

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South

Mobile, Alabama 36644

BID INVITATION

NO. 18-22

February 16, 2022

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

JANITORIAL SERVICES AT GOVERNMENT PLAZA FOR MOBILE COUNTY COMMISSION AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICE MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2024.

Any questions or comments concerning the bid requirements must be brought to the attention of Ozzie Elortegui, Project Manager, 205 Government Street, 7th FL South, Mobile, Alabama 36644, Ozzie.elortegui@mobilecountyal.org, prior to the bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000.00: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, or postal money order, etc. Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall furnish proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. March 23, 2022.

ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



GLENN L. HODGE COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of

\$ see attached forms.

Delivery can be made in _____ days from receipt of order.

RESPECTFULLY

BY _____



IMPORTANT

**THIS DOCUMENT MUST BE COMPLETED,
SIGNED AND RETURNED WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-31-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in the
State of Alabama

Or

_____ (company name) is enrolled in E-Verify and a
copy of the electronically signed signature page of the company's Memorandum of Understanding is
attached.

Date

Signature

Title



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
Connie Hudson	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	636001644

Date:
BID #18-22

**JANITORIAL SERVICES AT GOVERNMENT PLAZA FOR MOBILE COUNTY
COMMISSION:**

Company: _____

Company Representative _____
(Print)

Company Representative _____
(Signature)

Address _____

Phone number () _____

Fax number () _____

Federal ID Number _____

Email Address _____

Company Web Address _____

Please attach a current W9.

Bid Documents

PROJECT NAME: SERVICE CONTRACT – JANITORIAL SERVICES AT GOVERNMENT PLAZA

PROJECT LOCATION: GOVERNMENT PLAZA
205 GOVERNMENT STREET
MOBILE, AL 36602

BID NUMBER: 18-22

TERM OF AGREEMENT:

1. Term of this Agreement shall be for a total of Two (2) years to commence on the date of written Notice to Proceed, issued by the County and ending on September 30, 2024.

COMPENSATION:

1. Monthly Fee: The Service Contractor agrees to charge, and the County agrees to pay the monthly fee as determined by the agreed amount pricing as present on the Bid Form for the term of the contract, for the required monthly custodial services. Service Contractor will bill monthly for services rendered the preceding month. All invoices submitted shall consist of an original and clearly reference the Bid Number and a sufficient description to identify services for which payment is requested.
2. Under Construction: When a room(s) or area(s) is under construction, being remodeled, or otherwise taken out of service, for more than Thirty (30) continuous calendar days, Service Contractor will be relieved of all or part of the contract obligations for the area designated. As the Service Contractor will not be performing full service on those areas, the monthly payments will be reduced by the actual number of square footage that is taken out of service.
3. Present Billing Rates: Any work not covered by the Scope of Work of the contract shall be billed at the Service Contractor's Additional Rates as described in the Bid Form, all additional services will be invoiced separately from the monthly invoice.
4. Special and Emergency Event Services: At the request of the Mobile County Commission's Project Manager, Special Event Services and Emergency Event Services will be invoiced per the Additional Rates as described in the attached Bid Form. All Invoices for special and emergency services shall include the following attachments; Synopsis of hours worked, list of employees names (last names only), Name and Date(s) of event, Location, and attach email authorization. No claim for Work furnished by the Contractor not specifically provided for herein shall be paid by Mobile County Commission.

INQUIRIES:

1. Questions regarding this project should be directed to the Project Manager at ozzie.elortegui@mobilecountyal.org or eric.linslev@mobilecountyal.gov no later than Three (3) business days prior to the bid opening.

FAMILIARITY WITH THE WORK

- 1. The Service Contractor, by submitting a bid, acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The County will not be responsible for any misunderstanding of the work to be furnished or completed, or any of the conditions surrounding the performance thereof. It is understood that execution of the Agreement by the Service Contractor serves as the stated commitment to fulfill all requirements and conditions referred to in this Agreement.

MANDATORY PRE-BID CONFERENCE AND SITE VISIT

- 1. All prospective bidders shall have a representative present at a **MANADORY** Pre-bid Conference that will be held March 16, 2022 at 9:00 a.m., on site in the Atrium of Government Plaza, 205 Government Street, Mobile, AL 36602. Any Service Contractors not having a representative at this meeting will be disqualified from bidding on this project.

INSURANCE REQUIREMENTS

- 1. Service Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the Mobile County Commission (MCC) at limits and coverages specified herein. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the Service Contractor. If requested by MCC, Service Contractor will provide copies of policies within 10 days of request.
- 2. All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.

NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY MCC.

a. Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability	\$1,000,000 Each Accident
	\$1,000,000 Each Employee
	\$1,000,000 Policy Limit

Policy shall contain a Waiver of Subrogation Endorsement in favor of MCC.

b. Commercial General Liability

Coverage on an Occurrence form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Aggregate Limit applies per Project	
Coverage to include	

Premises and operations
Personal Injury and Advertising Injury
Products/Completed Operations
Independent Contractors
Contractual Liability
Explosion, Collapse and Underground hazards

The Commercial General Liability policy, shall name MCC as Additional Insured for claims arising out of the Contractors and/or any Subcontractors work. The ISO Forms CG 20 07 04 and CG 20 37007 04 or a comparable form that is no more restrictive shall be required. The additional Insured form MUST include the current Operations and Products/Completed Operations of each contractor. The naming of the additional insured does not obligate the additional insured to pay any premiums due.

Aggregate limits to be on a "per project" basis.

c. **Automobile Liability**

Covering all Owned, Non-Owned, and Hired vehicles with a Combined single limit (bodily injury and property damage combined) of \$1,000,000 each accident. The policy shall name MCC as an Additional Insured.

d. **Certificate of Insurance**

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by MCC, **PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide Thirty (30) days prior written notice of cancellation to the MCC.

CANCELLATION PROCEDURE

1. The Service Contractor shall be notified in writing of any problems pertaining to the performance of the janitorial services. This notification will be written by the County's Project Manager as specified in the Agreement. A follow up letter will come from the Director of Facilities and Maintenance. If no satisfactory corrections are made by the Service Contractor within Ten (10) working days, Mobile County Commission may, at its discretion, cancel the Agreement immediately. If terminated, the Service Contractor will be removed from the bid list the following year. Cancellation procedures will be strictly enforced.
2. The Service Contractor and/or the County may cancel the contract by giving written notice of such, no less than Thirty (30) calendar days, notice of intent to cancel the contract. If the Service Contractor initiates the cancellation, the Service Contractor must also forfeit Fifty percent (50%) of the charge for janitorial service for their last complete month of service. In the event of cancellation by either party, proration of the custodial charge will be based on a Thirty (30) day month.

