Clean Yearly	135	Concrete Sealed	0			
0L	157	Library Processing: Clean 1 Day, Check 5 Days	678	Carpet	5			
0L	157A	Storage: Clean Monthly	11	Carpet	0			
0L	158	Storage: Clean Monthly	51	Carpet	0			
0L	158A	Custodial Work Station: Clean 7 Days	78	Concrete Sealed	1	Work Sinks		
0L	159	Storage: Clean Monthly	51	Carpet	0			
0L	160	Storage: Clean Monthly	153	Carpet	0			
0L	161	Conference Room: Clean 1 Day, Check 6 Days	445	Carpet	0			
0L	162	Library Processing: Clean 1 Day, Check 5 Days	437	Carpet	2			
0L	163	Office: Clean 1 Day	146	Carpet	1	Work Stations		
0L	164	Storage: Clean Monthly	35	Carpet	0			
0L	165	Library Processing: Clean 1 Day, Check 5 Days	117	Carpet	0			
0L	166	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	468	Carpet	0			
0L	168	Library Auditorium: Clean 1 Day, Refresh 7 Days	4572	Carpet	0		Auditorium Seating	
0L	168A	Library Auditorium: Clean 1 Day, Refresh 7 Days	539	Wood	0		Auditorium State	
0L	168B	Corridor: Clean 1 Day, Check 4 Days	646	Vinyl Composition Tile	0		Auditorium Back Stage	
0L	168C	Storage: Clean 1 Day	128	Vinyl Composition Tile	0			
0L	168D	Restroom: Clean 7 Days, Refresh 7 Days	59	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Includes Dressing Room	
0L	168E	No Scheduled Services Provided	95	Unknown-No cleaning	0		Mechanical	
0L	168F	No Scheduled Services Provided	125	Unknown-No cleaning	0			
0L	168G	Corridor: Clean 1 Day, Check 4 Days	133	Vinyl Composition Tile	0		To Auditorium Back Stage	
0L	168H	Office: Clean 1 Day	139	Carpet	1	Work Stations	Projection Booth	
0L	169	Corridor: Clean 7 Days, Refresh 7 Days per Week	2924	Brick pavers- sealed	0			

Main Library (MLIB)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
0L	170	Exterior: Remove Litter 7 Days	701	Brick pavers	0			
0L	171	Conference Room: Clean 1 Day, Check 6 Days	736	Carpet	0			
0L	172	Conference Room: Clean 1 Day, Check 6 Days	350	Carpet	0		Meeting	
0L	173	Storage: Clean Monthly	192	Vinyl Composition Tile	0			
0L	174	Library Processing: Clean 1 Day, Check 5 Days	207	Vinyl Composition Tile	0		Graphics	
0L	175	Office: Clean 1 Day	358	Vinyl Composition Tile	1	Work Stations		
0L	178	Corridor: Clean 5 Days, Check Sat & Sun	1776	Carpet	0			
0L	179	Storage: Clean Monthly	128	Vinyl Composition Tile	0			
0L	180	Office: Clean 1 Day	592	Carpet	3	Work Stations		
0L	181	Conference Room: Clean 1 Day, Check 6 Days	475	Carpet	0			
0L	182	Storage: Clean 1 Day, Empty Trash the other 4 Days	84	Carpet	0			
0L	183	Restroom: Clean 7 Days, Refresh 7 Days	181	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
0L	184	Restroom: Clean 7 Days, Refresh 7 Days	138	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
0L	185	Corridor: Clean 7 Days, Refresh 7 Days per Week	41	Carpet	0		Restroom Entry	
0L	186	Corridor: Clean 7 Days, Refresh 7 Days per Week	35	Carpet	0		Restroom Entry	
0L	187	Custodial Work Station: Clean 7 Days	23	Concrete Sealed	1	Work Sinks		
0L	188	Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun	50	Vinyl Composition Tile	1			
0L	1EX1	Exterior: Remove Litter 7 Days	1121	Brick pavers	0			
0L	1EX2	Exterior: Remove Litter 7 Days	1562	Brick pavers	0		Patio	
0L	1EX3	Exterior Entry: Clean 5 Days	717	Concrete	0		Loading Dock	
0L	1EX4	Exterior: Remove Litter 7 Days	313	Concrete	0		Loading Dock Ramp	
0L	1EX98	Exterior: Remove Litter 7 Days	0	Concrete	0		Exterior	
0L	1EX99	Exterior: Remove Litter 7 Days	0	Concrete	0			
0L	1M1	No Scheduled Services Provided	708	Unknown-No cleaning	0		Mechanical	
0L	1M2	No Scheduled Services Provided	735	Unknown-No cleaning	0		Mechanical	
0L	1M3	No Scheduled Services Provided	727	Unknown-No cleaning	0		Mechanical	
0L	1M4	No Scheduled Services Provided	727	Unknown-No cleaning	0		Mechanical	

Main Library (MLIB)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
OL	1S1	Stair: Clean Yearly, Check Monthly	165	Concrete Sealed	0			
OL	1S3	Stair: Clean 5 Days, Check Sat & Sun	166	Concrete Sealed	0			
OL	1S4	Exterior Stair: Clean 1 Day, Check 4 Days	477	Concrete Sealed	0			
OL	1S5	Stair: Clean Yearly, Check Monthly	166	Concrete Sealed	0			
PL	01	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	7519	Carpet	0			
PL	01A	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	6511	Carpet	0			
PL	01B	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	6229	Carpet	0			
PL	01C	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	9674	Carpet	0			
PL	01D	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	9940	Carpet	0			
PL	01E	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	5273	Carpet	0			
PL	01F	Corridor: Clean 7 Days, Refresh 7 Days per Week	1957	Brick pavers- sealed	0		Entry 7Xw	
PL	01G	Library Processing: Clean 1 Day, Check 5 Days	840	Carpet	0			
PL	01H	Corridor: Clean 7 Days, Refresh 7 Days per Week	509	Brick pavers- sealed	0		Retail Book Sale	
PL	01I	Corridor: Clean 7 Days, Refresh 7 Days per Week	961	Carpet	0		Entry Turnstile	
PL	01J	Corridor: Clean 7 Days, Refresh 7 Days per Week	146	Grouted tile	0		outside Restroom	
PL	01K	Restroom: Clean 7 Days, Refresh 7 Days	58	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Staff	
PL	01L	Restroom: Clean 7 Days, Refresh 7 Days	58	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Staff	
PL	01M	Library Theater:Clean 1 Day, Check 4 Days, Refresh Sat & Sun	738	Carpet	0		Friday	
PL	01MA	Storage: Clean Monthly	177	Vinyl Composition Tile	0			
PL	02	Library Processing: Clean 1 Day, Check 5 Days	1062	Carpet	5			
PL	02A	Office: Clean 1 Day	204	Carpet	1	Work Stations		

Main Library (MLIB)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
PL	02B	Library Processing: Clean 1 Day, Check 5 Days	371	Carpet	1			
PL	03	Office: Clean 1 Day	123	Carpet	1	Work Stations		
PL	04	Library Processing: Clean 1 Day, Check 5 Days	485	Carpet	4			
PL	04A	No Scheduled Services Provided	12	Unknown-No cleaning	0		Closet	
PL	04B	Office: Clean 1 Day	169	Carpet	1	Work Stations		
PL	04C	Storage: Clean Monthly	61	Carpet	0		Projection Room	
PL	05	Corridor: Clean 7 Days, Refresh 7 Days per Week	21	Carpet	0		Restroom Entry	
PL	05A	Restroom: Clean 7 Days, Refresh 7 Days	75	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
PL	05B	Custodial Work Station: Clean 7 Days	26	Concrete Sealed	1	Work Sinks		
PL	06	Corridor: Clean 7 Days, Refresh 7 Days per Week	17	Carpet	0		Restroom Entry	
PL	06A	Restroom: Clean 7 Days, Refresh 7 Days	87	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
PL	07	Restroom: Clean 7 Days, Refresh 7 Days	124	Grouted tile	4	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
PL	07A	Custodial Work Station: Clean 7 Days	29	Grouted tile	1	Work Sinks		
PL	08	Restroom: Clean 7 Days, Refresh 7 Days	139	Grouted tile	4	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
PL	09	Library Processing: Clean 1 Day, Check 5 Days	526	Carpet	3			
PL	09A	Office: Clean 1 Day	100	Carpet	1	Work Stations		
PL	10	Library Processing: Clean 1 Day, Check 5 Days	660	Carpet	4			
PL	10A	Office: Clean 1 Day	128	Carpet	1	Work Stations		
PL	10B	Office: Clean 1 Day	117	Carpet	1	Work Stations		
PL	10C	Storage: Clean Yearly	5	Carpet	0			
PL	11	No Scheduled Services Provided	107	Unknown-No cleaning	0		Private Study	
PL	12	No Scheduled Services Provided	95	Unknown-No cleaning	0		Private Study	
PL	13	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	440	Carpet	0			
PL	14	Library Study or Reference: Clean & Refresh 7 Days (Space Vac)	101	Carpet	0			
PL	15	Office: Clean 1 Day	116	Carpet	1	Work Stations		
PL	16	Library Processing: Clean 1 Day, Check 5 Days	230	Carpet	1			

Main Library (MLIB)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
PL	16A	Library Processing: Clean 1 Day, Check 5 Days	126	Carpet	0			
PL	E1	Elevator Car: Clean 7 Days, Refresh 7 Days	34	Carpet	2	Floors accessed	6xW	
PL	E2	Elevator Car: Clean 7 Days, Refresh 7 Days	34	Carpet	2	Floors accessed	6xW	
PL	E3	Elevator Car: Clean 7 Days, Refresh 7 Days	34	Carpet	2	Floors accessed	6xW	
PL	E4	Elevator Car: Clean 7 Days, Refresh 7 Days	52	Carpet	2	Floors accessed	6xW	
PL	S1	Stair: Clean 7 Days, Refresh 7 Days	468	Carpet	0		Main Stair	
PL	S2	Stair: Clean Yearly, Check Monthly	211	Concrete	0		Emergency	
PL	S3	Stair: Clean Yearly, Check Monthly	219	Concrete	0		Emergency	
PL	S4	Stair: Clean 5 Days, Check Sat & Sun	99	Concrete Sealed	0			

Building Total 167 Spaces 132,779

Mark Twain Branch Library (MTBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 6 Days	0	Unknown	0		Square feet not measured	
01	101	Entrance: Clean 5 Days	71	Concrete Sealed	0		Dock Area	
01	102	No Scheduled Services Provided	109	Unknown-No cleaning	0		Electrical	
01	103	No Scheduled Services Provided	96	Unknown-No cleaning	0		Telecomm	
01	104	Custodial Work Station: Clean 6 Days	61	Sheet vinyl	1	Work Sinks		
01	105	Library Study or Reference: Clean 6 Days	3323	Carpet	0			
01	105A	Library Study or Reference: Clean 6 Days	1932	Carpet	0			
01	105B	Library Study or Reference: Clean 6 Days	1830	Carpet	0			
01	105C	Library Study or Reference: Clean 6 Days	1589	Stone, Terrazzo and Ceramic Tile, No Burnishing	0		Corridor	
01	109	Lounge, Staff: Clean 5 Days, Refresh Saturday	227	Sheet vinyl	1	Sinks		
01	110	Storage: Clean 1 Day	73	Sheet vinyl	0			
01	111	Restroom: Clean 6 Days	56	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Staff	
01	112	Restroom: Clean 6 Days	56	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	115	Library Study or Reference: Clean 6 Days	120	Carpet	0		Tutoring	
01	116	Library Study or Reference: Clean 6 Days	156	Carpet	0		Group Study	
01	117	Library Processing: Clean 5 Days, Check Saturday	509	Carpet	0			
01	118	Library Processing: Clean 5 Days, Check Saturday	454	Sheet vinyl	0		Corridor	
01	118A	Library Processing: Clean 5 Days, Check Saturday	110	Sheet vinyl	0			
01	118B	No Scheduled Services Provided	14	Unknown-No cleaning	0		Storage	
01	123	Library Processing: Clean 5 Days, Check Saturday	235	Carpet	0			
01	124	Office: Clean 1 Day	139	Carpet	1	Work Stations		
01	125	Library Processing: Clean 5 Days, Check Saturday	245	Carpet	0			
01	126	Library Processing: Clean 5 Days, Check Saturday	950	Carpet	0			
01	128	Library Study or Reference: Clean 6 Days	572	Carpet	0			
01	130	Restroom: Clean 6 Days	57	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Family	

Mark Twain Branch Library (MTBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	132	Entrance: Clean 6 Days	456	Stone, Terrazzo and Ceramic Tile, No Burnishing	0		Front Entry	
01	133	Library Community Meeting Room: Clean 5 Days, Refresh Saturday	110	Sheet vinyl	1			
01	134	Storage: Clean Monthly	55	Sheet vinyl	0		Media Storage	
01	135	Storage: Clean 1 Day	153	Sheet vinyl	0		Community Room	
01	139	Restroom: Clean 6 Days	216	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	140	Restroom: Clean 6 Days	182	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Male (Waterfree Urinal)	
01	141	Library Community Meeting Room: Clean 5 Days, Refresh Saturday	1142	Carpet	0			
01	199	No Scheduled Services Provided	8	Unknown-No cleaning	0		Exterior access only	
01	EX1	Exterior Entry: Clean 6 Days	487	Concrete	0		Front Entry	
01	EX2	Exterior Patio: Clean 1 Day	439	Concrete	0			
01	EX3	Exterior Patio: Clean 1 Day	333	Concrete	0		Exterior Access Only	

Building Total	36 Spaces	16,565
-----------------------	------------------	---------------

North Branch Library (NBL)**Library Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00	EXT00	Exterior Lot & Perimeter: 6 Days	0	Unknown	0		Square feet not measured	
01	01	Library Study or Reference: Clean 6 Days	3614	Carpet	0			
01	01A	Library Processing: Clean 5 Days, Check Saturday	142	Carpet	1			
01	01B	Corridor: Clean 6 Days	124	Vinyl Composition Tile	0		Entry	
01	01C	Corridor: Clean 6 Days	57	Grouted tile	0			
01	02	Library Processing: Clean 5 Days, Check Saturday	457	Carpet	0			
01	03	Lounge, Staff: Clean 5 Days, Refresh Saturday	267	Vinyl Composition Tile	1	Sinks	Kitchenette	
01	04	Storage: Clean 1 Day, Empty Trash the other 4 Days	48	Vinyl Composition Tile	0		Storage	
01	05	Restroom: Clean 6 Days	58	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Staff	
01	06	Library Study or Reference: Clean 6 Days	293	Carpet	0			
01	07	Library Study or Reference: Clean 6 Days	201	Vinyl Composition Tile	0		Receiving	
01	08	Custodial Work Station: Clean 6 Days	25	Concrete Sealed	1	Work Sinks		
01	09	Restroom: Clean 6 Days	23	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	10	Restroom: Clean 6 Days	53	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls	Female Public	
01	11	Custodial Work Station: Clean 6 Days	28	Concrete Sealed	1	Work Sinks		
01	12	Restroom: Clean 6 Days	54	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male Public	
01	13	Library Community Meeting Room: Clean 5 Days, Refresh Saturday	705	Carpet	0			
01	14	No Scheduled Services Provided	225	Unknown-No cleaning	0			
01	EX1	Exterior Entry: Clean 6 Days	390	Concrete	0			
01	EX2	Exterior Patio: Clean 1 Day	1038	Concrete	0		Courtyard	
01	EX3	No Scheduled Services Provided	28	Unknown-No cleaning	0			
01	EX4	Exterior Entry: Clean 6 Days	29	Concrete	0			
01	M1	No Scheduled Services Provided	5	Unknown-No cleaning	0			
01	M2	No Scheduled Services Provided	32	Unknown-No cleaning	0			
Building Total		24 Spaces	7,896					

Totals for List of Spaces

Building Total	440 Spaces	223,719
----------------	------------	---------

City of Long Beach

List of Spaces

Fire Department

Emergency Communication and Operations Center (ECOC)

Fire Department

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
00B	001	EEOC Basement: Check Monthly, Clean 4 Times per Year	10881	Concrete	0		Equipment and Crawl Space	
01	100	Corridor: Clean 5 Days, Check Sat & Sun	578	Grouted tile	0		Lobby	
01	101	Storage: Clean 1 Day, Empty Trash the other 4 Days	187	Carpet	0			
01	103	Custodial Work Station: Clean 7 Days	61	Concrete Sealed	1	Work Sinks		
01	104	Office: Clean 1 Day	170	Carpet	1	Work Stations		
01	105	Office: Clean 1 Day	224	Carpet	1	Work Stations		
01	106	Office: Clean 1 Day	168	Carpet	1	Work Stations		
01	107	Office: Clean 1 Day	176	Carpet	1	Work Stations		
01	108	Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun	222	Carpet	0			
01	109	Lounge, Staff: Clean 7 Days, Refresh 7 Days	292	Vinyl Composition Tile	1			
01	110	Storage: Clean Yearly	238	Vinyl Composition Tile	0		On Request 2XY	
01	111	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	658	Carpet	0			
01	112	Lounge, Staff: Clean 7 Days, Refresh 7 Days	379	Carpet	0			
01	113	Storage: Clean Monthly	379	Carpet	0		Ck Weekly, Clean 1XM 1XM Electrical Switchgear	
01	114	EEOC Equipment: Area Clean Monthly	551	Concrete Sealed	0			
01	115	No Scheduled Services Provided	220	Unknown-No cleaning	0			
01	116	EEOC Equipment: Area Clean Monthly	171	Concrete Sealed	0		1XM UPS Room	
01	117	EEOC Equipment: Area Clean Monthly	1142	Concrete Sealed	0		12XY Generator Room	
01	119	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	747	Carpet	0			
01	119A	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	395	Carpet	0			
01	120	Storage: Clean Monthly	328	Concrete Sealed	0		Water Heater Storage	
01	121	EEOC Equipment: Area Clean Monthly	417	Concrete Sealed	0		1XM HVAC Room	
01	122	Classroom: Clean 1 Day, Check 6 Days	308	Carpet	0		Communication s Room + used for Training	
01	123	No Scheduled Services Provided	122	Unknown-No cleaning	0		Battery Room	
01	124	Storage: Clean 1 Day	265	Carpet	0		AV Room Storage + RFK	
01	125	Conference Room: Clean 5 Days	348	Carpet	0			
01	126	Conference Room: Clean 5 Days	352	Carpet	0			
01	127	Conference Room: Clean 5 Days	404	Carpet	0			
01	128	Office Common Area: Clean 5 Days	2966	Carpet	0	Work Stations	EOC Coordination Center + RFK	

Emergency Communication and Operations Center (ECOC)

Fire Department

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	129	Conference Room: Clean 5 Days	315	Carpet	0			
01	130	Conference Room: Clean 5 Days	227	Carpet	0			
01	131	Conference Room: Clean 5 Days	303	Carpet	0			
01	132	Conference Room: Clean 5 Days	249	Carpet	0			
01	133	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	581	Carpet	0			
01	133A	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	396	Carpet	0			
01	137	Storage: Clean Monthly	2380	Concrete Sealed	0		12XY Equipment Room	
01	138	EE0C Equipment: Area Clean Monthly	144	Vinyl Composition Tile	0		1XM CAD Room	
01	139	Restroom: Clean 7 Days, Refresh 7 Days	222	Grouted tile	8	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	140	Restroom: Clean 7 Days, Refresh 7 Days	241	Grouted tile	9	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	141	Storage: Clean Monthly	47	Carpet	0		Ck Weekly Clean 1XM 7xD	
01	1EL1	Elevator Car: Clean 5 Days, Refresh Sat & Sun	42	Carpet	2	Floors accessed		
01	1S1	Stair: Clean 1 Day, Check 4 Days	203	Raised Disk Tile	0			
01	1S2	Stair: Clean 1 Day, Check 4 Days	223	Vinyl Composition Tile	0			
02	102	Stair: Clean 5 Days	0	Vinyl Composition Tile	0		Stair No 1	
02	118	Stair: Clean 5 Days	189	Vinyl Composition Tile	0		Stair No 2, Concrete up to roof	
02	200	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	113	Carpet	0			
02	202	Office: Clean 1 Day	237	Carpet	1	Work Stations		
02	203	Office: Clean 1 Day	201	Carpet	1	Work Stations		
02	204	Office: Clean 1 Day	173	Carpet	1	Work Stations		
02	205	Office: Clean 1 Day	162	Carpet	1	Work Stations		
02	206	Office: Clean 1 Day	173	Carpet	1	Work Stations		
02	207	Office: Clean 1 Day	244	Carpet	1	Work Stations		
02	208	Office: Clean 1 Day	183	Carpet	1	Work Stations		
02	209	Office: Clean 1 Day	226	Carpet	1	Work Stations		
02	210	Corridor: Clean 5 Days, Check Sat & Sun	733	Carpet	0			
02	211	Lounge, Staff: Clean 7 Days, Refresh 7 Days	662	Grouted tile	1		Police Break Area Kitchen	
02	212	Office: Clean 1 Day	247	Carpet	1	Work Stations		
02	213	Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun	221	Carpet	0			
02	214	Storage: Clean 1 Day	57	Vinyl Composition Tile	0			

Emergency Communication and Operations Center (ECOC)**Fire Department**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
02	215	No Scheduled Services Provided	61	Unknown-No cleaning	0		Telephone Closet	
02	216	EEOC Equipment: Area Clean Monthly	104	Vinyl Composition Tile	0		Electrical	
02	217	Office: Clean 1 Day	196	Carpet	1	Work Stations		
02	218	Conference Room: Clean 5 Days	297	Carpet	0			
02	219	Office: Clean 1 Day	295	Carpet	3	Work Stations		
02	220	Conference Room: Clean 5 Days	295	Carpet	0			
02	221	Conference Room: Clean 5 Days	369	Carpet	0			
02	222	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	523	Carpet	0			
02	223	Restroom: Clean 7 Days, Refresh 7 Days	248	Grouted tile	8	Sinks, Urinals, Toilets and Shower Stalls	Female	
02	224	Restroom: Clean 7 Days, Refresh 7 Days	99	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Female Shower ? FS	
02	225	Locker Room: Clean 7 Days, Refresh 7 Days	670	Grouted tile	0	Sinks	Female	
02	226	Exercise Area: Clean 5 Days	384	Carpet	0			
02	227	Locker Room: Clean 7 Days, Refresh 7 Days	644	Grouted tile	0	Sinks	Male	
02	228	Restroom: Clean 7 Days, Refresh 7 Days	229	Grouted tile	9	Sinks, Urinals, Toilets and Shower Stalls	Male	
02	229	Restroom: Clean 7 Days, Refresh 7 Days	99	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Male Shower	
02	231	Storage: Clean Monthly	339	Carpet	0		Police Storage	
02	232	Custodial Work Station: Clean 5 Days	38	Grouted tile	1	Work Sinks		
02	233	Classroom: Clean 1 Day, Check 6 Days	1198	Raised floor-carpet	0		Training	
02	234	Office: Clean 1 Day	156	Raised floor-carpet	1	Work Stations		
02	235	Office: Clean 1 Day	155	Raised floor-carpet	1	Work Stations		
02	236	Office: Clean 1 Day	142	Raised floor-carpet	1	Work Stations		
02	237	Office: Clean 1 Day	142	Raised floor-carpet	1	Work Stations		
02	238	Restroom: Clean 7 Days, Refresh 7 Days	61	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls		
02	238A	Corridor: Clean 5 Days, Check Sat & Sun	75	Raised floor-carpet	0		Restroom Vestibule	
02	239	Restroom: Clean 7 Days, Refresh 7 Days	54	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls		
02	240	Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun	508	Carpet	0			
02	241	Emergency Communications: Clean 7 Days	5963	Raised floor-carpet	29			
02	242	Corridor: Clean 5 Days	411	Raised floor-carpet	0		Check SqFt	
02	243	Storage: Clean 4 Times per Year	125	Raised floor-carpet	0		On Request	

Emergency Communication and Operations Center (ECOC)**Fire Department**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
02	244	Storage: Clean 4 Times per Year	125	Raised floor-carpet	0		On Request	
02	245	Emergency Communications: Clean 7 Days	2421	Raised floor-carpet	12			
02	245A	EEOC Equipment: Area Clean Monthly	94	Raised floor tiles	0			
02	246	Lounge, Staff: Clean 7 Days, Refresh 7 Days	420	Grouted tile	1			
02	247	Storage: Clean 1 Day, Empty Trash the other 4 Days	54	Vinyl Composition Tile	1		Storage Clean Daily	
02	248	Restroom: Clean 7 Days, Refresh 7 Days	53	Grouted tile	2	Sinks, Urinals, Toilets and Shower Stalls		
02	249	Lounge, Staff: Clean 7 Days, Refresh 7 Days	120	Carpet	0			
02	250	Emergency Communications: Clean 7 Days	128	Raised floor-carpet	1			
02	251	Emergency Communications: Clean 7 Days	374	Raised floor-carpet	3			
02	252	Storage: Clean 1 Day	247	Carpet	0		Ck Daily Clean Weekly elevator lobby	
02	253	Corridor: Clean 5 Days, Check Sat & Sun	62	Grouted tile	0			
03	301	No Scheduled Services Provided	145	Unknown-No cleaning	0		Elevator Machine Room	
03	303	Storage: Clean Yearly	140	Concrete Sealed	0			
EXT	EXT	Exterior Lot & Perimeter: 7 Days	0	Unknown	0		Square feet not measured, inside fence line	
<hr/>								
Building Total		102 Spaces	51,006					

Fire Department Administrative Headquarters (FDAH)**Fire Department**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
1	100	Entrance: Clean 5 Days	363	Carpet	0		Front Lobby	
1	101	Corridor: Clean 5 Days	2683	Carpet	0		Lobby/Open Area	
1	102	Office: Clean 1 Day	49	Carpet	0	Work Stations	Receptionist	
1	104	Community Room: Clean 1 Day, Check 4 Days	1458	Carpet	0		Training room	
1	107	Storage: Clean Monthly	24	Carpet	0		Closet	
1	108	Storage: Clean Monthly	102	Vinyl Composition Tile	0			
1	109	Corridor: Clean 5 Days	530	Concrete Sealed	0			
1	109A	Corridor: Clean 5 Days	135	Concrete Sealed	0			
1	110	Storage: Clean 1 Day	324	Vinyl Composition Tile	0			
1	111	Storage: Clean 1 Day	333	Vinyl Composition Tile	0			
1	112	Storage: Clean 1 Day	63	Concrete Sealed	0			
1	113	Restroom: Clean 5 Days	199	Grouted tile	6	Sinks, Urinals, Toilets and Shower Stalls		
1	114	Restroom: Clean 5 Days	191	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls		
1	115	No Scheduled Services Provided	54	Concrete Sealed	0		Electrical	
1	116	Lounge, Staff: Clean 5 Days	567	Vinyl Composition Tile	1	Sinks	Shared Kitchen	
1	117	Storage: Clean 1 Day	314	Carpet	0			
1	118	Office: Clean 1 Day	245	Carpet	2	Work Stations		
1	119	Office: Clean 1 Day	401	Carpet	4	Work Stations		
1	121	Corridor: Clean 5 Days	294	Concrete Sealed	6			
1	122	Corridor: Clean 1 Day, Check 4 Days	52	Concrete Sealed	0		Vestibule: Clean 1 Day	
1	124	Storage: Clean 1 Day	204	Vinyl Composition Tile	0			
1	125	Office: Clean 1 Day	112	Carpet	2	Work Stations		
1	126	No Scheduled Services Provided	122	Vinyl Composition Tile	0		Data Comm Room	
1	127	Corridor: Clean 1 Day, Check 4 Days	414	Carpet	0		Office: Clean 1 day, trash 7 days	
1	127A	Office: Clean 1 Day	223	Carpet	4	Work Stations		
1	127B	Corridor: Clean 1 Day, Check 4 Days	655	Carpet	0			
1	127C	Corridor: Clean 1 Day, Check 4 Days	613	Carpet	0			
1	127D	Office: Clean 1 Day	402	Carpet	10	Work Stations		
1	127E	Office: Clean 1 Day	427	Carpet	9	Work Stations		
1	128	Office: Clean 1 Day	221	Carpet	1	Work Stations		
1	129	Conference Room: Clean 1 Day, Check 4 Days	211	Carpet	1		Community/Conference	
1	130	Office: Clean 1 Day	139	Carpet	1	Work Stations		
1	131	Office: Clean 1 Day	139	Carpet	1	Work Stations		
1	132	Office: Clean 1 Day	150	Carpet	1	Work Stations		

Fire Department Administrative Headquarters (FDAH)

Fire Department

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
1	133	Office: Clean 1 Day	187	Carpet	2	Work Stations		
1	134	Conference Room: Clean 1 Day, Check 4 Days	217	Carpet	1		Conference Room/Kitchen: Clean 7 days	
1	135	Office: Clean 1 Day	284	Carpet	2	Work Stations		
1	136	Office: Clean 1 Day	220	Carpet	1	Work Stations		
1	137	Office: Clean 1 Day	180	Carpet	1	Work Stations		
1	138	Office: Clean 1 Day	203	Carpet	2	Work Stations		
1	139	Lounge, Staff: Clean 5 Days	396	Sheet vinyl	1	Sinks	PD Break room/Kitchen: Clean and refresh 7 days	
1	140	Showers: Clean 5 Days (Foam)	102	Grouted tile	1	Shower Stalls	Shower Room/Locker Area: Clean and refresh 7 days	
1	141	Storage: Clean 1 Day	59	Carpet	0		Issue Room/Storage: Clean 1 day, Trash 5 days	
1	142	Storage: Clean 1 Day	147	Unknown	0			
1	143	Office: Clean 1 Day	1692	Carpet	0	Work Stations		
1	143A	Office: Clean 1 Day	229	Carpet	4	Work Stations		
1	143B	Office: Clean 1 Day	124	Carpet	2	Work Stations		
1	143C	Office: Clean 1 Day	347	Carpet	8	Work Stations		
1	143D	Office: Clean 1 Day	164	Carpet	4	Work Stations		
1	144	Office: Clean 1 Day	143	Carpet	2	Work Stations		
1	145	Office: Clean 1 Day	143	Carpet	1	Work Stations		
1	146	Office: Clean 1 Day	142	Carpet	1	Work Stations		
1	147	Office: Clean 1 Day	143	Carpet	1	Work Stations		
1	148	Office: Clean 1 Day	144	Carpet	1	Work Stations		
1	149	Office: Clean 1 Day	134	Carpet	1	Work Stations		
1	150	Conference Room: Clean 1 Day, Check 4 Days	304	Carpet	1		Conference Room: Clean 1 day, Trash 5 Days	
1	151	Office: Clean 1 Day	149	Carpet	1	Work Stations		
1	152	Restroom: Clean 5 Days	406	Grouted tile	14	Sinks, Urinals, Toilets and Shower Stalls	Bathroom: Clean and refresh 7 days	
1	153	Restroom: Clean 5 Days	381	Grouted tile	14	Sinks, Urinals, Toilets and Shower Stalls	Bathroom: Clean and refresh 7 days	
1	154	Corridor: Clean 5 Days	386	Concrete Sealed	0		Vestibule	
1	156	Custodial Work Station: Clean 5 Days	35	Concrete Sealed	1	Work Sinks		
1	157	Conference Room: Clean 5 Days	1407	Carpet	0		Squad Room: Clean 1 day, Trash 7 days	
1	158	Corridor: Clean 1 Day	133	Concrete Sealed	0		Vestibule Storage: Clean 1 day	

Fire Department Administrative Headquarters (FDAH)