MISCELLANEOUS PROVISIONS

1. Indemnify: To the fullest extent permitted by law, the Service Contractor shall indemnify and hold harmless the County, and its agents and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the Work.
2. Subcontractors: The Service Contractor shall not employ Subcontractors without the express written permission of the County.
3. Uniforms: Service Contractor's employees are required to wear a uniform or some type garment that will identify employees working for the company while on the premises.
4. Conduct: The Service Contractor shall require employees to comply with any and all instructions pertaining to conduct and building regulations issued by Project Manager and Court Police Officers. The Service Contractor shall prohibit their employees from the following; Disturbing papers on desks. Opening desk drawers. Opening file drawers or on any furniture. Using telephones or office equipment. Stealing/taking County/City property or personal property. Using illegal drugs or alcohol or other prohibited substances, or be under the influence of illegal drugs or alcohol while on County property. Carrying or using guns, knives, or other dangerous weapons. Unplugging computers, or other equipment. Due to the security nature of Government Plaza, Service Contractor's employees will be issued a County issued identification security cards. The County shall reserve the right to have any Service Contractor's personnel removed, relocated, and/or barred from access to Government Plaza at any time. Service Contractor will replace the employee immediately upon notification by the Project Manager. The Service Contractor's personnel shall immediately return the County-issued identification security card.
5. Criminal Record Check: All Service Contractor employees working in Government Plaza shall have no criminal record/history for the past Five (5) years. Ten (10) days prior to the start of work, Service Contractor will provide Project Manager with list of names with information and a background check will be performed on each employee. No employee will be allowed to work at the Government Plaza that has a criminal record/history for the past Five (5) years.
6. Qualifications of Employees: A fully qualified, and trained for their specific duties, workforce shall be on-board by the end of the first 30 days of the contract, and shall be maintained throughout the period of the contract.
7. All employees assigned by the Service Contractor to perform the work under this contract shall be physically able to do their assigned work, and shall be in good health. It shall be the Service Contractor's responsibility to insure that all employees meet the physical standards needed to perform the work assigned. All personnel employed by the Service Contractor shall be trained and experience, qualified in this type of work.
8. All personnel assigned and/or begin work on this Agreement shall be trained and fully aware of their responsibilities and duties.
9. Supervision of Employees: Service Contractor shall at all times provide adequate on-site supervision (minimum of 1 supervisor/lead custodian per shift) of employees to insure complete and satisfactory performance of all work in accordance with the Agreement. The Service Contractor's site supervisor shall be available on-site at all times with the work is being performed. The Service Contractor's supervisors shall be fully and adequately trained, with a minimum of two years' experience in cleaning supervision, sufficient in scope to meet the approval of Project Manager.

10. Contractor Qualifications: Contractor must have been in business at least Seven (7) consecutive years. Service Contractor shall provide references to recent janitorial service experience in multi-story buildings equivalent to 251,300 sq. ft. Failure to provide evidence of at least Seven (7) consecutive years in business or references will be cause to reject bid.

Remainder of Page Left Intentionally Blank

End of Section

BID FORM

The following Bid Format shall be used. Bids submitted on alternate forms may be rejected. Fill in all blank spaces with an appropriate entry. Bid Form must be signed by an officer of the company and notarized.

DATE: _____

TO: Purchasing Department, Mobile County Commission

REF: **PROJECT NAME:** SERVICE CONTRACT - JANITORIAL SERVICES AT GOVERNMENT PLAZA

PROJECT LOCATION: GOVERNMENT PLAZA
205 GOVERNMENT STREET
MOBILE, AL 36602

BID NUMBER: 18-22

In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the Purchasing Department, Mobile County Commission and dated _____; and all Addenda (before submitting any bid it is the Bidder's responsibility to check with the Purchasing Department for all Addenda or special instructions that may impact the Bid) thereto, receipt of which is hereby acknowledged, the premises and all conditions affecting the Work prior to making this Proposal, the Undersigned Bidder,

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

BUSINESS LICENSE NUMBER: _____

The Bidder hereby proposes to furnish all labor, materials, tools, equipment and supplies, and to sustain all the expenses incurred in performing the Work on the above captioned Project in accordance with the terms of the Contract Documents, Scope of Work, and all applicable laws and regulations for the sum listed below.

The Work shall commence on the date of the written Notice to Proceed, issued by the Mobile County Commission's Facilities Design & Construction Department. The term of the Contract shall extend for a total of Two (2) years, terminating on September 31, 2024

BID:

Total Bid Amount (Year 1 and 2 Total): _____
(Amount in Words)

_____ Dollars (\$ _____)
(Amount in Numbers)

Location	Year 1 - Monthly	Year 1 - Annual	Year 2 - Monthly	Year 2 - Annual	TOTALS
Basement - North Tower	\$	\$	\$	\$	\$
Basement - South Tower	\$	\$	\$	\$	\$
Atrium	\$	\$	\$	\$	\$
Ground Floor - North Tower	\$	\$	\$	\$	\$
Ground Floor - South Tower	\$	\$	\$	\$	\$
South Tower 2 nd Floor	\$	\$	\$	\$	\$
3 rd Floor	\$	\$	\$	\$	\$
4 th Floor	\$	\$	\$	\$	\$
5 th Floor	\$	\$	\$	\$	\$
6 th Floor	\$	\$	\$	\$	\$
7 th Floor	\$	\$	\$	\$	\$
8 th Floor	\$	\$	\$	\$	\$
9 th Floor	\$	\$	\$	\$	\$
10 th Floor	\$	\$	\$	\$	\$
TOTALS:	\$	\$	\$	\$	\$

Year 1: \$ _____ .00
 Year 2: \$ _____ .00
 Contingency Allowance: **\$30,000.00**
 Total: \$ _____ .00

The Mobile County Commission reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

The Contingency Allowance of Thirty Thousand and 00/100 Dollars (\$30,000.00) is to cover any unforeseen circumstances and/or additional service requests during the term of this Agreement.

Bids shall include all applicable sales and use taxes and shall be provided in whole dollar amount with no cents.

UNIT PRICES – for Additional Services as specified in Scope of Work:

Floor Cleaning Only:	\$ _____/sq. ft.
VCT Flooring – Strip and Wax:	\$ _____/sq. ft.
Carpet Cleaning:	\$ _____/sq. ft.
Granite Cleaning and Polishing:	\$ _____/sq. ft.
Special Event Services – Supervisor:	\$ _____/hour
Special Event Services – Worker(s):	\$ _____/hour
Emergency Cleaning Services - Supervisor:	\$ _____/hour
Emergency Cleaning Services – Worker(s):	\$ _____/hour

Hourly Rates: For work performed outside the basic scope of services and not included in the total Bid:

- A., Regular Time (8am to 5pm, Monday through Friday):
Supervisor: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour, Year 3 \$ _____ per hour.
Worker: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour, Year 3 \$ _____ per hour.
- B. Overtime (5pm to 8am, Monday through Friday, and Weekends):
Supervisor: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour, Year 3 \$ _____ per hour.
Worker: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour, Year 3 \$ _____ per hour.
- C. Overtime Holidays (Company Holidays):
Supervisor: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour, Year 3 \$ _____ per hour.
Worker: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour, Year 3 \$ _____ per hour.

Parts/Material: Service Contractor's direct cost plus Fifteen (15%) percent.

The Mobile County Commission reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

OPTION 1: SPECIFIC CLEANING REQUIREMENTS FOR THE NORTH TOWER

During the course of this Agreement, the Mobile County Commission, at its sole discretion, may elect to add Janitorial Cleaning Services to the North Tower of Government Plaza, 205 Government Street, Mobile, AL 36602, as described in Exhibit D: SPECIFIC CLEANING REQUIREMENTS FOR THE NORTH TOWER.

** Note - the County may add additional floor(s) to the Agreement based on the following pricing:

Option 1 - North Tower Janitorial Services

Location	Year 1 - Monthly	Year 1 - Annual	Year 2 - Monthly	Year 2 - Annual	TOTALS
Mezzanine	\$	\$	\$	\$	\$
2 nd Floor	\$	\$	\$	\$	\$
TOTALS:	\$	\$	\$	\$	\$

1. BID INCLUDES:

Addendum Number _____, Dated _____
 Addendum Number _____, Dated _____
 Addendum Number _____, Dated _____

2. BID SECURITY: The undersigned Bidder agrees that the attached Bid Security, payable to The Mobile County Commission, in the amount of 5 % of the total bid amount, but in no event more than \$10,000 as is the proper measure of liquidated damages which the Mobile County Commission will sustain by the failure of the undersigned to execute the Contract and to furnish Surety Bonds (if required). Said Bid Security shall become the property of the Mobile County Commission as liquidated damages as specified in the Contract Documents.

3. REFERENCES: Please list a minimum of three (3) professional references, contact information, type of work performed, and date(s) performed. You may add additional references on a separate sheet, if needed.

A. Reference # 1:

Company Name: _____
 Company Address: _____
 Telephone: _____ Email: _____
 Type of Work: _____
 Date(s): _____

B. Reference # 2:

Company Name: _____
 Company Address: _____
 Telephone: _____ Email: _____
 Type of Work: _____
 Date(s): _____

C. Reference # 3:

Company Name: _____
 Company Address: _____
 Telephone: _____ Email: _____
 Type of Work: _____
 Date(s): _____

5. SIGNATURE: If the undersigned Bidder is incorporated, the entire legal title of the company followed by "a corporation" should be used. If Bidder is an individual, then that individual's full legal name followed by doing business as (d/b/a) and name of firm, if any, should be used. If Bidder is a partnership, then full name of each partner should be listed followed by "d/b/a" and name of firm, if any. Ensure that name and exact arrangement thereof is the same on all forms submitted with this Bid. If a word is abbreviated in the official company name, such as "Co.", then use that abbreviation. If not abbreviated in the official name, spell out. Bidder agrees not to revoke or withdraw this Bid until Sixty (60) calendar days following the time and date for receipt of bids. If notified in writing of the acceptance of this Bid within this time period, Bidder agrees to execute a Contract based on this Bid on the proscribed form within Ten (10) calendar days of said notification.

COMPANY NAME:

BY: _____
(Signature of Authorized Company Officer)

COMPANY OFFICER: _____
Print Name

TITLE _____

DATE _____, _____

Sworn to and subscribed before me this _____ day of _____

Notary Public

End of Section

SCOPE OF WORK

Bid #18-22

Scope of Services:

Work to be performed by Service Contractor under this Agreement is an enhanced level of services to consist of furnishing all labor, materials, insurance, tools, equipment and supplies, and all associated travel time and expenses required to provide and maintain the janitorial services at the North and South Towers of Government Plaza, 205 Government Street, Mobile, AL 36602 in accordance with the following:

General Requirements:

1. Coordinate all work with the Project Manager and give adequate advance notice. Regular work days shall be Monday – Friday beginning at 4:00pm (for the Court Police's Offices Only), 5:30pm to 4:00am the next day.
1. Service Contractor shall furnish adequate personnel to perform the specified work and shall allow sufficient time to properly do the work (i.e., Service Contractor must not cut work short if overtime pay is required to complete all tasks satisfactorily). This contract does NOT allow for overtime.
2. Work must be supervised to assure that all work is satisfactorily performed.
3. Service Contractor's employees must be carefully screened, trained, and supervised by Service Contractor.
4. Alabama Law Enforcement Agency (ALEA) requirement shall be applicable to all Service Contractor personnel providing services to Government Plaza. The requirement include an in-depth Federal Background Check, which will be provided at no cost to the Service Contractor. Any person who has been convicted of a felony and/or certain misdemeanors will not be allowed access to provide services to Government Plaza
5. When working, Service Contractor's employees shall be neat in appearance, always wear approved company uniform, and wear company approved identification on their persons, as well as the County issued identification security cards. The County shall reserve the right to have any Service Contractor's personnel removed, relocated, and/or barred from access to Government Plaza at any time. Service Contractor will replace the employee immediately upon notification by the Project Manager. The Service Contractor's personnel shall immediately return the County-issued identification security card.
6. Service Contractor employees shall not use personal telephones, radios, televisions or other electronic devices while on duty.
7. Service Contractor's employees shall turn on lights only while cleaning and only in the area being cleaned. All lights (except those designated by the County) shall be turned off when cleaning is complete.
8. Service Contractor shall provide all equipment necessary to perform the work as described in this section, including but not limited to: waste can liners, mops, clean mop heads, commercial vacuum cleaners, carts, rags, toilet bowl brushes, extension poles, gloves, personal protective equipment, training, etc.
9. The County shall provide hand soap, toilet tissue, paper towels, and toilet seat covers, if applicable. Service Contractor shall provide weekly inventory list on all necessary items to the Project Manager in a timely manner.
10. Service Contractor shall provide all cleaning solutions and chemicals and must make sure that the cleaning supplies are available at all times during the term of this Agreement.

11. Whenever chemicals or cleaning solutions are required, apply in the concentration and quantity as recommended by the manufacturer in accordance with all applicable codes. Service Contractor shall provide and keep updated copies of the Material Safety Data Sheets (MSDS). A proper and approved MSDS Book shall be located in each janitorial closet as required. All areas shall be properly and thoroughly prepared to receive chemicals and cleaning solutions.
12. Service Contractor employees shall use all means necessary to protect floors, walls, and furnishings from damage caused by Service Contractor's equipment, cleaning materials, cleaning techniques, and personnel.
13. If Service Contractor causes damages to any Mobile County's or City of Mobile's property in the course of its work, Service Contractor shall immediately notify the County and shall have all repairs or replacements made at no cost to the Mobile County or the City of Mobile.
14. Service Contractor will coordinate time, building access and other conditions necessary for cleaning with the Project Manager.
15. Service Contractor shall coordinate scheduling of services with the County's Project Manager and/or designated building representative(s).
16. In the event of discrepancies, immediately notify the Project Manager. Do not proceed with cleaning until all discrepancies have been fully resolved.
17. All building areas shall be cleaned according to these specifications and at the time and frequencies designated.
18. No invoices shall be approved for payment if areas are not adequately cleaned. The Service Contractor shall increase cleaning to whatever degree may be found appropriate and subject to approval of authorized personnel. Follow-up shall be continued as long as the problem persists at no additional cost to the County.
19. Do not disturb papers on client desks, tables, chairs, etc. If paper is on the floor and there is doubt of the paper's importance, confirm with individual as to if they want the papers moved or left in place. In no circumstance is Service Contractor's personnel to move, touch, disturb items without authorization.
20. All surfaces designated shall be dusted with clean cloths, dusters, brushes, etc. Any surface with fingerprints, dirt, markings, etc. shall be cleaned with a clean damp cloth and the appropriate cleansers.
21. All telephones shall be cleaned and sanitized with clean cloths and disinfectant for bacteria, germs, and odor.
22. All drinking fountains, containers, toilet partitions/fixtures etc. Shall be cleaned, sanitized, and disinfected with the appropriate cleanser standardized in the industry.
23. Remove fingerprints, spots, dirt, etc. from furniture, doors, frames, etc. with a clean damp cloth and cleanser standardized in the industry. No streaks or stains shall remain.
24. Clean all glass, (interior only) with a glass cleaner and process standardized in the industry.
25. All non-carpeted flooring shall be mopped clean with clean water and the appropriate cleanser standardized in the industry for that type of flooring. Floors shall be polished to maintain protective coating. Floors shall be stripped, cleaned, refinished and machine polished per the schedule in **Exhibit C – Specific Cleaning Requirements**. Appropriate sealer shall be used on all hard surface flooring.
26. Carpeted flooring shall be thoroughly vacuumed per the schedule in **Exhibit C – Specific Cleaning Requirements**. All paper, visible dirt, stains etc, shall be removed daily. Remove all light furniture and vacuum through and around the heavier furniture.
27. Carpeted flooring shall be shampooed per the schedule in **Exhibit C – Specific Cleaning Requirements**, or as needed per the Project Manager's request. The carpeted flooring shall

be shampooed using rotary discs and non-soiling shampoo to penetrate into fibers. Clean with absorption disc. Vacuum carpet the day after shampooing. Use shampoo that is compatible to carpet and as recommended by the manufacturer of the shampoo and the carpet.