Fire Department

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
1	159	Storage: Clean Monthly	31	Carpet	0		Closet: Clean 1 Day (av equip)	
1	163	Corridor: Clean 5 Days	331	Unknown	0		Fitness Area	
1	164	Exercise Area: Clean 5 Days	3895	Rubber floor	0		Wellness Machine Area: Clean 7 days	
1	165	Medical Exam or Treatment Area: Clean 5 Days	378	Carpet	0		Health Clinic: Clean 1 day, Trash 5 days	
1	166	Office: Clean 1 Day	122	Carpet	0	Work Stations		
1	167	Office: Clean 1 Day	141	Carpet	0	Work Stations		
1	168	Locker Room: Clean 5 Days	392	Carpet	0	Sinks	Female	
1	169	Locker Room: Clean 5 Days	169	Carpet	0	Sinks	Day-use Locker Room: Clean 7 days per week	
1	170	Restroom: Clean 5 Days	504	Grouted tile	11	Sinks, Urinals, Toilets and Shower Stalls	Womens Restrooms & Showers: Clean 7 days per week	
1	171	Showers: Clean 5 Days (Foam)	381	Grouted tile	8	Shower Stalls	Showers: Clean 7 days	
1	172	Restroom: Clean 5 Days	305	Grouted tile	12	Sinks, Urinals, Toilets and Shower Stalls	Restrooms: Clean 7 days	
1	172A	Storage: Clean Monthly	8	Vinyl Composition Tile	0		Storage: Clean 1 day	
1	172B	Custodial Work Station: Clean 5 Days	39	Vinyl Composition Tile	0	Work Sinks		
1	173	Corridor: Clean 5 Days	72	Vinyl Composition Tile	0		Vestibule: Clean 1 Day	
1	174	Locker Room: Clean 5 Days	1024	Carpet	0	Sinks	Locker Room Clean 7 Days	
1	175	On-Call Sleeping Room: Clean 1 Day, Check 4 Days	146	Carpet	2		Bunk Room: Clean 1 day, Trash 7 days	
1	176	On-Call Sleeping Room: Clean 1 Day, Check 4 Days	197	Carpet	3		PD Bunk Room: Clean 1 day, Trash 7 days	
1	177	Locker Room: Clean 5 Days	2145	Carpet	4	Sinks	Locker Room: Clean and refresh 7 days	
1	178	Corridor: Clean 5 Days	38	Rubber floor	5		Vestibule: Clean 1 Day	
1	179	No Scheduled Services Provided	34	Unknown-No cleaning	6		Data Comm Room	
1	180	No Scheduled Services Provided	587	Concrete Sealed	7		Storage: LBFD	
1	181	No Scheduled Services Provided	829	Vinyl Composition Tile	8		Swat Issue Room	
1	182	No Scheduled Services Provided	420	Vinyl Composition Tile	9		Storage: Armory	
1	183	No Scheduled Services Provided	3758	Unknown-No cleaning	0		No lease for this area	
1	183A	No Scheduled Services Provided	160	Unknown-No cleaning	0		No lease for this area	
1	184	No Scheduled Services Provided	10671	Concrete Sealed	0		Storage: Vehicles	

Fire Department Administrative Headquarters (FDAH)

Fire Department

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
1	185	No Scheduled Services Provided	18189	Concrete Sealed	0		Storage: Fire Apparatus	
1	186	Corridor: Clean 5 Days	224	Carpet	0		To Fire Department locker room	
1	1EL	Elevator Car: Clean 5 Days	38	Carpet	2	Floors Accessed by Elevator		
1	1EX1	Exterior Entry: Clean 5 Days	1581	Unknown	0		Front Entry	
1	1S1	Stair: Clean 5 Days	283	Unknown	0			
1	1S2	Stair: Clean 1 Day, Check 4 Days	99	Unknown	0			
1	1S3	Stair: Clean 1 Day, Check 4 Days	191	Concrete Sealed	0		Stairs 3: Clean 1 Day, Check 4 days	
1	H01	No Scheduled Services Provided	95966	Unknown-No cleaning	0		Hanger	
1	H03	Corridor: Refresh 5 Days	11877	Concrete Sealed	0		Hallway: Clean 5 days	
1	H08	No Scheduled Services Provided	235	Carpet	2		Hangar	
1	H09	No Scheduled Services Provided	564	Carpet	6		Hangar	
1	H10	No Scheduled Services Provided	584	Carpet	3		Hangar	
1	H12	No Scheduled Services Provided	153	Sheet vinyl	0		Hangar	
1	H13	No Scheduled Services Provided	2268	Sheet vinyl	0		Hangar	
2	201	Office: Clean 1 Day	467	Carpet	1	Work Stations		
2	201A	Conference Room: Clean 1 Day, Check 4 Days	90	Carpet	0		Conference Room: Clean 1 day, Trash 5 Days	
2	201A	Conference Room: Clean 1 Day, Check 4 Days	368	Carpet	0		Conference Room: Clean 1 day, Trash 5 Days	
2	202	Restroom: Clean 5 Days	132	Grouted tile	3	Sinks, Urinals, Toilets and Shower Stalls	Bathroom: Clean and refresh 5 days	
2	203	Lounge, Staff: Clean 5 Days	151	Vinyl Composition Tile	1	Sinks	Breakroom: Clean and refresh 5 days	
2	203A	Office: Clean 1 Day	216	Carpet	2	Work Stations		
2	204	Conference Room: Clean 1 Day, Check 4 Days	739	Carpet	0		Conference Room: Clean 1 day, Trash 5 days	
2	205	Restroom: Clean 5 Days	192	Grouted tile	6	Sinks, Urinals, Toilets and Shower Stalls	Bathroom: Clean and refresh 5 days	
2	206	Restroom: Clean 5 Days	184	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Bathroom: Clean and refresh 5 days	
2	207	No Scheduled Services Provided	49	Unknown-No cleaning	0		Storage: Clean 1 day (Data/Tel)	
2	208	Custodial Work Station: Clean 5 Days	68	Concrete Sealed	1	Work Sinks	Equipment Room: No Service Needed	
2	209	Office: Clean 1 Day	111	Carpet	1	Work Stations		
2	209A	Office: Clean 1 Day	494	Carpet	2	Work Stations		

Fire Department Administrative Headquarters (FDAH)**Fire Department**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
2	210	Office: Clean 1 Day	111	Carpet	1	Work Stations		
2	211	Office: Clean 1 Day	111	Carpet	1	Work Stations		
2	212	Office: Clean 1 Day	112	Carpet	1	Work Stations		
2	213	Office: Clean 1 Day	261	Carpet	1	Work Stations		
2	213A	Office: Clean 1 Day	73	Carpet	1	Work Stations		
2	215	Office: Clean 1 Day	258	Carpet	1	Work Stations		
2	216	Office: Clean 1 Day	259	Carpet	0	Work Stations		
2	217	Office: Clean 1 Day	257	Carpet	1	Work Stations		
2	218	Office: Clean 1 Day	145	Carpet	1	Work Stations		
2	219	Office: Clean 1 Day	131	Carpet	1	Work Stations		
2	220	Corridor: Clean 5 Days	1635	Carpet	0			
2	220A	Office: Clean 1 Day	205	Carpet	5	Work Stations		
2	220B	Office: Clean 1 Day	315	Carpet	5	Work Stations		
2	220C	Office: Clean 1 Day	401	Carpet	9	Work Stations		
2	220D	Office: Clean 1 Day	426	Carpet	5	Work Stations		
2	221	Office: Clean 1 Day	270	Carpet	2	Work Stations		
2	222	Office: Clean 1 Day	260	Carpet	1	Work Stations		
2	224	Restroom: Clean 5 Days	239	Grouted tile	11	Sinks, Urinals, Toilets and Shower Stalls	Bathroom: Clean and refresh 5 days	
2	224A	Corridor: Clean 5 Days	39	Unknown	0		Restroom Vestibule	
2	225	Restroom: Clean 5 Days	264	Grouted tile	11	Sinks, Urinals, Toilets and Shower Stalls	Bathroom: Clean and refresh 5 days	
2	225A	Corridor: Clean 5 Days	143	Unknown	0		Female Lounge	
2	226	Office: Clean 1 Day	171	Carpet	1	Work Stations		
2	227	Office: Clean 1 Day	116	Carpet	1	Work Stations		
2	228	Office: Clean 1 Day	116	Carpet	1	Work Stations		
2	229	Office: Clean 1 Day	116	Carpet	1	Work Stations		
2	230	Office: Clean 1 Day	116	Carpet	1	Work Stations		
2	231	Office: Clean 1 Day	117	Carpet	1	Work Stations		
2	232	Office: Clean 1 Day	118	Carpet	1	Work Stations		
2	233	Office: Clean 1 Day	114	Carpet	1	Work Stations		
2	234	Office: Clean 1 Day	114	Carpet	1	Work Stations		
2	235	Storage: Clean 1 Day	130	Vinyl Composition Tile	0			
2	236	Office: Clean 1 Day	102	Carpet	1	Work Stations		
2	237	Office: Clean 1 Day	102	Carpet	1	Work Stations		
2	238	Copy, Mail or Printer Room: Clean 5 Days	213	Carpet	0		Copy Room: Clean 5 days, Trash 5 days	
2	239	Storage: Clean Monthly	35	Vinyl Composition Tile	0		Storage: Clean 1 day	
2	239A	Corridor: Clean 5 Days	194	Unknown	0			
2	240	Storage: Clean Monthly	24	Vinyl Composition Tile	0		Closet: Clean 1 Day	

Fire Department Administrative Headquarters (FDAH)**Fire Department**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
2	241	No Scheduled Services Provided	49	Unknown-No cleaning	0		Data Comm Room	
2	2EX1	Exterior Patio: Clean 1 Day	525	Concrete	0		Balcony	
2	2S2	Stair: Clean 1 Day, Check 4 Days	187	Concrete Sealed	0			
2	2S3	Stair: Clean 1 Day, Check 4 Days	180	Concrete Sealed	0			
2	C01	Corridor: Clean 5 Days	1563	Carpet	0			
2	C03	Corridor: Clean 5 Days	169	Carpet	0			

Building Total 159 Spaces 193,790

Totals for List of Spaces

Building Total 261 Spaces 244,796

City of Long Beach

List of Spaces

Temple & Willow Environmental Services

Temple/Willow Environmental Services Building (TW-ESB)

Temple/Willow

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	101	Corridor: Clean 5 Days	345	Sheet vinyl	0		Lobby	
01	101A	Office: Clean 1 Day	155	Sheet vinyl	1	Work Stations		
01	103	Restroom: Clean 5 Days (Foam)	208	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	104	Restroom: Clean 5 Days (Foam)	205	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	105	Conference Room: Clean 5 Days	311	Carpet	0			
01	106	Office: Clean 1 Day	413	Carpet	3	Work Stations		
01	106A	Copy, Mail or Printer Room: Clean 5 Days	199	Carpet	0			
01	107	Office: Clean 1 Day	144	Carpet	1	Work Stations		
01	108	Office: Clean 1 Day	145	Carpet	1	Work Stations		
01	109	Office: Clean 1 Day	723	Carpet	6	Work Stations		
01	110	Stair: Clean 1 Day, Check 4 Days	185	Carpet	0			
01	111	Office: Clean 1 Day	164	Vinyl Composition Tile	1	Work Stations		
01	112	Office: Clean 1 Day	163	Vinyl Composition Tile	1	Work Stations		
01	113	Office: Clean 1 Day	183	Vinyl Composition Tile	1	Work Stations		
01	114	Office: Clean 1 Day	164	Vinyl Composition Tile	1	Work Stations		
01	115	Office: Clean 1 Day	162	Vinyl Composition Tile	1	Work Stations		
01	116	Office: Clean 1 Day	495	Carpet	6	Work Stations		
01	117	Custodial Work Station: Clean 5 Days	66	Vinyl Composition Tile	1	Work Sinks		
01	118	Conference Room: Clean 5 Days	208	Vinyl Composition Tile	0			
01	119	Storage: Clean 4 Times per Year	211	Vinyl Composition Tile	0			
01	120	No Scheduled Services Provided	142	Unknown-No cleaning	0			
01	121	Exercise Area: Clean 5 Days	362	Rubber floor	0		Staff	
01	122	Locker Room, Clean 5 Days (Foam)	534	Epoxy	8	Sinks	Female Staff	
01	122A	Restroom: Clean 5 Days (Foam)	124	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Female Staff Showers	
01	123	Restroom: Clean 5 Days (Foam)	1093	Epoxy	17	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	123A	Restroom: Clean 5 Days (Foam)	225	Grouted tile	10	Sinks, Urinals, Toilets and Shower Stalls	Male Staff Showers	
01	124	Lounge, Staff: Clean 5 Days	107	Concrete Sealed	0	Sinks	Ice Machine	
01	125	Storage: Clean 1 Day, Empty Trash the other 4 Days	548	Vinyl Composition Tile	0		Uniform/Tools Issue	
01	126	Meeting Room - Clean 5 Days	2743	Vinyl Composition Tile	0		Assembly	
01	127	Office: Clean 1 Day	229	Vinyl Composition Tile	2	Work Stations		
01	128	Office: Clean 1 Day	145	Sheet vinyl	1	Work Stations		

Temple/Willow Environmental Services Building (TW-ESB)

Temple/Willow

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	129	Office: Clean 1 Day	115	Carpet	1	Work Stations		
01	130	Office: Clean 1 Day	154	Carpet	1	Work Stations		
01	131	Office: Clean 1 Day	158	Carpet	1	Work Stations		
01	132	Office: Clean 1 Day	212	Sheet vinyl	2	Work Stations		
01	133	Office: Clean 1 Day	206	Carpet	1	Work Stations		
01	134	Office: Clean 1 Day	163	Carpet	1	Work Stations		
01	135	No Scheduled Services Provided	75	Unknown-No cleaning	0			
01	136	Storage: Clean Monthly	84	Vinyl Composition Tile	0			
01	137	Meeting Room - Clean 5 Days	1127	Carpet	0		Training	
01	137A	No Scheduled Services Provided	29	Unknown-No cleaning	0			
01	138	Lounge, Staff: Clean 5 Days	227	Vinyl Composition Tile	1	Sinks		
01	140	No Scheduled Services Provided	57	Unknown-No cleaning	0			
01	1EX1	Exterior Entry: Clean 5 Days	267	Concrete	0			
01	1EX2	Exterior Entry: Clean 5 Days	792	Concrete	0			
01	1EX3	Exterior Entry: Clean 5 Days	202	Concrete	0			
01	C1	Corridor: Clean 5 Days	500	Carpet	0			
01	C2	Corridor: Clean 5 Days	731	Sheet vinyl	0			
01	C3	Corridor: Clean 5 Days	400	Sheet vinyl	0			
01	C4	Corridor: Clean 5 Days	66	Vinyl Composition Tile	0			
01	EL1	Elevator Car: Clean 5 Days	33	Carpet	2	Floors Accessed by Elevator		
01	S1	Stair: Clean 5 Days	147	Carpet	0			
02	201	Reception Area, Public: Clean 5 Days	186	Carpet	0			
02	201A	Office: Clean 1 Day	120	Carpet	1	Work Stations		
02	202	Corridor: Clean 5 Days	147	Carpet	0		Stairwell	
02	203	Restroom: Clean 5 Days (Foam)	206	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Male	
02	204	Restroom: Clean 5 Days (Foam)	205	Grouted tile	5	Sinks, Urinals, Toilets and Shower Stalls	Female	
02	205	Conference Room: Clean 5 Days	625	Carpet	0			
02	206	Office: Clean 1 Day	199	Carpet	1	Work Stations		
02	207A	Office: Clean 1 Day	818	Carpet	7	Work Stations		
02	207B	Office: Clean 1 Day	576	Carpet	8	Work Stations		
02	208	Building Services Satellite Supply Area: Clean 5 Days	40	Concrete Sealed	1	Work Sinks		
02	210	Stair: Clean 1 Day, Check 4 Days	228	Carpet	0			
02	211	Storage: Clean 1 Day	345	Vinyl Composition Tile	0			
02	212	Lounge; Staff: Clean 5 Days	370	Vinyl Composition Tile	1	Sinks		