28. High power vacuum clean loose grit and soil from carpet quarterly. Carpet shall be pre-treated to remove any stains. Carpet shall be shampooed clean using rotary discs and non-soiling shampoo solution. Clean or rinse, extract using high performance extraction equipment. Deodorize carpet with specified chemical agent to control odors.
29. **All Work shall be in accordance with the Clean Water Act; the Alabama Water Pollution Control act; the current version of the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas; and the current version of the Mobile, Alabama City Code Chapter 17 Stormwater Management and Flood Control. All waste water with oils, grease, etc. shall be properly contained and disposed of. It cannot be directed into the storm drains.**
 - a. Provide protection and conduct janitorial services in ways that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - b. Comply with all Mobile County Commission, City of Mobile, and Alabama Department of Environmental Management requirements. Pay particular attention to Water Regulations and Allowable Discharges.
 - c. See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.
 - d. Obtain any necessary permits that may be required due to discharges.
30. Floor drains in all public restrooms shall be refilled with water and cleaner to maintain appropriate level at all times.
31. A full list of floors within the South Tower of Government Plaza is attached, see **Exhibit A – Locations**.
32. A full list of City of Mobile and Mobile County Commission's Holidays are attached, see **Exhibit B – City/County Holidays**.
33. Specific cleaning requirements and building layouts are attached, see **Exhibit C – Specific Cleaning Requirements**.
34. During the term of the Agreement, the County may ask the Service Contractor for extra cleaning services outside of the regular schedule as described in **Exhibit C – Specific Cleaning Requirements**, the Service Contractor shall provide a quote for the extra cleaning services using the Unit Pricing for Labor and Parts Rates, Additional Services as described in the Agreement.
35. The County may also during the course of this Agreement request that the Service Contractor provide personnel to provide Special Events Services. The Service Contractor shall provide a quote for the services requested by the County using the Unit Pricing for labor and Parts Rates, Special Event Pricing as described in the Agreement.
36. The Project Manager shall meet with the Service Contractor on a regular basis to provide feedback on all services provided.

Option 1 – Additional Services on the North Tower – as described in Exhibit D – Specific Cleaning Requirements for the North Tower – OPTION 1. The County reserves the right to add services on the North Tower of Government Plaza on a floor-by-floor basis. Service Contractor shall provide services per the Agreement.

End of Section

EXHIBIT A – LOCATIONS

Floor	Square Footage	Public Restrooms	Private Restrooms	County/City Floors
Basement – North Tower	4,400	0	0	County
Basement – South Tower	600	0	0	County/City
Atrium	36,000	0	0	County/City
Ground Floor – North Tower	5,200	2 – 8/4	2 – 2/2	County/City
Ground Floor – South Tower	15,900	3 – 9/7	2 – 2/2	County/City
South Tower 2 nd Floor	19,600	2 – 8/6	0	City
3 rd Floor	21,200	2 – 8/6	4 – 4/4	City
4 th Floor	21,200	2 – 8/6	0	City
5 th Floor	21,200	2 – 8/6	5 – 5/5	City
6 th Floor	21,200	2 – 8/6	2 – 2/2	County
7 th Floor	21,200	2 – 8/6	1 – 1/1	County
8 th Floor	21,200	2 – 8/6	4 – 4/1	County
9 th Floor	21,200	2 – 8/6	1 – 1/1	City
10 th Floor	21,200	2 – 8/6	13 – 13/13	County/City
Totals:	251,300	23 – 89/59	34 – 34/31	

**Approximate Square Footage, Service Contractor to verify exact dimensions, restroom locations, number of toilets, and sinks.

OPTION 1 – North Tower

Floor	Square Footage	Public Restrooms	Private Restrooms	County/City Floors
Mezzanine	15,471	2 – 5/6	3 – 3/3	County
2 nd Floor	35,271	2 – 13/9	10 – 12/11/4	City
Totals:	50,742	4 – 18/15	13 – 15/14/4	

**Approximate Square Footage, Service Contractor to verify exact dimensions, restroom locations, number of toilets, sinks, and showers.

End of Section

EXHIBIT B – CITY/COUNTY HOLIDAYS

HOLIDAY	NUMBER OF DAYS CLOSED	CITY/COUNTY/BOTH
Columbus Day	1	County
Veterans Day	1	Both
Thanksgiving	2	Both
Christmas	2	Both
New Years	1	Both
Dr. Martin Luther King, Jr and Robert E. Lee's Birthdays	1	Both
Mardi Gras	2	Both
Memorial Day	1	Both
Juneteenth	1	Both
Independence Day	1	Both
Labor Day	1	Both

** City and County holidays are subject to change. Service Contractor shall be notified of any additions, substitutions, or deletions. Additionally, in the case of unplanned closures of Government Plaza, due to hurricanes, winter storms, etc, Service Contractor shall be notified as soon as possible.

End of Section

EXHIBIT C – SPECIFIC CLEANING REQUIREMENTS

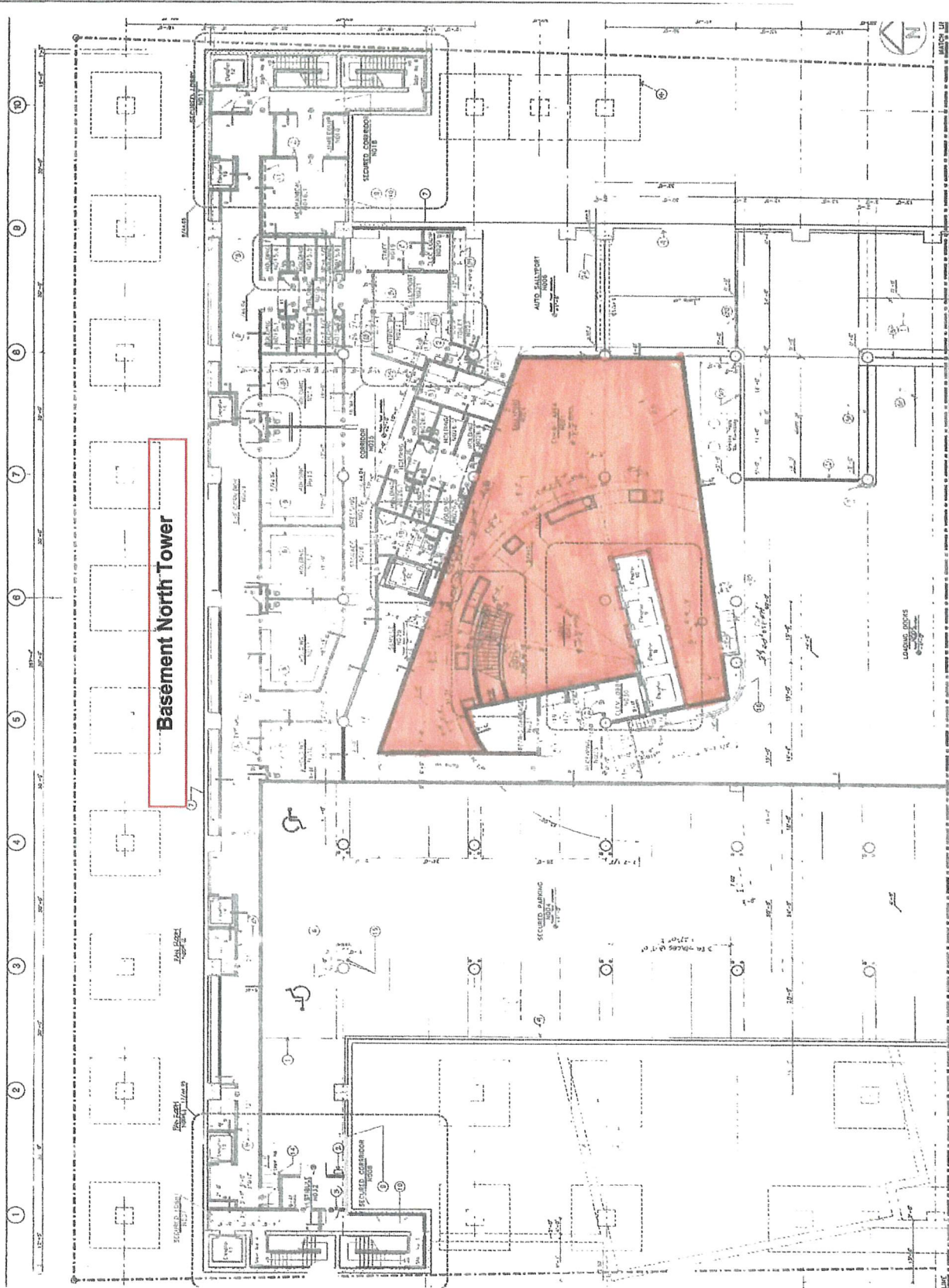
North Tower – Basement 4,400sq. ft.

- A. Daily
 - 1. Empty wastebaskets.
 - 2. Transport trash to designated area.
 - 3. Dust all Furniture including desks, chairs, tables, etc.
 - 4. Dust and spot clean elevators doors.
 - 5. Sanitize all high touch points – light switches, elevator call buttons, hand rails, etc.
 - 6. Dust mop or sweep floors

- B. Weekly
 - 1. Damp mop floors
 - 2. Damp clean walls, railings, polish stainless steel walls, clean glass walls in all Four (4) elevators.

- C. Monthly
 - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
 - 2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
 - 3. Scrub and refinish floors to maintain adequate protective coating.

- D. Semi-Annually (or as needed)
 - 1. Strip, clean, refinish, and machine polish floors



Basement North Tower

	<p>MOBILE GOVERNMENT PLAZA Mobile County Commission in cooperation with The City of Mobile, Alabama</p>	<p>Basement Floor Plan Partial Plan - North Scale: 1/8" = 1'-0" Drawn by: [Name] Checked by: [Name] Date: 6 December 1981</p>
	<p>MOBILE GOVERNMENT PLAZA Mobile County Commission in cooperation with The City of Mobile, Alabama</p>	<p>Project No. 301 A.2.01 Harry Golemon, FAIA and Mario Bovolenta, AIA in association with Frederick C. Wood, AIA and Associates Harry Golemon Architects Inc.</p>

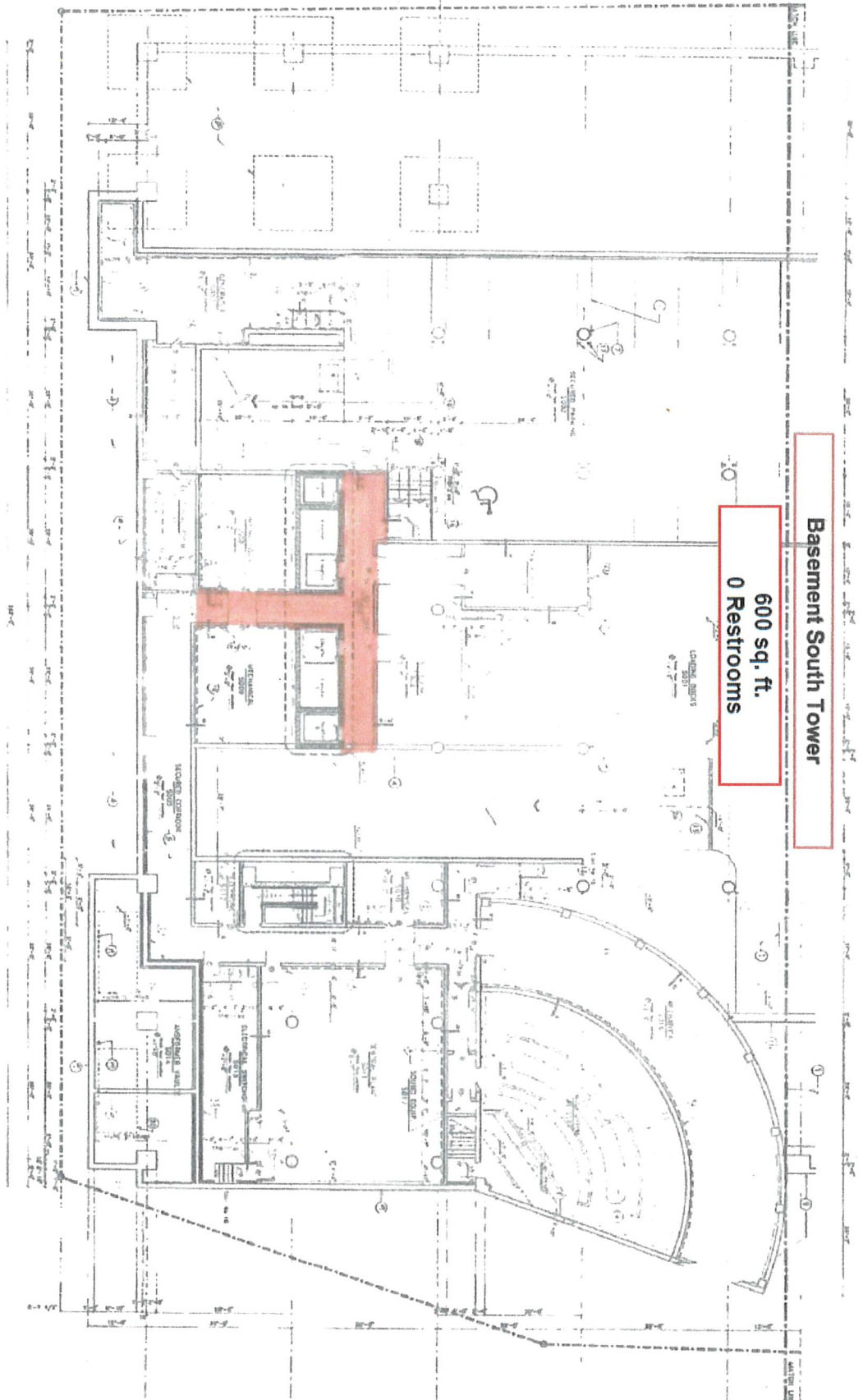
South Tower – Basement 600sq. ft.