Temple/Willow Environmental Services Building (TW-ESB)**Temple/Willow**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
02	214	Office: Clean 1 Day	200	Carpet	1	Work Stations		
02	215	Office: Clean 1 Day	212	Carpet	1	Work Stations		
02	216	Office: Clean 1 Day	212	Carpet	1	Work Stations		
02	217	Office: Clean 1 Day	272	Carpet	1	Work Stations		
02	218	Conference Room: Clean 5 Days	312	Carpet	0			
02	219	Office: Clean 1 Day	357	Carpet	1	Work Stations		
02	220	Copy, Mail or Printer Room: Clean 5 Days	157	Vinyl Composition Tile	0			
02	221	Office: Clean 1 Day	204	Carpet	1	Work Stations		
02	222	Office: Clean 1 Day	180	Carpet	1	Work Stations		
02	222A	Office: Clean 1 Day	109	Carpet	1	Work Stations		
02	223	Office: Clean 1 Day	123	Carpet	1	Work Stations		
02	224	Office: Clean 1 Day	263	Carpet	1	Work Stations		
02	225	Office: Clean 1 Day	235	Carpet	1	Work Stations		
02	226	Office: Clean 1 Day	141	Carpet	1	Work Stations		
02	2C1	Corridor: Clean 5 Days	388	Carpet	0			
02	2C2	Corridor: Clean 5 Days	301	Carpet	0			
02	2C3	Corridor: Clean 5 Days	775	Carpet	0			
02	2C4	Corridor: Clean 1 Day, Check 4 Days	181	Carpet	0			

Building Total 83 Spaces 25,533

Totals for List of Spaces

Building Total 83 Spaces 25,533

City of Long Beach

List of Spaces

Wireless Communication

Wireless Communications (WC)**Technology Services**

FN	Space	SpaceType Service	Sq Feet	Surface	Qty	Counted Items	Note	Dept
01	01	Office: Clean 1 Day	118	Carpet	1	Work Stations		
01	01A	Office: Clean 1 Day	236	Carpet	1	Work Stations		
01	02	Entrance: Clean 5 Days	216	Carpet	0			
01	03	Restroom: Clean 5 Days	151	Sheet vinyl	5	Sinks, Urinals, Toilets and Shower Stalls	Male Staff	
01	04	Restroom: Clean 5 Days	151	Sheet vinyl	5	Sinks, Urinals, Toilets and Shower Stalls	Female Staff	
01	05	Office: Clean 1 Day	218	Carpet	1	Work Stations		
01	06	Office: Clean 1 Day	149	Carpet	1	Work Stations		
01	07	Office: Clean 1 Day	146	Carpet	1	Work Stations		
01	08	Office: Clean 1 Day	242	Carpet	1	Work Stations		
01	09	Conference Room: Clean 1 Day, Check 4 Days	286	Carpet	0			
01	10	Office: Clean 1 Day	677	Carpet	1	Work Stations	Monitoring Equipment	
01	10A	Office: Clean 1 Day	143	Carpet	1	Work Stations		
01	10B	Office: Clean 1 Day	164	Carpet	1	Work Stations		
01	10C	Office: Clean 1 Day	80	Carpet	1	Work Stations		
01	11	Office: Clean 1 Day	668	Carpet	1	Work Stations	Monitoing Equipment	
01	12	Restroom: Clean 5 Days	172	Sheet vinyl	5	Sinks, Urinals, Toilets and Shower Stalls	Male	
01	13	Restroom: Clean 5 Days	200	Sheet vinyl	5	Sinks, Urinals, Toilets and Shower Stalls	Female	
01	14	Lounge, Staff: Clean 2 Days, Check 3 Days	872	Vinyl Composition Tile	1	Sinks		
01	15	Office: Clean 1 Day	2741	Vinyl Composition Tile	1	Work Stations	Electronics Repair Shop	
01	16	No Scheduled Services Provided	2318	Unknown-No cleaning	0		Stock room	
01	16A	Office: Clean 1 Day	393	Vinyl Composition Tile	2	Work Stations		
01	17	No Scheduled Services Provided	13061	Unknown-No cleaning	0		Warehouse	
01	1EX1	Exterior Entry: Clean 1 Day	60	Concrete	0			
01	1EX2	Exterior Entry: Clean 1 Day	55	Concrete	0			
01	C01	Corridor: Clean 1 Day, Check 4 Days	1067	Carpet	0			
01	C02	Corridor: Clean 1 Day, Check 4 Days	694	Vinyl Composition Tile	0			

Building Total 26 Spaces 25,278

Totals for List of Spaces

Building Total 26 Spaces 25,278

City of Long Beach

Tasks & Frequencies

Base Services (Level 1)

APPENDIX C

Building Services Satellite Supply Area: Clean 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Classroom: Clean 1 Day, Check 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors

Classroom: Clean 1 Day, Check 6 Days

Refreshing - Week Days	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Classroom: Clean 5 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Community Kitchen, Senior Center: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Wet Clean Floors	1 Day	Monday - Friday	Scrubble Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Community Kitchen: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Furniture	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Community Room: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 3rd Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Community Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Community Room: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Community Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Conference Room: Clean 1 Day, Check 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Conference Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Conference Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors - Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
<hr/>				
<hr/>				

Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Copy, Mail or Printer Room: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Burnishing

Copy, Mail or Printer Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Burnishing

Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Corridor Emergency Exit Only: Check Monthly, Clean Yearly

Routine Cleaning, Weekday	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors

Corridor: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Corridor: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	4 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Burnishing				

Corridor: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Corridor: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Corridor: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors

Corridor: Clean 5 Days, Check Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Corridor: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Corridor: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Corridor: Clean 7 Days, Refresh 7 Days per Week

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
Specifications, Tasks & Frequencies	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Service Level 1			

Corridor: Clean 7 Days, Refresh 7 Days per Week

Refreshing - Week Days	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Corridor: Refresh 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	3 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors

Custodial Work Station: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
Refreshing, Saturday and Sunday	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

EEOC Equipment: Area Clean Monthly

Routine Cleaning, Weekday	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	Monthly	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors

EEOC Basement: Check Monthly, Clean 4 Times per Year

Routine Cleaning, Weekday	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Rinse Floors with Water Hose	Monthly	Monday - Friday	Hard Surface floors

Elevator Car: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Elevator Car: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Elevator Car: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Elevator Door Tracks	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Completely (with Detail)	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
Specifications, Tasks & Frequencies	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces

Elevator Car: Clean 7 Days, Refresh 7 Days

Refreshing, Saturday and Sunday	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Emergency Communications: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Recycle Containers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Entrance: Clean 1 Day per Week, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Entrance: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors

Entrance: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
	Clean Floor Mats	1 Day	1 Weekend Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors

Entrance: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Clean Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Entrance: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Refresh Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
Specifications, Tasks & Frequencies	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Service Level 1			

Entrance: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Refresh Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Exercise Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Exercise Area: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Specifications, Tasks & Frequencies		Service Level 1		Page 44 of 112

Exercise Area: Clean 7 Days**Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days**

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Rinse Floors with Water Hose	5 Days	Monday - Friday	Hard Surface floors
Refreshing - Week Days	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	5 Days	Monday - Friday	All Floor Surfaces
Refreshing, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	2 Days	2 Weekend Days	All Floor Surfaces

Exterior Entry: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	Monday - Friday	All Floor Surfaces
	Sweep Floors	1 Day	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	2 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	2 Days	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	3 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	3 Days	Monday - Friday	Hard Surface floors
	Spot Mop	2 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	1 Weekend Day	All Floor Surfaces
	Sweep Floors	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors

Exterior Entry: Clean 7 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Outside Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Floors	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Exterior Lot & Perimeter: 2 Days

Routine Cleaning, Weekday	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces

Exterior Lot & Perimeter: 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces

Exterior Lot & Perimeter: 6 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces

Exterior Lot & Perimeter: 7 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces

Exterior Patio: Clean 1 Day

Routine Cleaning, Weekday	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	1 Day	Monday - Friday	All Floor Surfaces

Exterior Patio: Clean 1 Day, Check 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	1 Day	Monday - Friday	All Floor Surfaces

Exterior Stair: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Sweep Floors	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors

Exterior: Remove Litter 1 Day

Routine Cleaning, Weekday	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
---------------------------	---------------	-------	-----------------	--------------------

Exterior: Remove Litter 3 Days

Routine Cleaning, Weekday	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
---------------------------	---------------	--------	-----------------	--------------------

Exterior: Remove Litter 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
---------------------------	---------------	--------	-----------------	--------------------

Exterior: Remove Litter 7 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces

Game Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Library Archives: Clean Monthly

Routine Cleaning, Weekday	Empty and Service Trash Receptacles	Monthly	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	Monthly	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors

Library Auditorium: Clean 1 Day, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
Burnishing	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Library Community Meeting Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Library Community Meeting Room: Clean 5 Days, Refresh Saturday

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Refresh Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Refill Dispensers	1 Day	1 Weekend Day	All Floor Surfaces
	Vacuum Visible Soil Only	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Library Processing: Clean 1 Day, Check 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Refresh Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Refill Dispensers	1 Day	1 Weekend Day	All Floor Surfaces
	Vacuum Visible Soil Only	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Library Processing: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Library Processing: Clean 5 Days, Check Saturday

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Vacuum Visible Soil Only	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors

Library Study or Reference: Clean & Refresh 7 Days (Space Vac)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
Refreshing - Week Days	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
Refreshing, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces

Library Study or Reference: Clean & Refresh 7 Days (Space Vac)

Refreshing, Saturday and Sunday	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Library Study or Reference: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Library Study or Reference: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
Burnishing	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Library Theater: Clean 1 Day, Check 4 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	4 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Completely (with Detail)	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Locker Room, Clean 5 Days (Foam)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Locker Room: Clean 2 Days, Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Burnishing				

Locker Room: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	3 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Locker Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Locker Room: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Locker Room: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
Specifications, Tasks & Frequencies		Service Level 1	Page 66 of 112	

Locker Room: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Lounge Staff: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	1 Day	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Burnishing				

Lounge, Staff: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Lounge, Staff: Clean 2 Days, Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Lounge, Staff: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	3 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors

Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun

Refreshing, Saturday and Sunday	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Lounge, Staff: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Lounge, Staff: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	2 Weekend Days	All Floor Surfaces
Specifications, Tasks & Frequencies	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors

Lounge, Staff: Clean 5 Days, Refresh Sat & Sun

Refreshing, Saturday and Sunday	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
---------------------------------	--	--------	----------------	---------------------

Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
----------	--------	----------------	---------------------

Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
------------	----------------------------	----------------	-----------------	------------------

Lounge, Staff: Clean 5 Days, Refresh Saturday

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Refreshing on Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Refresh Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Drinking Fountain	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	1 Day	1 Weekend Day	All Floor Surfaces
	Clean Appliances - Exterior Only	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	1 Weekend Day	Carpeted Floors

Lounge, Staff: Clean 5 Days, Refresh Saturday

Refreshing on Saturday	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Medical Exam or Treatment Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday

Meeting Room - Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday

Meeting Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Office Common Area: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnishing	Every 4th Week	Monday - Friday	Burnished Floors

Office Common Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Office, Multishift and Weekend Use: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Empty and Service Trash Receptacles	1 Day	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Office: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Office: Public Contact Clean 5 Times

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

On-Call Sleeping Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Police Holding Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Reception Area, Public: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 1 Day, Refresh 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	4 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	Monday - Friday	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	2 Days	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 2 Days, Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	Monday - Friday	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Days in 4 Weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Days in 4 Weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	3 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	3 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 5 Days (Foam)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Restroom: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors - Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Refill Dispensers	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	1 Weekend Day	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	1 Weekend Day	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 7 Days (Foam), Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Floors	2 Days	2 Weekend Days	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Visible Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces

Restroom: Clean 7 Days (Foam), Refresh 7 Days

Refreshing, Saturday and Sunday	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Restroom: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
	Clean and Refill Floor Drains	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces

Restroom: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Floors	2 Days	2 Weekend Days	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	2 Weekend Days	Hard Surface floors
	Clean and Refill Floor Drains	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Visible Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces

Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days

Refreshing, Saturday and Sunday	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Clean & Disinfect Floors, Partitions & Fixtures -Spray Foam	5 Times per Day	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Senior Center, Gift Shop: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Showers: Clean 2 Days (Foam), Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days in 2 Weeks	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days in 2 Weeks	Monday - Friday	All Floor Surfaces
	Refresh Floor Mats	3 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	2 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	3 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Showers: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Showers: Clean 5 Days (Foam)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Stair: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Burnishing

Stair: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Stair: Clean 5 Days, Check Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Stair: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Sweep Visible Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors

Stair: Clean 7 Days, Refresh 7 Days

Refreshing, Saturday and Sunday	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Stair: Clean Yearly, Check Monthly

Routine Cleaning, Weekday	Remove Litter	Monthly	Monday - Friday	All Floor Surfaces
	Spot Mop	Monthly	Monday - Friday	Hard Surface floors

Storage: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors

Storage: Clean 1 Day, Empty Trash the other 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors

Storage: Clean 2 Times per Month, Check Weekly

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors

Storage: Clean Monthly

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	Monthly	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors

APPENDIX D MINIMUM WEEKLY LABOR HOURS FOR ENHANCED SERVICES (LEVEL 2)

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. 3*.

Department	Buildings	Minimum Daily and Weekly Labor (Worker) Hours to be provided by the Contractor								Schedule Restrictions
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
Public Works: Public Service Yard (Travel time to the site is not included. Travel times from building to building are included.)	Carpenter Shop	8.0	8.0	8.0	8.0	8.0	0	0	40.0	Monday – Friday: 4 am – 12 pm
	Graffiti Shop									
	HVAC and Plumbing Shops									
	Lock Shop									
	Street Maintenance and Training									
	Structural Paint Shop									
	Traffic Engineering Paint Shop									
	Traffic Management and Electrical Shop									
	Traffic Operations									
	Welding Offices									
Technology Services (Travel time is not included.)	Wireless Communication	3.0	3.0	3.0	3.0	3.0	0	0	15.0	Monday – Friday: 8 am – 2 pm
Fire (Travel time is not included.)	Emergency Communications & Operations Center	8.0	8.0	8.0	8.0	8.0	6.0	6.0	52.0	Every Day: 8 am – 5 pm Contractor shall provide one employee per day.
	Administrative Headquarters	12.0	12.0	12.0	12.0	12.0	0	0	60.0	Monday – Friday: 8 am – 4 pm
	Subtotal	20.0	20.0	20.0	20.0	20.0	6.0	6.0	112.0	
Public Works: Temple & Willow (Travel time is not included.)	Environmental Services	8.0	8.0	8.0	8.0	8.0	0	0	40.0	Monday – Friday: 5 am – 2 pm Contractor shall provide one employee per day.