- A. Daily
 - 1. Empty wastebaskets.
 - 2. Transport trash to designated area.
 - 3. Dust and spot clean elevators doors.
 - 4. Sanitize all high touch points – light switches, elevator call buttons, hand rails, etc.
 - 5. Vacuum floor mats
 - 6. Dust mop or sweep floors
 - 7. Damp mop VCT floors in elevators.
 - 8. Sanitize elevator floor buttons inside all Six (6) elevators

- B. Weekly
 - 1. Damp mop floors
 - 2. Damp clean walls, railings, polish stainless steel walls, in all Six (6) elevators.

- C. Monthly
 - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
 - 2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
 - 3. Scrub and refinish floors to maintain adequate protective coating.

- D. Semi-Annually (or as needed)
 - 1. Strip, clean, refinish, and machine polish floors



Basement South Tower

600 sq. ft.
0 Restrooms

- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦
- ⑧
- ⑨
- ⑩



	MOBILE GOVERNMENT PLAZA Mobile County Commission The City of Mobile, Alabama	Harry Gibson, F.A.S. and Mario Sotelo, AIA Architects Frederick C. Woods, AIA and Associates Harry Gibson Architects Inc.	Project Name: Basement Floor Plan Drawing Title: Partial Plan - South Scale: 1/4" = 1'-0" Date: 9/01
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Atrium – 36,000 sq. ft.

- A. Daily
 - 1. Empty wastebaskets.
 - 2. Transport trash to designated area.
 - 3. Dust and spot clean elevators doors, on the South Tower.
 - 4. Sanitize all high touch points – light switches, elevator call buttons, hand rails, etc.
 - 5. Vacuum floor mats.
 - 6. Dust mop or sweep floors.
 - 7. Dust window ledges.

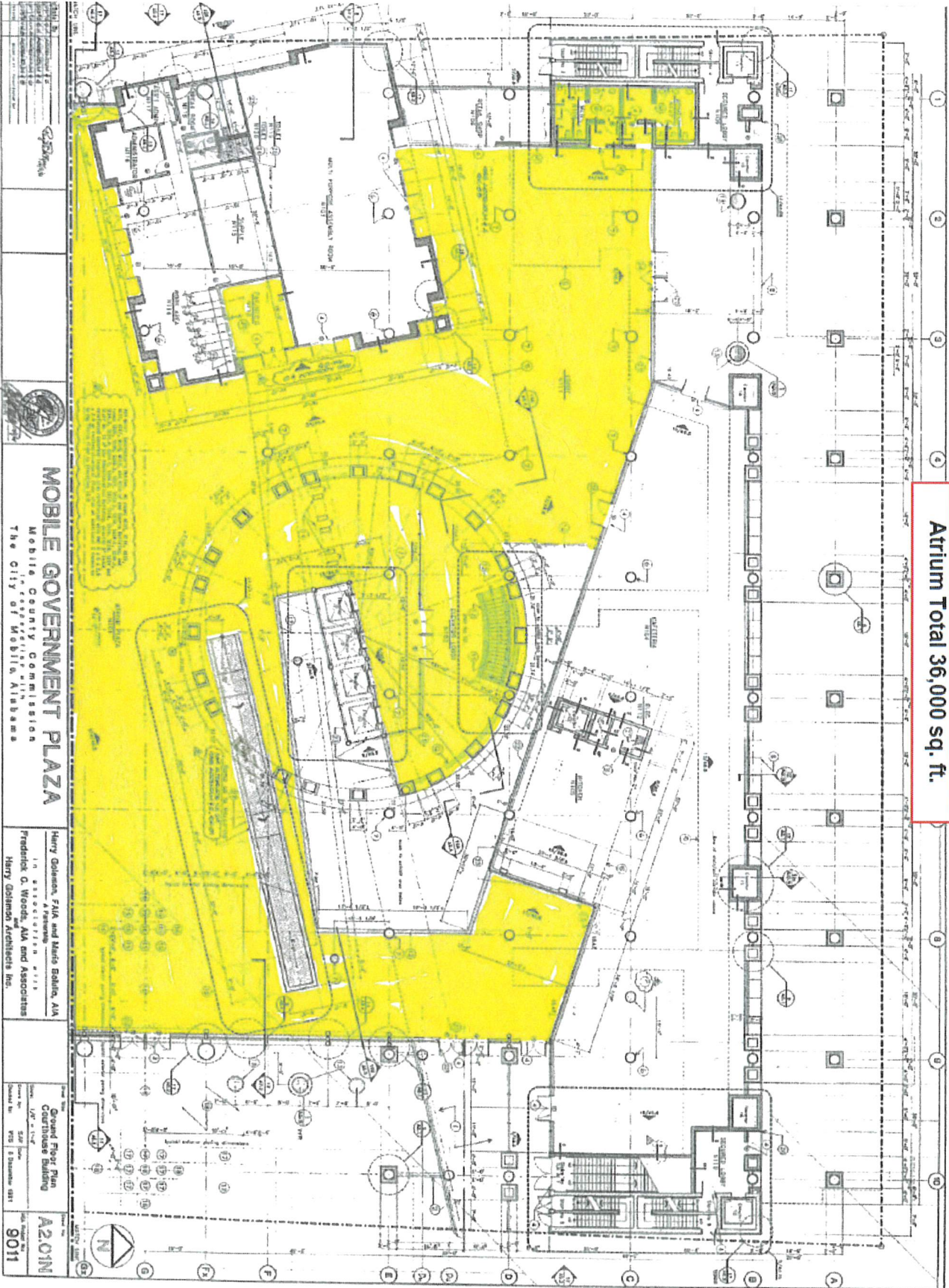
- B. Weekly
 - 1. Damp mop floors
 - 2. Damp clean walls, railings, polish stainless steel walls, in all Six (6) elevators, in the South Tower.

- C. Monthly
 - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
 - 2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
 - 3. Scrub and refinish floors to maintain adequate protective coating, polished and unpolished granite flooring.
 - 4. Damp mop all granite walls.
 - 5. Clean windows including but not limited to all glass structures, excluding special event displays.

- D. Semi-Annually (or as needed)
 - 1. Clean, refinish, and machine polish granite floors, per manufacturer's recommendations.

Atrium North Tower

Atrium Total 36,000 sq. ft.



MOBILE GOVERNMENT PLAZA
MOBILE COUNTY COMMISSION
The City of Mobile, Alabama



MOBILE GOVERNMENT PLAZA
MOBILE COUNTY COMMISSION
The City of Mobile, Alabama

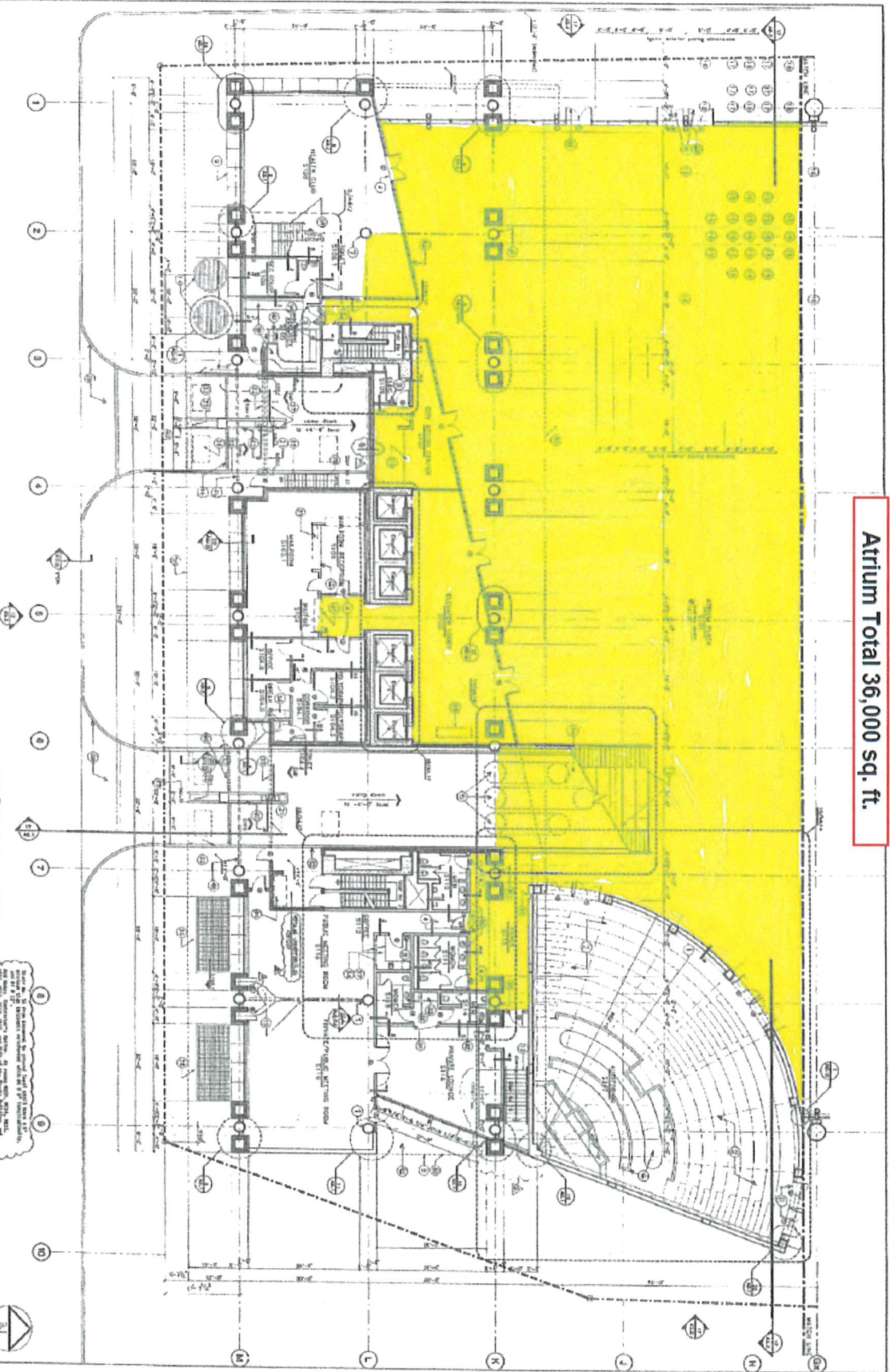
Henry Coleman, P.A. and Mario Babin, AIA
10 ASSOCIATION AVENUE
FREDRICK G. WOOD, AIA and Associates
Henry Coleman Architects Inc.

General Floor Plan
Courthouse Building
Sheet No. 9011

A2.01N
9011

Atrium South Tower

Atrium Total 36,000 sq. ft.



MOBILE GOVERNMENT PLAZA
Mobile County Commission
The City of Mobile, Alabama

MOBILE GOVERNMENT PLAZA
Mobile County Commission
The City of Mobile, Alabama

Henry Coleman, FNA and Marc Boldo, AIA
in association with
Frederick G. Woods, AIA and Associates
Henry Coleman Architects Inc.

Ground Floor Plan
Atrium South Tower
1/2" = 1'-0"

A2.01S
9011

North Tower – Ground Floor 5,200 sq. ft.

A. Daily

1. Empty wastebaskets.
2. Transport trash to designated area.
3. Sanitize all high touch points – light switches, door handles, hand rails, etc.
4. Dust all furniture including desks, chairs, and tables.
5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
6. Dust all exposed filing cabinets, bookcases, and shelves.
7. Vacuum common areas.
8. Vacuum Assembly Room.
9. Dust and sanitize tables and chairs on Assembly Room.
10. Dust mop or sweep floors.
11. Dust window ledges.
12. Dust computer monitors and keyboards.

B. Weekly

1. Dust pictures, frames, charts, etc.
2. Clean all desks after permission from clients.
3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
4. Vacuum office areas.
5. Damp mop floors.

C. Monthly

1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
3. Clean entire interior glass and structures.
4. Dust blinds.
5. Scrub and refinish floors to maintain adequate protective coating.

D. Semi-Annually (or as needed)

1. Strip, clean, refinish, and machine polish floors.
2. Vacuum and clean carpeted areas.

E. Restrooms – Public and Private

- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.
 - Empty and sanitize interior of sanitary container.
 - Dust mop or sweep floors.
 - Damp mop floors
 - Dust partitions.

- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

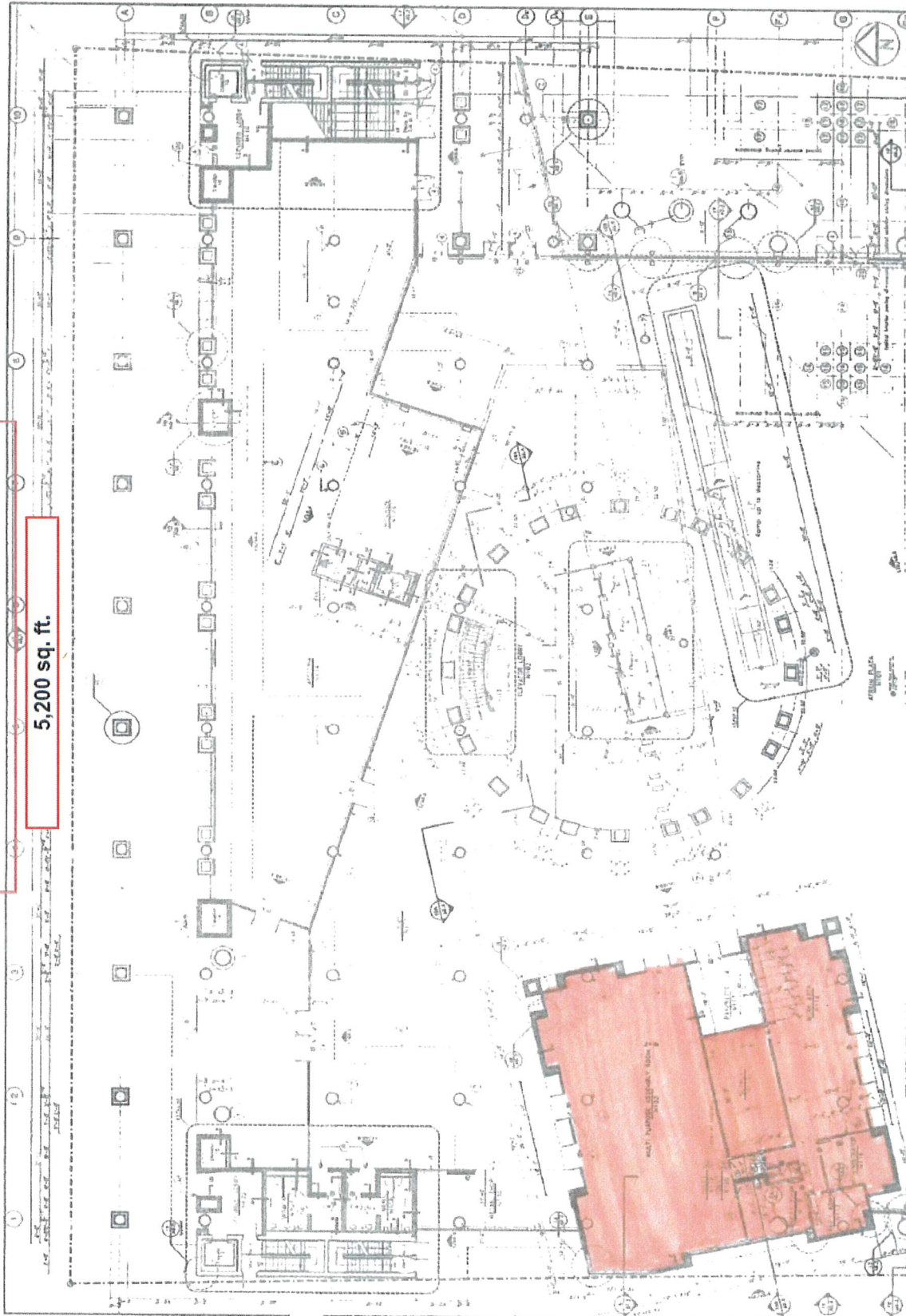
- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