ENHANCED SERVICES (LEVEL 2) (continued)

Department	Buildings	Minimum Daily and Weekly Labor (Worker) Hours to be provided by the Contractor								Schedule Restrictions
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	When Contractor shall perform the work
Parks and Recreation (Travel time to the first building is not included. Travel times between each building and back to 1 st building are included.)	Park Restrooms – Route 1	11.5	11.5	11.5	11.5	11.5	11.5	11.5	80.5	1 st Cleaning Every Day: 4 am – 10 am Contractor shall provide two employees for each group.
	Park Restrooms – Route 2	9.5	9.5	9.5	9.5	9.5	9.5	9.5	66.5	
	Park Restrooms – Route 3	10.5	10.5	10.5	10.5	10.5	10.5	10.5	73.5	
	Park Restrooms – Route 4	8.5	8.5	8.5	8.5	8.5	8.5	8.5	59.5	
	Park Restrooms – Route 1	3.75	3.75	3.75	3.75	3.75	3.75	3.75	26.25	Refreshing Every Day: 1 pm – 4 pm
	Park Restrooms – Route 2	1.75	1.75	1.75	1.75	1.75	1.75	1.75	12.25	
	Park Restrooms – Route 3	3.5	3.5	3.5	3.5	3.5	3.5	3.5	24.5	
	Park Restrooms – Route 4	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	
	Subtotal	54.0	54.0	54.0	54.0	54.0	54.0	54.0	378.0	
Parks and Recreation (Travel time is not included.)	Senior Center	10.0	10.0	10.0	10.0	10.0	0	0	50.0	Monday – Friday: 4 am – 8 am
Long Beach Gas & Oil (Travel time is not included.)	SERRF Administration Building	1.0	0	0	1.0	0	0	0	2.0	Monday & Thursday: 8 am – 10 am
Police Department (Travel times are not included.)	Youth Services	3.0	3.0	3.0	3.0	3.0	0	0	15.0	Monday – Friday: 7 am – 11 am
	East Division	3.0	3.0	3.0	3.0	3.0	3.0	3.0	21.0	Every Day: 8 am – 5 pm
	Subtotal	6.0	6.0	6.0	6.0	6.0	3.0	3.0	36.0	

ENHANCED SERVICES (LEVEL 2) (continued)

Department	Buildings	Minimum Daily and Weekly Labor (Worker) Hours to be provided by the Contractor								Schedule Restrictions
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
Library Services (Travel times are not included.)	Main Library	16.0	14.0	16.0	16.0	16.0	10.0	10.0	98.0	Monday – Friday: 7 am – 10 am, Saturday: 8:15 am – 10 am, and Sunday: 10:15 am – 12 pm 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.
	Main Library (Day Porter)	8.0	10.0	8.0	10.0	7.0	7.0	5.0	55.0	Monday & Wednesday: 10 am – 6 pm, Tuesday & Thursday: 10 am – 8 pm, Friday & Saturday: 10 am – 5 pm, and Sunday: 12 pm – 5 pm.
	Subtotal Main Library	24.0	24.0	24.0	26.0	23.0	17.0	15.0	153.0	
	Alamitos Branch Library	0	3.0	3.0	3.0	1.5	1.5	0	12.0	Monday – Thursday: 9 am – 12 am, and Friday & Saturday: 9 am – 10 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	0	3.0	3.0	3.0	1.5	1.5	0	12.0	
	Bay Shore Branch Library	0	3.0	3.0	3.0	1.5	1.5	0	12.0	
	Brete Harte Branch Library	2.5	2.5	2.5	2.5	2.0	2.0	0	14.0	
	Brewitt Branch Library	0	2.0	2.0	2.0	1.5	1.5	0	9.0	
	Burnett Branch Library	0	3.0	3.0	3.0	1.5	1.5	0	12.0	
	Dana Branch Library	0	3.0	3.0	3.0	1.5	1.5	0	12.0	
	El Dorado Branch Library	3.0	3.0	3.0	3.0	2.0	2.0	0	16.0	
	Los Altos Branch Library	0	3.0	3.0	3.0	1.5	1.5	0	12.0	
	Mark Twain Branch Library	5.0	5.0	5.0	5.0	4.0	4.0	0	28.0	
	North Branch Library	2.5	2.5	2.5	2.5	1.5	1.5	0	13.0	
	Subtotal Branch Libraries	13.0	33.0	33.0	33.0	20.0	20.0	0	152.0	

ENHANCED SERVICES (LEVEL 2) (continued)

Department	Buildings	Minimum Daily and Weekly Labor (Worker) Hours to be provided by the Contractor								Schedule Restrictions
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
Community Development (Travel times are not included.)	7 th Street Community Center	1.0	0	0	.75	0	0	0	1.75	When Contractor shall perform the work Monday & Thursday: 4 am – 8 am
	Veteran's Organizations Building	0	0	0	1.5	0	0	0	1.5	Thursday: 2 pm – 5 pm
	Anaheim Community Police Center	.5	0	.5	0	.5	0	0	1.5	Monday, Wednesday & Friday: 4 am – 8 am
	Housing Authority Office	4.0	4.0	4.0	4.0	4.0	0	0	20.0	Monday – Friday: 4 am – 8 am
	Neighborhood Resource Center	1.5	1.0	1.0	1.0	1.0	0	0	5.5	Monday – Friday: 4 am – 8 am
	Willmore Community Police Center	1.0	0	0	0	0	0	0	1.0	Monday: 4 am – 8 am
	Wrigley Community Police Center	1.0	0	0	0	0	0	0	1.0	Monday: 4 am – 8 am
	5641 Atlantic Boulevard	1.0	0	0	0	0	0	0	0	Monday: 4 am – 8 am
	Center for Working Families	1.0	1.0	1.0	1.0	1.0	0	0	5.0	Monday – Friday: 5 pm – 7 am
Subtotal Community Development		11.0	6.0	6.5	8.25	6.5	0	0	38.25	
Total All Buildings		158.0	172.0	172.5	177.25	158.5	100.0	78.0	1,016.25	

City of Long Beach

Tasks & Frequencies

Enhanced Services (Level 2)

APPENDIX E

Building Services Satellite Supply Area: Clean 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Classroom: Clean 1 Day, Check 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors

Classroom: Clean 1 Day, Check 6 Days

Refreshing - Week Days	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Classroom: Clean 5 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Community Kitchen, Senior Center: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	4 Days	Monday - Friday	Hard Surface floors
	Wet Clean Floors	1 Day	Monday - Friday	Scrubble Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Machine Scrub Floors	4 Times per Year	Yearly	Scrubble Floors
	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Community Kitchen: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Furniture	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Community Room: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Community Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Community Room: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	2 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	3 times per Year	Yearly	Carpeted Floors

Community Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Conference Room: Clean 1 Day, Check 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Conference Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Conference Room: Clean 7 Days per Week

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Conference Room:Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Copy, Mail or Printer Room: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Copy, Mail or Printer Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor Emergency Exit Only: Check Monthly, Clean Yearly

Routine Cleaning, Weekday	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors

Corridor: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	4 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Corridor: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Clean 5 Days (Space Vac), Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Clean 5 Days, Check Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	3 times per Year	Yearly	Carpeted Floors

Corridor: Clean 7 Days, Refresh 7 Days per Week

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces

Corridor: Clean 7 Days, Refresh 7 Days per Week

Refreshing - Week Days	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Corridor: Refresh 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	3 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors

Custodial Work Station: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors

Custodial Work Station: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
Refreshing, Saturday and Sunday	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

EEOC Equipment: Area Clean Monthly

Routine Cleaning, Weekday	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	Monthly	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	Every 2 Years	Yearly	Carpeted Floors

EEOC Basement: Check Monthly, Clean 4 Times per Year

Routine Cleaning, Weekday	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Rinse Floors with Water Hose	Monthly	Monday - Friday	Hard Surface floors

Elevator Car: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	6 Times per Year	Yearly	Carpeted Floors

Elevator Car: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	6 Times per Year	Yearly	Carpeted Floors

Elevator Car: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Elevator Door Tracks	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Completely (with Detail)	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	2 Weekend Days	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors

Elevator Car: Clean 7 Days, Refresh 7 Days

Refreshing, Saturday and Sunday	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	2 Times per Year	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	6 Times per Year	Yearly	Carpeted Floors

Emergency Communications: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Recycle Containers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Entrance: Clean 1 Day per Week, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	1 Day	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Entrance: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Annual Projects - All Floor Types	Shampoo Floor Mats	Monthly	Yearly	All Floor Surfaces
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Entrance: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
	Clean Floor Mats	1 Day	1 Weekend Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors
Annual Projects - All Floor Types	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
	Shampoo Floor Mats	Monthly	Yearly	All Floor Surfaces
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	6 Times per Year	Yearly	Carpeted Floors

Entrance: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Clean Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Annual Projects - All Floor Types	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Shampoo Floor Mats	Monthly	Yearly	All Floor Surfaces
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	6 Times per Year	Yearly	Carpeted Floors

Entrance: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Refresh Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces

Entrance: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Refresh Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Annual Projects - All Floor Types	Shampoo Floor Mats	Monthly	Yearly	All Floor Surfaces
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	6 Times per Year	Yearly	Carpeted Floors

Exercise Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Exercise Area: Clean 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Exterior Entry, Restroom, Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Rinse Floors with Water Hose	5 Days	Monday - Friday	Hard Surface floors
Refreshing - Week Days	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	5 Days	Monday - Friday	All Floor Surfaces
Refreshing, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	2 Days	2 Weekend Days	All Floor Surfaces

Exterior Entry: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	Monday - Friday	All Floor Surfaces
	Sweep Floors	1 Day	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	2 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	2 Days	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	3 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	3 Days	Monday - Friday	Hard Surface floors
	Spot Mop	2 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors

Exterior Entry: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	1 Weekend Day	All Floor Surfaces
	Sweep Floors	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors

Exterior Entry: Clean 7 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Rinse Floors with Water Hose	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Outside Floor Mats	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Floors	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Exterior Lot & Perimeter: 2 Days

Routine Cleaning, Weekday	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces

Exterior Lot & Perimeter: 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces

Exterior Lot & Perimeter: 6 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces

Exterior Lot & Perimeter: 7 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces

Exterior Patio: Clean 1 Day

Routine Cleaning, Weekday	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	1 Day	Monday - Friday	All Floor Surfaces

Exterior Patio: Clean 1 Day, Check 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	1 Day	Monday - Friday	All Floor Surfaces

Exterior Stair: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Sweep Floors	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors

Exterior: Remove Litter 1 Day

Routine Cleaning, Weekday	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
---------------------------	---------------	-------	-----------------	--------------------

Exterior: Remove Litter 3 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
---------------------------	---------------	--------	-----------------	--------------------

Exterior: Remove Litter 5 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
---------------------------	---------------	--------	-----------------	--------------------

Exterior: Remove Litter 7 Days

Routine Cleaning, Weekday	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
Routine Cleaning, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces

Game Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Library Archives: Clean Monthly

Routine Cleaning, Weekday	Empty and Service Trash Receptacles	Monthly	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	Monthly	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	Every 4 Years	Yearly	Carpeted Floors

Library Auditorium: Clean 1 Day, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
Refreshing - Week Days	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Library Community Meeting Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Library Community Meeting Room: Clean 5 Days, Refresh Saturday

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Refresh Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Refill Dispensers	1 Day	1 Weekend Day	All Floor Surfaces
	Vacuum Visible Soil Only	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Library Processing: Clean 1 Day, Check 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Refresh Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Refill Dispensers	1 Day	1 Weekend Day	All Floor Surfaces
	Vacuum Visible Soil Only	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Library Processing: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Library Processing: Clean 5 Days, Check Saturday

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	1 Weekend Day	Hard Surface floors

Library Study or Reference: Clean & Refresh 7 Days (Space Vac)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
Refreshing - Week Days	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
Refreshing, Saturday and Sunday	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces

Library Study or Reference: Clean & Refresh 7 Days (Space Vac)

Refreshing, Saturday and Sunday	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Library Study or Reference: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Library Study or Reference: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Library Theater: Clean 1 Day, Check 4 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	4 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Completely (with Detail)	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors

Locker Room, Clean 5 Days (Foam)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Locker Room: Clean 2 Days, Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Locker Room: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	3 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Locker Room: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Locker Room: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Locker Room: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces

Locker Room: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Lounge Staff: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	1 Day	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Lounge, Staff: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Lounge, Staff: Clean 2 Days, Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Lounge, Staff: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors

Lounge, Staff: Clean 3 Days, Check 2 Days, Refresh Sat & Sun

Refreshing, Saturday and Sunday	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Lounge, Staff: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Lounge, Staff: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors

Lounge, Staff: Clean 5 Days, Refresh Sat & Sun

Refreshing, Saturday and Sunday	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Lounge, Staff: Clean 5 Days, Refresh Saturday

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Refreshing on Saturday	Disinfect Building and Fixture Contact Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Refresh Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Drinking Fountain	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	1 Day	1 Weekend Day	All Floor Surfaces
	Clean Appliances - Exterior Only	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	1 Weekend Day	Carpeted Floors

Lounge, Staff: Clean 5 Days, Refresh Saturday

Refreshing on Saturday	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	1 Weekend Day	Hard Surface floors
	Spot Mop	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	Monday - Friday	All Floor Surfaces
	Clean Appliances - Exterior Only	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Drinking Fountain	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Clean Appliances - Exterior Only	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Medical Exam or Treatment Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Burnishing				
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Meeting Room - Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Meeting Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Office Common Area: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Office Common Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Office, Multishift and Weekend Use: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Empty and Service Trash Receptacles	1 Day	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Office: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Office: Public Contact Clean 5 Times

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

On-Call Sleeping Room: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Police Holding Area: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Reception Area, Public: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Restroom: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Restroom: Clean 1 Day, Refresh 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	Monday - Friday	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	4 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors

Restroom: Clean 2 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	2 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	2 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 2 Days, Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	Monday - Friday	Hard Surface floors
	Spot Mop	3 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	3 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	3 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	3 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	3 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	3 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	3 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	4 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 5 Days (Foam)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Restroom: Clean 5 Days, Refresh Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 6 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday	Remove Litter	1 Day	1 Weekend Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	1 Weekend Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	1 Weekend Day	All Floor Surfaces
	Refill Dispensers	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	1 Weekend Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	1 Weekend Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	1 Weekend Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	1 Weekend Day	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	1 Weekend Day	Hard Surface floors
	Clean and Refill Floor Drains	1 Day	1 Weekend Day	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restroom: Clean 7 Days (Foam), Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Floors	2 Days	2 Weekend Days	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Clean and Refill Floor Drains	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Visible Soil Only	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces

Restroom: Clean 7 Days (Foam), Refresh 7 Days

Refreshing, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Restroom: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Disinfect All Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	5 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	2 Days	2 Weekend Days	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	2 Weekend Days	Hard Surface floors
	Clean and Refill Floor Drains	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces

Restroom: Clean 7 Days, Refresh 7 Days

Refreshing - Week Days	Refresh Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refresh Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refresh Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Floors	2 Days	2 Weekend Days	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Clean and Refill Floor Drains	2 Days	2 Weekend Days	Hard Surface floors
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Visible Soil Only	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces

Restrooms, Parks: Clean (Foam) 7 Days, Refresh 7 Days

Refreshing, Saturday and Sunday	Empty and Service Trash Receptacles	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Fixtures	2 Days	2 Weekend Days	All Floor Surfaces
	Refill Dispensers	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Clean & Disinfect Floors, Partitions & Fixtures -Spray Foam	5 Times per Day	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors

Senior Center, Gift Shop: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors

Showers: Clean 2 Days (Foam), Check 3 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days in 2 Weeks	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days in 2 Weeks	Monday - Friday	All Floor Surfaces
	Refresh Floor Mats	3 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	2 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Spot Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	3 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Showers: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Showers: Clean 5 Days (Foam)

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Refill Dispensers	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Clean Floor Mats	5 Days	Monday - Friday	All Floor Surfaces
	Sweep Floors	5 Days	Monday - Friday	Hard Surface floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Monday - Friday	Hard Surface floors
	Clean and Refill Floor Drains	5 Days	Monday - Friday	Hard Surface floors

Stair: Clean 1 Day, Check 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
Burnishing	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Stair: Clean 5 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	1 Day	Monday - Friday	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	2 Times per Year	Yearly	Carpeted Floors

Stair: Clean 5 Days, Check Sat & Sun

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Hard Floors	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Stair: Clean 7 Days, Refresh 7 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	2 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Monday - Friday	Hard Surface floors
	Spot Mop	4 Days	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	2 Days	Monday - Friday	Hard Surface floors
Routine Cleaning, Saturday and Sunday	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	2 Weekend Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	2 Days	2 Weekend Days	Hard Surface floors
Refreshing - Week Days	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Litter	5 Days	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	5 Days	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Monday - Friday	Carpeted Floors
	Sweep Visible Soil Only	5 Days	Monday - Friday	Hard Surface floors
Refreshing, Saturday and Sunday	Spot Mop	5 Days	Monday - Friday	Hard Surface floors
	Disinfect Building and Fixture Contact Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Litter	2 Days	2 Weekend Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	2 Weekend Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	2 Weekend Days	Carpeted Floors

Stair: Clean 7 Days, Refresh 7 Days

Refreshing, Saturday and Sunday	Vacuum Visible Soil Only	2 Days	2 Weekend Days	Carpeted Floors
	Sweep Visible Soil Only	2 Days	2 Weekend Days	Hard Surface floors
	Spot Mop	2 Days	2 Weekend Days	Hard Surface floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday	Burnished Floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 2 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	4 Times per Year	Yearly	Carpeted Floors

Stair: Clean Yearly, Check Monthly

Routine Cleaning, Weekday	Remove Litter	Monthly	Monday - Friday	All Floor Surfaces
	Spot Mop	Monthly	Monday - Friday	Hard Surface floors

Storage: Clean 1 Day

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
Annual Projects - Hard Floors	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	Every 4 Years	Yearly	Carpeted Floors

Storage: Clean 1 Day, Empty Trash the other 4 Days

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Every 4th Week	Monday - Friday	Hard Surface floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	Every 4 Years	Yearly	Carpeted Floors

Storage: Clean 2 Times per Month, Check Weekly

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	1 Day	Monday - Friday	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Every 2nd Week	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	3 out of 4 weeks	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Spot Mop	3 out of 4 weeks	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	Every 4 Years	Yearly	Carpeted Floors

Storage: Clean 4 Times per Year

Annual Projects - All Floor Types	Dust Building Surfaces	4 Times per Year	Yearly	All Floor Surfaces
Annual Projects - Hard Floors	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	4 Times per Year	Yearly	Hard Surface floors
	Damp Mop Non-carpet Floors	4 Times per Year	Yearly	Hard Surface floors
	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Vacuum Completely (with Detail)	4 Times per Year	Yearly	Carpeted Floors
	Shampoo Carpet, Extraction Method	Every 4 Years	Yearly	Carpeted Floors

Storage: Clean Monthly

Routine Cleaning, Weekday	Disinfect Building and Fixture Contact Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Dust Building Surfaces	Monthly	Monday - Friday	All Floor Surfaces
	Remove Carpet Stains	Monthly	Monday - Friday	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Monday - Friday	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Monday - Friday	Hard Surface floors
	Damp Mop Non-carpet Floors	Monthly	Monday - Friday	Hard Surface floors
Annual Projects - Hard Floors	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	Every 4 Years	Yearly	Carpeted Floors

Storage: Clean Yearly

Annual Projects - Hard Floors	Strip and Refinish Floors	Every 4 Years	Yearly	Burnished Floors
Annual Projects - Carpet	Shampoo Carpet, Extraction Method	Every 4 Years	Yearly	Carpeted Floors

(To Be Filled In When Surety Is A Corporation)

BIDDER' S BOND

CITY OF LONG BEACH

KNOW ALL MEN BY THESE PRESENTS: That we, _____

_____, as Principal, and _____

_____, a corporation, organized and existing under and by virtue of the laws of the State of _____, with its principal place of business in the City of _____

_____, State of _____, with a paid up capital of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00), incorporated, as aforesaid, for the purpose of making, guaranteeing or becoming a surety upon bonds and undertakings required or authorized by law, and having heretofore complied with all of the requirements of law of the State of California regulating the formation of admission of such corporation to transact business in this State, as Surety, are held firmly bound unto the City of Long Beach, a municipal corporation, organized under the laws of the State of California, and situated in the County of Los Angeles, in the sum of _____

_____ Dollars (\$ _____), lawful money of the United States of America, for the payment whereof the Principal and sureties bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of the above obligation is such that:

If the bid of said Principal hereto attached shall be accepted by the City of Long Beach and the contract for delivery of goods, material, equipment or supplies, or for the furnishing of services, materials, supplies, labor and performing work, all as specified in the specifications, notice inviting bids and bid, be awarded to the Principal, and if Principal shall enter into a contract therefore with the City of Long Beach within ten (10) days after the contract is delivered to Principal for signature, and Principal shall, in connection with said contract, furnish and deliver to the City of Long Beach a good and sufficient faithful performance bond, if required in the notice inviting bids, and a good and sufficient labor and material (payment) bond, if required in the notice inviting bids, with surety or sureties, then this obligation shall be void; otherwise it shall remain in full force and effect.

Name of Principal – Typed

By: _____
Signature of Principal's Officer

Name of Surety

By: _____
Signature of Surety's
Attorney-in-Fact

(Principal and Surety Shall Attach Notary's Certificate of Acknowledgement of Execution)

BID NO: _____
BOND NO: _____

BOND FOR FAITHFUL PERFORMANCE

KNOW ALL MEN BY THESE PRESENTS: That we, _____,
as PRINCIPAL, and _____, located at _____,
a corporation, incorporated under the laws of the
State of _____, 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 _____
DOLLARS
(\$ _____), 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 _____, 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 the 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 then 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 _____ day of _____, 20____.

CONTRACTOR / PRINCIPAL

SURETY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Telephone: _____

By: _____

Name: _____

Title: _____

Approved as to form this _____ day of _____, 20____

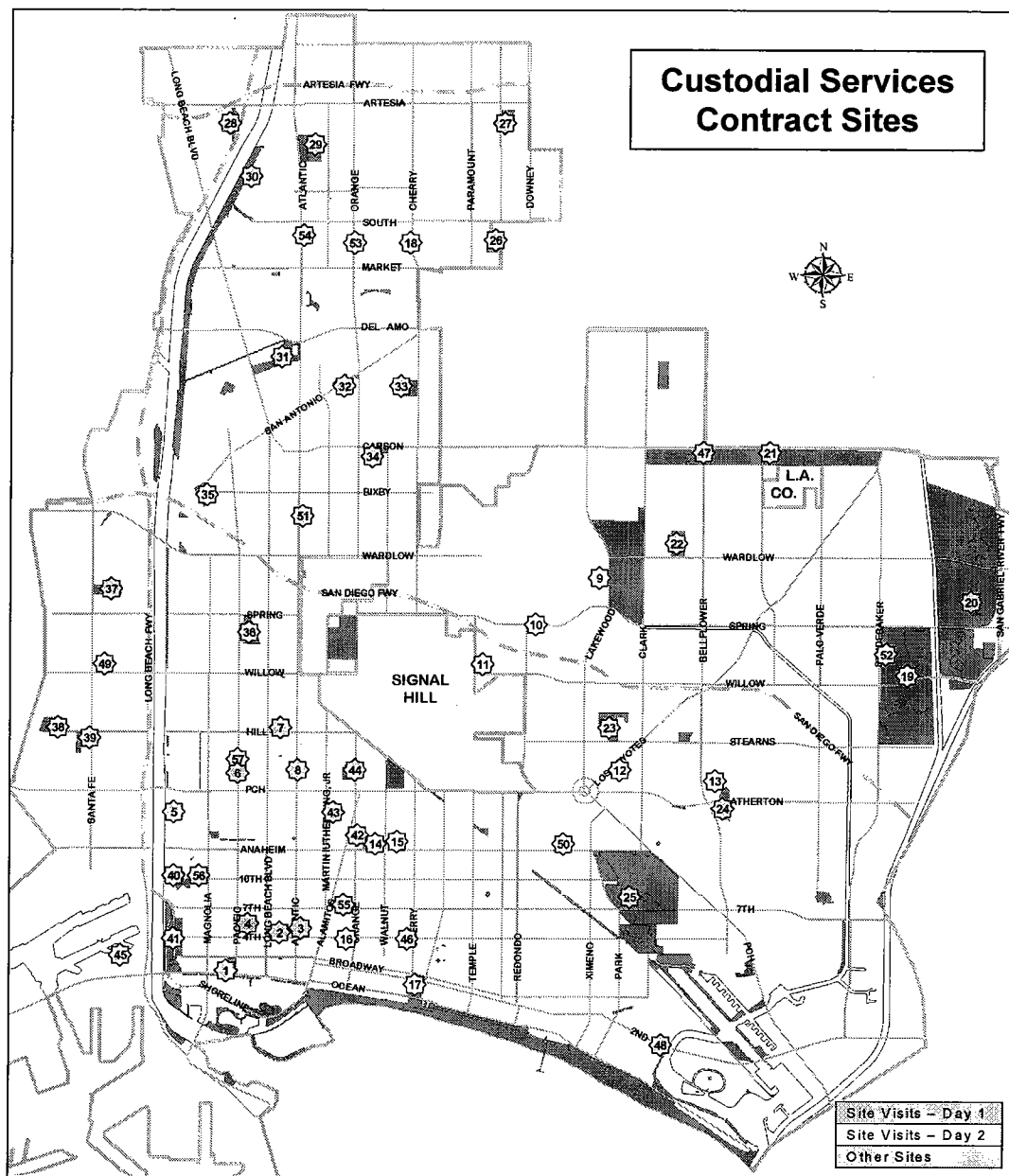
Approved as to sufficiency this _____ day of _____, 20____

ROBERT E. SHANNON, City Attorney

By: _____
Deputy

By: _____
City Manager / City Engineer

- NOTE:** 1. Execution of this bond must be acknowledged by both PRINCIPAL and SURETY before a Notary Public and a Notary's
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.
Corp. Code, then a certified copy of a resolution of its Board of Directors authorizing execution must be attached.



1	Main Library	101 Pacific Ave.	30	DeForest Park	6255 DeForest Ave.
2	Housing Authority Office	521 E. 4th St.	31	Scherer Park	4600 Long Beach Blvd.
3	Neighborhood Resources Center	425 Atlantic Ave.	32	Bixby Knolls Park	1000 San Antonio Dr.
4	Veterans Organization Building	540 Pine Ave.	33	Cherry Park	1901 E. 45th St.
5	Public Service Yard	1601 San Francisco Ave.	34	Somerset Park	1500 E. Carson St.
6	Police - Youth Services	1957 Pacific Ave.	35	Los Cerritos Park	3750 Del Mar Ave.
7	Burnett Branch Library	560 E. Hill St.	36	Veterans Park	101 E. 28th St.
8	Center for Working Families	1900 Atlantic Ave.	37	Silverado Park	1545 W. 31st St.
9	Fire Administrative Headquarters	3205 Lakewood Blvd.	38	Hudson Park	2335 Webster Ave.
10	Fire - ECOC	2990 Redondo Ave.	39	Adm. Kidd Park	2125 Santa Fe Ave.
11	Environmental Services Bureau	2929 E. Willow St.	40	Drake Park	951 Maine Ave.
12	Police - East Division	4800 Los Coyotes Diag.	41	Cesar Chavez Park	401 Golden Ave.
13	Los Altos Branch Library	5614 Britton Dr.	42	McArthur Park	1321 Anaheim St.
14	Mark Twain Branch Library	1401 E. Anaheim St.	43	McBride Park (Cal Rec)	1550 M.L. King, Jr. Ave.
15	Anaheim St. Com. Police Center	1320 Gaviota Ave.	44	M.L. King, Jr. Park	1105 19th St.
16	Long Beach Senior Center	1150 E. 4th St.	45	SERRF Administration	120 Henry Förd Ave.
17	Bixby Park	130 Cherry Ave.	46	Alamitos Branch Library	1836 E. 3rd St.
18	Wireless Communications	5580 Cherry Ave.	47	Bach Branch Library	4055 Bellflower Blvd.
19	El Dorado Park West	2800 Studebaker Rd.	48	Bay Shore Branch Library	195 Bay Shore Ave.
20	El Dorado Park East	7550 E. Spring St.	49	Brete Harte Branch Library	1595 W. Willow St.
21	Heartwell Park	5801 E. Parkcrest St.	50	Brewitt Branch Library	4036 E. Anaheim St.
22	Wardlow Park	3457 Stanbridge Ave.	51	Dana Branch Library	3680 Atlantic Ave.
23	Stearns Park	4520 E. 23rd St.	52	El Dorado Branch Library	2900 Studebaker Rd.
24	Whaley Park	5620 Atherton St.	53	North Branch Library	5571 Orange Ave.
25	Recreation Park	4900 East 7th St.	54	North Long Beach Annex	5641 & 5643 Atlantic Ave.
26	Davenport Park	2910 E. 57 th Way	55	7th St. Com. Police Center	1004 E. 7th St.
27	Ramona Park	3301 E. 65th St.	56	Willmore Com. Police Center	910 Daisy Ave.
28	Coolidge Park	352 E. Neece St.	57	Wrigley Com. Police Center	2023 Pacific Ave.
29	Houghton Park	6301 Myrtle Ave.			

BID SECTION

Bidder: ABM Janitorial Services

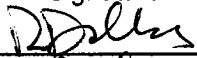
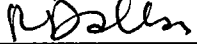

Conflict of Interest

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>
-------------	-----------------------------	----------------------------

NOT APPLICABLE

Acknowledgment of Addenda

Addendum	Date	Signature
No. <u>1</u>	<u>11/25/2008</u>	<u></u>
No. <u>2</u>	<u>12/5/2008</u>	<u></u>
No. <u>3</u>	<u>12/9/2008</u>	<u></u>
No. _____	_____	_____
No. _____	_____	_____
No. _____	_____	_____



City of Long Beach

Department of Financial Management
Division of Procurement
333 W Ocean Blvd. 7th floor, Long Beach, California 90802
p 562.570.7745
Lisa_Kline@longbeach.gov

November 25, 2008

NOTICE TO BIDDERS

ADDENDUM NO. 1

PA-00809(1)

The following changes and/or additions shall be made to the original Invitation to Bid No. PA-00809, Custodial Services (Citywide). Please acknowledge receipt of this addendum by signing and returning with your bid.

As of Tuesday, November 25, 2008, the City of Long Beach has posted a revised bid packet for PA -00809 Custodial Services (Citywide)

The changes are as follows:

1. All questions must be received by Lisa Kline at Lisa_Kline@longbeach.gov by 11:00 AM on Thursday, December 4, 2008. Questions will be answered and posted by Friday, December 5, 2008 at 5:00PM.
2. We have posted the Bid Bond Form.
3. We have posted the Faithful Performance Form.
4. **CLARIFICATION:** In order for a bid to be considered, a contractor must bid on all buildings and building groups. If a company is not able to service all buildings within the bid, they can submit a letter of interest stating their contractor information and specific building(s) for proposed service (see schedule #1 Bid Sheet for Routine Services) to Lisa Kline at Lisa_Kline@longbeach.gov. After the contract has been awarded, the City of Long Beach Purchasing Agent will forward these companies' letters and information to the Contracted Vendor for consideration as sub-contractors.

5. **CLARIFICATION:** Page 27 states “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 \$1.60 per hour more.....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...”

If a company provides health insurance to its employees, we will also require a letter from their health insurance provider showing the cost per employee per hour. If this amount is less than \$1.60, then Contractor must pay employees, and include in their bid, the difference between what they pay towards health insurance and \$1.60.

EX. – Company ABC pays \$1.50 per hour towards health insurance. Company ABC should add \$.10 per hour to their in lieu cost (see schedule #1 Bid Sheet for Routine Services, Bid Items R2 & R4).

6. Contractors must pay their employees the California Minimum wage as a minimum base salary. See http://www.dir.ca.gov/dlse/FAQ_MinimumWage.htm for more information.
7. Contractors will not be required to provide liners as referenced in the Supplemental Conditions Section, nor do they need to include costs for these in their bids. The City of Long Beach will provide these supplies to the contracted sites.

Please take a moment to review these changes when developing your bid.

Prepared By: Lisa Kline Date: 11/25/08
Buyer

Acknowledged By: Ron Dallas Date: 11/25/08

Firm: ABM Janitorial Services

Bidder directs the City's attention to Continuous Bidder's Bond (CBB) # _____ CC-LM-C, on file in the office of the City Clerk of the City of Long Beach. If a CBB is not on file, please accept the bidder's bond listed below:

CITY OF LONG BEACH BIDDER'S BOND

KNOW ALL MEN BY THESE PRESENTS: That we,
_____, as Principal, and
_____, a corporation,
organized and existing under and by virtue of the laws of the State of
_____, with a paid up capital of not less than Two Hundred
Fifty Thousand Dollars (\$250,000), incorporated, as aforesaid, for the purpose of making,
guaranteeing or becoming a surety upon bonds and undertakings required or authorized by law,
and having heretofore complied with all of the requirements of law of the State of California
regulating the formation or admission of such corporation to transact business in this State, as
Surety, are held firmly bound unto the City of Long Beach, a municipal corporation, organized
under the laws of the State of California, and situated in the County of Los Angeles, in the sum
of _____ Dollars (\$_____) lawful money of the
United States of America, for the payment whereof the Principal and sureties bind themselves,
their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

The condition of the above obligation is such that:

The Principal is about to bid on a contract with the City of Long Beach for

and is required by law and by the City to give this bond in connection with the bid.

If the bid of the Principal shall be accepted by the City of Long Beach and the contract for
delivery of goods, materials, equipment or supplies, or for the furnishing of services, materials,
supplies, labor and performing work, all as specified in the Specifications, notice inviting bids,
and bid is awarded to the Principal, and if Principal shall execute and submit all contract
documents and insurance within fifteen (15) calendar days after delivery of them to Principal,
and if Principal shall, in connection with the contract, furnish and deliver to the City of Long
Beach a good and sufficient faithful performance bond, if required in the notice inviting bids, and
a good and sufficient labor and material (payment) bond, if required in the notice inviting bids,
with surety or sureties, then this obligation shall be void; otherwise it shall remain in full force
and effect.

Principal

Surety

The bond shall be signed by both parties and all signatures shall be notarized.

USE OF A NON-CITY OF LONG BEACH BID BOND MAY BE CAUSE FOR REJECTION

BID NO: _____
BOND NO: _____

BOND FOR FAITHFUL PERFORMANCE

KNOW ALL MEN BY THESE PRESENTS: That we, _____,
as PRINCIPAL, and _____, located at _____,
a corporation, Incorporated under the laws of the
State of _____, 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 _____
DOLLARS
(\$ _____), 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 _____, 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 the 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 then 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 _____ day of _____, 20____.

CONTRACTOR / PRINCIPAL

SURETY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Telephone: _____

By: _____

Name: _____

Title: _____

Approved as to form this _____ day of _____, 20____

Approved as to sufficiency this _____ day of _____, 20____

ROBERT E. SHANNON, City Attorney

By: _____
Deputy

By: _____
City Manager / City Engineer

- NOTE:**
1. Execution of this bond must be acknowledged by both PRINCIPAL and SURETY before a Notary Public and a Notary's 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. Corp. Code, then a certified copy of a resolution of its Board of Directors authorizing execution must be attached.



City of Long Beach

Department of Financial Management
Division of Procurement
333 W Ocean Blvd. 7th floor, Long Beach, California 90802
p 562.570.7745
Lisa_Kline@longbeach.gov

December 5, 2008

NOTICE TO BIDDERS

ADDENDUM NO. 2

PA-00809(2)

The following changes and/or additions shall be made to the original Invitation to Bid No. PA-00809, Custodial Services (Citywide). Please acknowledge receipt of this addendum by signing and returning with your bid.

As of Friday, December 5, 2008, the City of Long Beach has made the following revisions for PA -00809 Custodial Services (Citywide)

The following questions have been raised. Answers are in blue.

1. Pan American Park with restroom #22 is not listed on the map, please indicate its location.

Pan American Park is located at 5157 Centralia Street

2. Recreation Centers, do the workers clean the entire rec or just the restrooms?

Just the exterior restrooms (as indicated in the Space Inventories and Floor Plans).

3. Just to be clear, travel time to each location needs to be in the bid? Also do we need to indicate mileage in the bid?

Travel time is only accounted for in the Park Restroom routes. You do not need to indicate the mileage in the bid. However, you will want to account for the travel time in your labor and overhead costs.

4. What are the schedule restrictions for the Center for Working Families and Administrative Headquarters?

Center for Working Families: 4 am - 8 am
Fire Administrative Headquarters: 8 am - 5 pm

5. How do we obtain floor plans that are not listed in Bid Detail in order to comply with assignment drawings section of bid?

Assignment drawings are not required for the bid. Only the successful bidder will be required to provide them (prior to the commencement of the contract). The Floor Plans for the Public Safety buildings will be provided to the successful bidder.

6. What are the names of the current contractors and how much are there individual contracts.

Grace Building Services, Bell Building Maintenance, and Goodwill. The estimated annual total average of the current contracts is \$700,000. However, we would like to reiterate that the existing contracts should NOT be used as a measure for the new contract specifications. The scope of work as well as some of the locations are different from the previous contract.

7. Can the In lieu of Health Insurance be listed as a yearly figure in the bid for salaried employees?

No. Please provide a weekly rate (annual divided by 52). This will ensure there is no confusion when it comes to Bid Item R14.

8. There is a cleaning specification of "every four weeks, burnish floors with finish" - referring to "Burnished floors." However in the breakdown of surfaces you do not indicate which floors YOU think are burnishable (sp) All hard surface floors can be burnished and since this is a very expensive process, we need to know the exact square footage in each building in order to build in the time for floor crews, equipment and trucks to handle this chore.

The floor surfaces that are to be burnished are the same as those listed in Bid Schedule No. 2, Project P3 (Strip and Refinish Floors).

9. Bid package contains a map of "Pan American Park Restroom" in the park restroom section but no listing as a required cleaning site.

The Pan American park restroom is listed with the other restrooms under Group 2. It is also included in the Space Inventories and the Floor Plans.

10. Does the City furnish a place to park our vehicles needed to perform the park restroom cleaning (four vans at least)?

For park restroom cleaning, the Contractor's vehicles may drive on turf (when it is not wet) in order to be in close proximity to the buildings, but must follow routes designated by the City's representative(s).

11. Will we have office and/or storage space available from the city? Or will we need to rent space for office, supplies and trucks??

No office space, yard space, or storage space other than custodial closets in various facilities will be provided.

12. We must submit all pages of invitation to bid. What pages are included please, from 1 to ?? and/or??

All blank bid items contained in the bid form must be completed and submitted.

13. In the bid package, one section asks for information on all jobs lost in last 5 years in another section it asks for all jobs lost in last 6 months??????

Please list all jobs lost in last 2 years.

13. Uniforms. In Supplemental conditions UNIFORMS Section, Second Paragraph daily change of full uniform. Required and understood but in supplemental conditions CONTRACTORS STAFF Section. Fifth Paragraph, Are you requiring the same uniform as above?? One change per day? per week?

For those facilities that are cleaned without City staff present, one uniform change per week is acceptable, provided the uniform is not soiled or in poor condition.

14. SUPPLEMENTAL CONDITIONS SECTION - Public works buildings
Specifications and floor plan included for Public Works administration Building 4,000 this building is not listed under Buildings at public works If it is included does the 7 hours minimum cover this also??

The administration building is included in the 7-hour minimum. It was mistakenly omitted from the list.

15. May contractors obtain an electronic copy (Excel or Word) of the Schedule #1?

Yes. We have posted this as item 3a.

16. How much was spent on custodial supplies (R6) last year?

We are unable to determine at this time.

17. Who is the incumbent contractor and are they union?

Grace Building Services, Bell Building Maintenance, and Goodwill. They are not union.

18. Who pay for can liners?

Per item #7 on Addendum 1 – **“Contractors will not be required to provide liners as referenced in the Supplemental Conditions Section, nor do they need to include costs for these in their bids. The City of Long Beach will provide these supplies to the contracted sites.”**

19. Is it the intention of the City of Long Beach to award all of this business to one contractor?

It is the intention of the City of Long Beach to award the contract to one contractor. However, the City reserves the right to award the bid, based on the results, in the fashion that is best for the City. Also, per item #4 on Addendum 1 – **“CLARIFICATION: In order for a bid to be considered, a contractor must bid on all buildings and building groups. If a company is not able to service all buildings within the bid, they can submit a letter of interest stating their contractor information and specific building(s) for proposed service (see schedule #1 Bid Sheet for Routine Services) to Lisa Kline at Lisa_Kline@longbeach.gov. After the contract has been awarded, the City of Long Beach Purchasing Agent will forward these companies’ letters and information to the Contracted Vendor for consideration as sub-contractors.”**

20. What type of information is required in the Health Insurance Plan?

A letter from the insurance company stating the dollar amount paid per employee per hour. If dollar amount does not exceed \$1.60, see explanation on Addendum 1, item #5.

Requirement for employee health insurance: (page 27 of the RFP)

"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 chooses to pay \$1.60 in lieu of providing health insurance, please provide copy of bidder's payroll records showing hourly rate with a letter stating that \$1.60 hourly will be added to hourly rate for employees working at the City of Long Beach.

21. Can two janitorial service companies join forces to make a viable proposal. At this point we do not see where the bid document supports that structure for a JV. Together the firms meet and even exceed your requested criteria and bonding is pre-approved. Are there any suggestions?

One of the contractors needs to be the principal under whom the bid is submitted. This contractor will be held entirely responsible for meeting the requirements of the contract. They must also demonstrate that they have the requisite qualifications to be considered responsible.

22. Sub-contractors-does the contract support a prime sub-contractor

arrangement?

Yes, please see "Assignment and Subcontracting" section of Supplemental Conditions Section of bid package.

23. Is there any flexibility on the minimum management salaries e.g. manager or supervisor? Can written justification be submitted with the bid for an adjustment to the than minimum for management for consideration.

There is no stated minimum for the salaries of the contract manager and supervisor. However, the bid must adequately reflect, and be appropriate to, the labor hours specified. Additionally, the salary rates identified for the Contract Manager and Supervisors will be viewed as being reflective of the quality of services being provided.

24. What is the average monthly cost for supplies for the previous contract?

We are unable to determine at this time.

25. Do the insurance benefits have to be provided for just the employee or the whole family?

Just the employee.

Please take a moment to review these changes when developing your bid.

Prepared By: Lisa Kline Date: 12/05/08
Buyer

Acknowledged By: Ron Dallas Date: 12./05/08

Firm: ABM Janitorial Services

Bidder:

Schedule No. 1: Bid Sheet for Routine Services

[illegible]

Minimum Weekly Contract Manager Hours	
Bid Item R11 Weekly Wages/Salary for Contract Manager	
Bid Item R12 Weekly Fringe Benefits for Contract Manager	

Bid Item R13	Total Maximum <u>Weekly</u> Price for Routine Services for all Buildings (Total of Bid Items R10, R11, and R12)	
Bid Item R14	Total Maximum <u>Annual</u> Price for Routine Services for all Buildings (Bid Item R13 x 52 Weeks per year)	

[illegible]



City of Long Beach

Department of Financial Management
Division of Procurement
333 W Ocean Blvd. 7th floor, Long Beach, California 90802
p 562.570.7745
Lisa_Kline@longbeach.gov

December 9, 2008

NOTICE TO BIDDERS

ADDENDUM NO. 3

PA-00809(3)

The following changes and/or additions shall be made to the original Invitation to Bid No. PA-00809, Custodial Services (Citywide). Please acknowledge receipt of this addendum by signing and returning with your bid.

As of Tuesday, December 9, 2008, the City of Long Beach has made the following revisions for PA -00809 Custodial Services (Citywide):

1. We have posted Bid Sheet 2 as a Word document.
2. We have posted Bid Sheet 3 as a Word document.

Please take a moment to review these changes when developing your bid.

Prepared By: Lisa Kline Date: 12/09/08
Buyer

Acknowledged By: Ron Dallas Date: 12/09/08

Firm of: ABM Janitorial Services

Bidder:

Schedule No. 2 Bid Sheet for Projects

Project P1 Non-Specific Tasks - Laborers	(1) Estimated Unit Quantity	(2) Times Per Year	(3) Unit Bid Price	(4) Annual Bid Price (1) x (2) x (3)
P1-A Park Restrooms	100 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-B Senior Center	10 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-C Main Library	20 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-D Branch Libraries	100 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-E SERRF Administration Building	2 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-F Police Department	8 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-G Community Development	8 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-H Public Works Yard	8 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-I Emergency Communications & Operations Center	8 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-J Temple/Willow – Environmental Svcs.	8 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
P1-K Wireless Communications	8 Hours	1	\$ _____ Per Hour	\$ _____ Per Year
Subtotal Project P1 Non-Specific Tasks - Laborers				\$

				Per Year
Bidder:				
<i>Schedule No. 2 Bid Sheet for Projects - Continued</i>				
Project P2 Shampoo Carpets	(1) Estimated Unit Quantity	(2) Times Per Year	(3) Unit Bid Price	(4) Annual Bid Price (1) x (2) x(3)
P2-A Senior Center	5,936 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-B Main Library	96,653 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-C Branch Libraries	69,101 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-D SERRF Administration Building	2,257 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-E Police Department	5,112 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-F Community Development	18,956 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-G Public Works Yard	9,913 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-H Fire Department	50,204 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-I Temple/Willow – Environmental Services	12,582 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P2-J Wireless Communications	4,410 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
Subtotal Project P2 Shampoo Carpets				\$ _____ Per Year

Bidder:**Schedule No. 2 Bid Sheet For Projects - Continued**

Project P3 Strip & Refinish Floors	(1) Estimated Unit Quantity	(2) Times Per Year	(3) Unit Bid Price	(4) Annual Bid Price (1) x (2) x (3)
P3-A Senior Center	31,325 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-B Main Library	18,550 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-C Branch Libraries – except Mark Twain Branch Library	2,367 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-D SERRF Administration Building	120 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-E Police Department Youth Services & Police Division East	3,960 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-F Community Development	8,375 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-G Public Works Yard	9,360 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-H Fire Department	7,478 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-I Temple/Willow – Environmental Services	8,078 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
P3-J Wireless Communications	4,700 Sq Feet	1	\$ _____ Per Sq Foot	\$ _____ Per Year
Subtotal for Project P3 Strip & Refinish Floors				\$ _____

				Per Year
Schedule No. 2				
Total Maximum Annual Price for Completing all Projects P1, P2 & P3				\$ _____
				Per Year

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	\$ _____ (Per Week)	\$ _____ (Per Week)
Contract Supervisors	\$ _____ (Per Hour)	\$ _____ (Per Hour)
Contract Laborers	\$ _____ (Per Hour)	\$ _____ (Per Hour)

Bidder: _____

Schedule No. 3: Bid Sheet for Enhanced Services

Bid Items	Park Restrooms	Senior Center	Main Library	Branch Libraries	Community Development	SERRF Administration	Police Department	Public Works Yard	Wireless Communications	Fire Department	Temple Willow Environmental Services
Additional Weekly Labor Hours	98.0	10.0	14.0	20.5	7.0	0.5	7.0	5.0	2.5	29.0	10.0
Cost Per Labor Hour (from the corresponding item in Schedule No. 1)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Maximum Weekly Price (Additional Weekly Labor Hours Multiplied by Cost Per Labor Hour)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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: ABM Janitorial Services

Schedule No. 2 Bid Sheet for Projects

Project P1 Non-specific Tasks - Laborers	(1) Estimated Unit Quantity	(2) Times Per Year	(3) Unit Bid Price	(4) Annual Bid Price (1) x (2) x (3)
P1-A Park Restrooms	100 Hours	1	\$ 16.00 Per Hour	\$ 1,600.00 Per Year
P1-B Senior Center	10 Hours	1	\$ 16.00 Per Hour	\$ 160.00 Per Year
P1-C Main Library	20 Hours	1	\$ 16.00 Per Hour	\$ 320.00 Per Year
P1-D Branch Libraries	100 Hours	1	\$ 16.00 Per Hour	\$ 1,600.00 Per Year
P1-E SERRF Administration Building	2 Hours	1	\$ 16.00 Per Hour	\$ 32.00 Per Year
P1-F Police Department	8 Hours	1	\$ 16.00 Per Hour	\$ 128.00 Per Year
P1-G Community Development	8 Hours	1	\$ 16.00 Per Hour	\$ 128.00 Per Year
P1-H Public Works Yard	8 Hours	1	\$ 16.00 Per Hour	\$ 128.00 Per Year
P1-I Emergency Communications & Operations Center	8 Hours	1	\$ 16.00 Per Hour	\$ 128.00 Per Year
P1-J Temple/Willow - Environmental Svcs.	8 Hours	1	\$ 16.00 Per Hour	\$ 128.00 Per Year
P1-K Wireless Communications	8 Hours	1	\$ 16.00 Per Hour	\$ 128.00 Per Year
Subtotal Project P1 Non-Specific Tasks - Laborers				\$ 4,480.00 Per Year

BID SECTION

Bidder: <u>ABM Janitorial Services</u>				
Schedule No. 2 Bid Sheet for Projects - Continued				
Project P2 Shampoo Carpets	(1) Estimated Unit Quantity	(2) Times Per Year	(3) Unit Bid Price	(4) Annual Bid Price (1) x (2) x (3)
P2-A Senior Center	5,936 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 415.52 Per Year
P2-B Main Library	96,653 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 6,765.71 Per Year
P2-C Branch Libraries	69,101 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 4,837.07 Per Year
P2-D SERRF Administration Building	2,257 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 157.99 Per Year
P2-E Police Department	5,112 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 357.84 Per Year
P2-F Community Development	18,956 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 1,326.92 Per Year
P2-G Public Works Yard	9,913 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 693.91 Per Year
P2-H Fire Department	50,204 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 3,514.28 Per Year
P2-I Temple/Willow - Environmental Svcs.	12,582 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 880.74 Per Year
P2-J Wireless Communications	4,410 Sq Feet	1	\$ 0.07 Per Sq Foot	\$ 308.70 Per Year
Subtotal Project P2 Shampoo Carpets				\$ 19,258.68 Per Year

BID SECTION

Bidder: <u>ABM Janitorial Services</u>				
Schedule No. 2 Bid Sheet for Projects - Continued				
Project P3 Strip & Refinish Floors	(1) Estimated Unit Quantity	(2) Times Per Year	(3) Unit Bid Price	(4) Annual Bid Price (1) x (2) x (3)
P3-A Senior Center	31,325 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 2,819.25 Per Year
P3-B Main Library	18,550 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 1,669.50 Per Year
P3-C Branch Libraries - except Mark Twain Branch Library	2,367 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 213.03 Per Year
P3-D SERRF Administration Building	120 Sq Feet	1	\$ 0.80 Per Sq Foot	\$ 96.00 Per Year
P3-E Police Department Youth Services & Police Division East	3,960 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 356.40 Per Year
P3-F Community Development	8,375 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 753.75 Per Year
P3-G Public Works Yard	9,360 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 842.40 Per Year
P3-H Fire Department	7,478 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 673.02 Per Year
P3-I Temple/Willow - Environmental Svcs.	8,078 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 727.02 Per Year
P3-J Wireless Communications	4,700 Sq Feet	1	\$ 0.09 Per Sq Foot	\$ 423.00 Per Year
Subtotal Project P3 Strip & Refinish Floors				\$ 8,573.37 Per Year
Schedule No. 2			Total	\$ 32,312.05 Per Year
Maximum Annual Price for Completing all Projects P1, P2, & P3				

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)	\$ 80.00 (Per Week)
Contract Supervisor	\$ 12.00 (Per Hour)	\$ 1.60 (Per Hour)
Contract Laborers	\$ 8.00 (Per Hour)	\$ 1.60 (Per Hour)

Schedule No. 3: Bid Sheet for Enhanced Services



Contractor

Public Works	Routine (Annual)	Hours Per Week	Enhanced (Annual)	Hours Per Week
Public Service Yard	\$27,831	35.00	\$31,589	40.00
Technology Services				
Wireless Communications	\$11,252	12.50	\$13,394	15.00
Fire				
ECOC	\$41,079	43.00	\$54,777	52.00
Administrative Headquarters	38,213	40.00	\$50,956	60.00
Sub	\$79,292	83.00	\$105,733	112.00
Public Works: Temple & Willow				
Environmental Services Bureau	\$23,546	30.00	\$30,960	40.00
Parks, Recreation & Marine				
Park Restrooms	\$236,840	280.00	\$315,464	378.00
Long Beach Senior Center	31,910	40.00	39,452	50.00
Sub	\$268,750	320.00	\$354,916	428.00
Long Beach Gas & Oil				
SERRF Administration	\$2,689	1.50	\$3,564	2.00
Police				
Youth Services	\$10,131	12.50	\$12,444	15.00
East Division	13,372	16.50	16,427	21.00
Sub	\$23,503	29.00	\$28,871	36.00
Library				
Main Library	\$109,531	139.00	\$119,953	153.00
Branch Libraries	102,822	131.50	117,958	152.00
Day Porter -- Mark Twain Library (1)	22,152	30.00	22,152	30.00
Sub	\$234,505	300.50	\$260,063	335.00
Community Development				
Center for Working Families	\$3,153	4.00	\$3,820	5.00
North Long Beach Annex	788	1.00	955	1.00
Housing Authority Office	13,793	17.50	16,712	20.00
7th Street Community Police Center (2)	1,379	1.75	1,671	1.75
Anaheim Street Community Police Center	788	1.00	955	1.50
Veterans Organization Building	788	1.00	955	1.50
Neighborhood Resources Center	2,759	3.50	3,342	5.50
Willmore Community Police Center	591	0.75	716	1.00
Wrigley Community Police Center	591	0.75	716	1.00
Sub	\$24,631	31.25	\$28,172	36.50
	Routine		Enhanced	
	\$695,999	842.75	\$858,932	1,046.25

Notes:

(1) A "Day Porter" is needed at the Mark Twain Library. This was not identified in the original specifications, but the addition of these hours is allowable.

(2) The 7th Street Community Police Center will be closed.

Initial here  

Service Levels Awarded

Contractor

Public Works

	Routine (Annual)	Hours Per Week	Enhanced (Annual)	Hours Per Week
Public Service Yard	\$27,831	35.00	\$31,589	40.00

Technology Services

Wireless Communications	\$11,252	12.50	\$13,394	15.00
-------------------------	----------	-------	----------	-------

Fire

ECOC	\$41,079	43.00		
Administrative Headquarters	38,213	40.00		
Sub	\$79,292	83.00	\$105,733	112.00

Public Works: Temple & Willow

Environmental Services Bureau	\$23,546	30.00		
-------------------------------	----------	-------	--	--

Parks, Recreation & Marine

Park Restrooms	\$236,840	280.00	\$315,464	378.00
Long Beach Senior Center	31,910	40.00	39,452	50.00
Sub	\$268,750	320.00	\$354,916	428.00

Long Beach Gas & Oil

SERRF Administration	\$2,689	1.50		
----------------------	---------	------	--	--

Police

Youth Services	\$10,131	12.50		
East Division	13,372	16.50		
Sub	\$23,503	29.00	\$28,871	36.00

Library

Main Library	\$109,531	139.00		
Branch Libraries	102,822	131.50		
Day Porter -- Mark Twain Library (1)	22,152	30.00		
Sub	\$234,505	300.50	\$260,063	335.00

Community Development

Center for Working Families	\$3,153	4.00		
North Long Beach Annex	788	1.00		
Housing Authority Office	13,793	17.50		
7th Street Community Police Center (2)	4,379	4.75	1,674	1.75
Anaheim Street Community Police Center	788	1.00		
Veterans Organization Building	788	1.00		
Neighborhood Resources Center	2,759	3.50		
Willmore Community Police Center	591	0.75		
Wrigley Community Police Center	591	0.75		
Sub	\$24,631	31.25	\$28,172	36.50

Routine

\$307,834	367.50
------------------	---------------

Enhanced

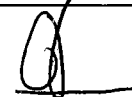

\$354,916	428.00
------------------	---------------

TOTAL

Amount	Hours Per Week
\$765,195	929.00

Notes:

- (1) A "Day Porter" is needed at the Mark Twain Library. This was not identified in the original specifications, but the addition of these hours is allowable.
- (2) The 7th Street Community Police Center will be closed.

Initial here  

BID NO: _____
BOND NO: 6611473
Premium: \$4,235.00**

BOND FOR FAITHFUL PERFORMANCE

KNOW ALL MEN BY THESE PRESENTS: That we, ABM Janitorial Services - Southwest, Inc.
as PRINCIPAL, and Safeco Insurance Company Of America, located at _____
SAFECO Plaza, Seattle, WA 98185, a corporation, incorporated under the laws of the
State of WA, 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
Four Hundred Thirty-Seven Thousand Sixty-Three and 76/100s DOLLARS
(\$437,063.76**), 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
Bid Number PA-00809 - 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 the 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 then 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 April, 2009.

ABM Janitorial Services - Southwest, Inc.
CONTRACTOR / PRINCIPAL

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Safeco Insurance Company Of America
SURETY

By: _____

Name: _____

Title: _____

Telephone: _____

Approved as to form this 16th day of April, 2009

ROBERT E. SHANNON, City Attorney

By: _____

Deputy

Approved as to sufficiency this 27th day of April, 2009

By: _____

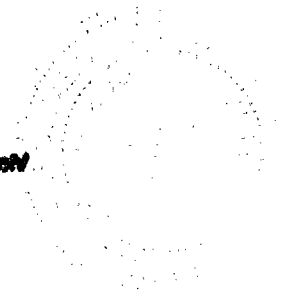
City Manager / City Engineer

Assistant City Manager

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

- NOTE: 1. Execution of this bond must be acknowledged by both PRINCIPAL and SURETY before a Notary Public and a Notary's
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.
Corp. Code, then a certified copy of a resolution of its Board of Directors authorizing execution must be attached.

Don Hest
Vice President of Risk Management



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

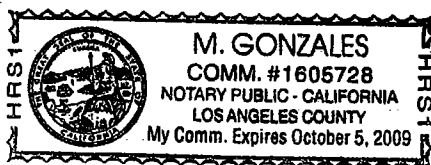
State of California

County of Los Angeles

On APR 08 2009 before me, M. Gonzales, 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.

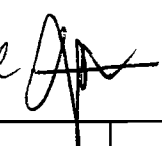

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.




M. Gonzales

SUMMARY OF SUCCESSFUL BIDDERS' BID

Initial here  

ABM Janitorial Services

ABM Janitorial Services	Park Restrooms	Senior Center	Main Library	Branch Libraries	Community Development	SERRF Administration	Police Department	Public Works Yard	Wireless Com.	Fire Department	ESB	TOTAL
Minimum Weekly Labor Hours	280.00	40.00	139.00	131.50	31.25	1.50	29.00	35.00	12.50	83.00	30.00	812.75
Minimum Weekly Traing Hours	3.25	0.50	1.50	1.50	0.25	0.25	0.25	0.50	0.25	1.00	0.25	9.50
Minimum Weekly Supervisor Hours	18.75	2.75	9.25	8.75	2.00	0.25	2.00	2.25	0.75	5.50	2.00	54.25
Weekly Wages/Salaries for Laborers	\$ 2,333.00	\$ 316.44	\$ 1,085.40	\$ 1,018.44	\$ 244.08	\$ 27.54	\$ 233.28	\$ 275.94	\$ 112.32	\$ 793.80	\$ 233.28	\$ 6,673.52
Weekly Fringe Benefits for Laborers	\$ 483.00	\$ 64.46	\$ 221.10	\$ 207.48	\$ 49.72	\$ 5.61	\$ 47.52	\$ 56.21	\$ 22.88	\$ 161.70	\$ 47.52	\$ 1,367.20
Weekly Wages/Salaries for Supervisors	\$ 231.00	\$ 29.30	\$ 100.50	\$ 94.30	\$ 22.60	\$ 2.55	\$ 21.60	\$ 25.55	\$ 10.40	\$ 73.50	\$ 21.60	\$ 632.90
Weekly Fringe Benefits for Supervisors	\$ 33.00	\$ 5.86	\$ 20.10	\$ 18.86	\$ 4.52	\$ 0.51	\$ 4.32	\$ 5.11	\$ 2.08	\$ 14.70	\$ 4.32	\$ 113.38
Weekly Payroll Taxes & Insurance	\$ 689.00	\$ 93.76	\$ 321.60	\$ 301.76	\$ 72.32	\$ 8.16	\$ 69.12	\$ 81.76	\$ 33.28	\$ 235.20	\$ 69.12	\$ 1,975.08
Weekly Chemicals & Supplies	\$ 61.00	\$ 5.86	\$ 20.10	\$ 18.86	\$ 4.52	\$ 0.51	\$ 4.32	\$ 5.11	\$ 2.08	\$ 14.70	\$ 4.32	\$ 141.38
Weekly Tools & Equipment	\$ 93.00	\$ 11.72	\$ 40.20	\$ 37.72	\$ 9.04	\$ 1.02	\$ 8.64	\$ 10.22	\$ 4.16	\$ 29.40	\$ 8.64	\$ 253.76
Weekly Overhead	\$ 309.00	\$ 41.02	\$ 140.70	\$ 132.02	\$ 31.64	\$ 3.57	\$ 30.24	\$ 35.77	\$ 14.56	\$ 102.90	\$ 30.24	\$ 871.66
Weekly Profit	\$ 88.00	\$ 11.72	\$ 40.20	\$ 37.72	\$ 9.04	\$ 1.02	\$ 8.64	\$ 10.22	\$ 4.16	\$ 29.40	\$ 8.64	\$ 248.76
WEEKLY SUBTOTAL	\$ 4,320.00	\$ 580.14	\$ 1,989.90	\$ 1,867.16	\$ 447.48	\$ 50.49	\$ 427.68	\$ 505.89	\$ 205.92	\$ 1,455.30	\$ 427.68	\$ 12,277.64
Minimum Weekly Contract Manager Hours												20.00
Weekly Wages/Salary for Contract Manager												\$ 601.00
Weekly Fringe Benefits for Contract Manager												\$ 80.00
WEEKLY TOTAL												12,958.64
X 52 WEEKS	\$ 224,640.00	\$ 30,167.28	\$ 103,474.80	\$ 97,092.32	\$ 23,268.96	\$ 2,625.48	\$ 22,239.36	\$ 26,306.28	\$ 10,707.84	\$ 75,675.60	\$ 22,239.36	\$ 673,849.28
Share of Manager Costs	\$ 12,199.77	\$ 1,742.82	\$ 6,056.31	\$ 5,729.53	\$ 1,361.58	\$ 65.36	\$ 1,263.55	\$ 1,524.97	\$ 544.63	\$ 3,616.36	\$ 1,307.12	
TOTAL ANNUAL COST- ROUTINE	\$ 236,839.77	\$ 31,910.10	\$ 109,531.11	\$ 102,821.85	\$ 24,630.54	\$ 2,690.84	\$ 23,502.91	\$ 27,831.25	\$ 11,252.47	\$ 79,291.96	\$ 23,546.48	\$ 673,849.28

Avg.

WEEKLY TOTAL	\$ 4,320.00	\$ 580.14	\$ 1,989.90	\$ 1,867.16	\$ 447.48	\$ 50.49	\$ 427.68	\$ 505.89	\$ 205.92	\$ 1,455.30	\$ 427.68	\$ 12,277.64
--------------	-------------	-----------	-------------	-------------	-----------	----------	-----------	-----------	-----------	-------------	-----------	--------------

Successful Bid

ABM Janitorial
Services

Initial here *[Signature]* *[Arrow]*

	Park Restrooms	Senior Center	Main Library	Branch Libraries	Community Development	SERRF Administration	Police Department	Public Works Yard	Wireless Com.	Fire Department	ESB	TOTAL
Additional Weekly Hours	98.00	10.00	14.00	20.50	7.00	0.50	7.00	5.00	2.50	29.00	10.00	203.50
WEEKLY SUBTOTAL	\$ 1,512.00	\$ 145.04	\$ 200.42	\$ 291.08	\$ 100.24	\$ 16.83	\$ 103.23	\$ 72.27	\$ 41.18	\$ 508.48	\$ 142.56	\$ 3,133.33
X52 WEEKS	\$ 78,624.00	\$ 7,541.82	\$ 10,421.92	\$ 15,136.07	\$ 5,212.25	\$ 875.16	\$ 5,368.12	\$ 3,758.04	\$ 2,141.57	\$ 26,440.37	\$ 7,413.12	\$ 162,982.94