Ground Floor North Tower

5,200 sq. ft.



MOBILE GOVERNMENT PLAZA MOBILE COUNTY COMMISSION The City of Mobile, Alabama	
Harry Gibbons, F.A.S. and Herb Smith, AIA AIA No. 100000000 Frederick C. Woods, AIA and Associates Harry Gibbons Architects Inc.	
Ground Floor Plan Government Building	A2.01N
Scale: 1/8" = 1'-0"	Sheet No. 9011
Drawn by: VSD	Date: 12 December 1981

South Tower – Ground Floor 15,900 sq. ft.

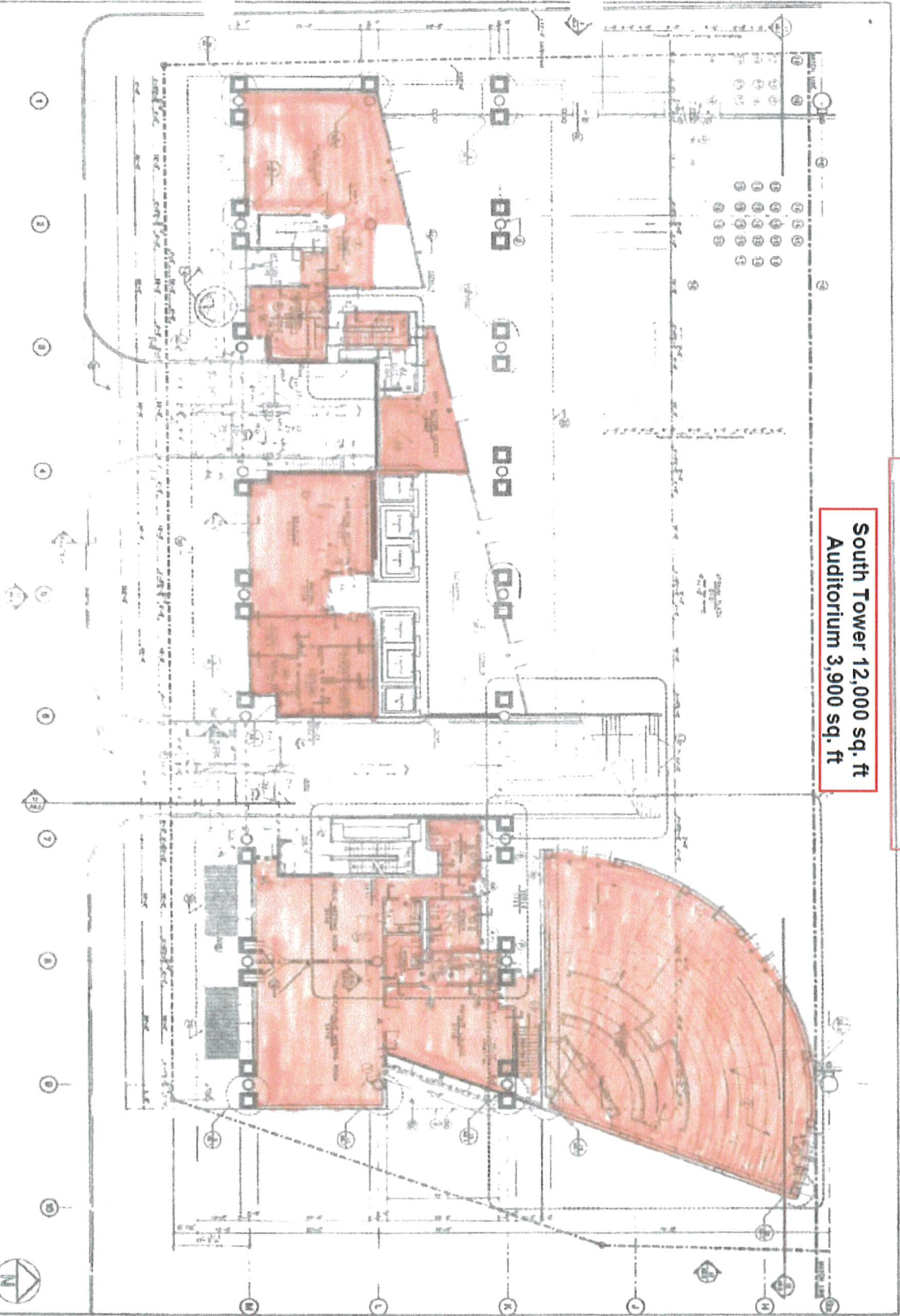
- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas.
 9. Vacuum Auditorium and Meeting Rooms.
 10. Dust and sanitize dais and chairs in Auditorium.
 11. Dust and sanitize tables in Meeting Rooms.
 12. Sanitize countertops and sinks in Meeting Rooms.
 13. Dust mop or sweep floors.
 14. Dust window ledges.
 15. Dust computer monitors and keyboards.
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum office areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Annually (or as needed)
1. Strip, clean, scrub, and refinish floors, landings, and steps in the Two (2) Emergency Staircases.
 2. Clean interior of each door in the Two (2) Emergency Staircases, One (1) door per floor).

F. Restrooms – Public and Private

- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.
 - Empty and sanitize interior of sanitary container.
 - Dust mop or sweep floors.
 - Damp mop floors
 - Dust partitions.
 - Remove spots, stains, and splashes from the wall area adjacent to hand basins.
 - Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
 - Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.
- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.
- Quarterly
 - Top Scrub and Wax flooring.
- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

Ground Floor South Tower

South Tower 12,000 sq. ft
Auditorium 3,900 sq. ft



 <p>MOBILE GOVERNMENT PLAZA MOBILE COUNTY COMMISSION THE CITY OF MOBILE, ALABAMA</p>		<p>Henry Galsman, FASA and Larkin Shubin, AIA Architects</p> <p>Frederick C. Woods, AIA and Associates Henry Galsman Architects Inc.</p>		<p>Ground Floor Plan Administrator Building 30' x 100' (approximate) 9011</p>		<p>A201S 9011</p>	
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South Tower – 2nd Floor 19,600sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.

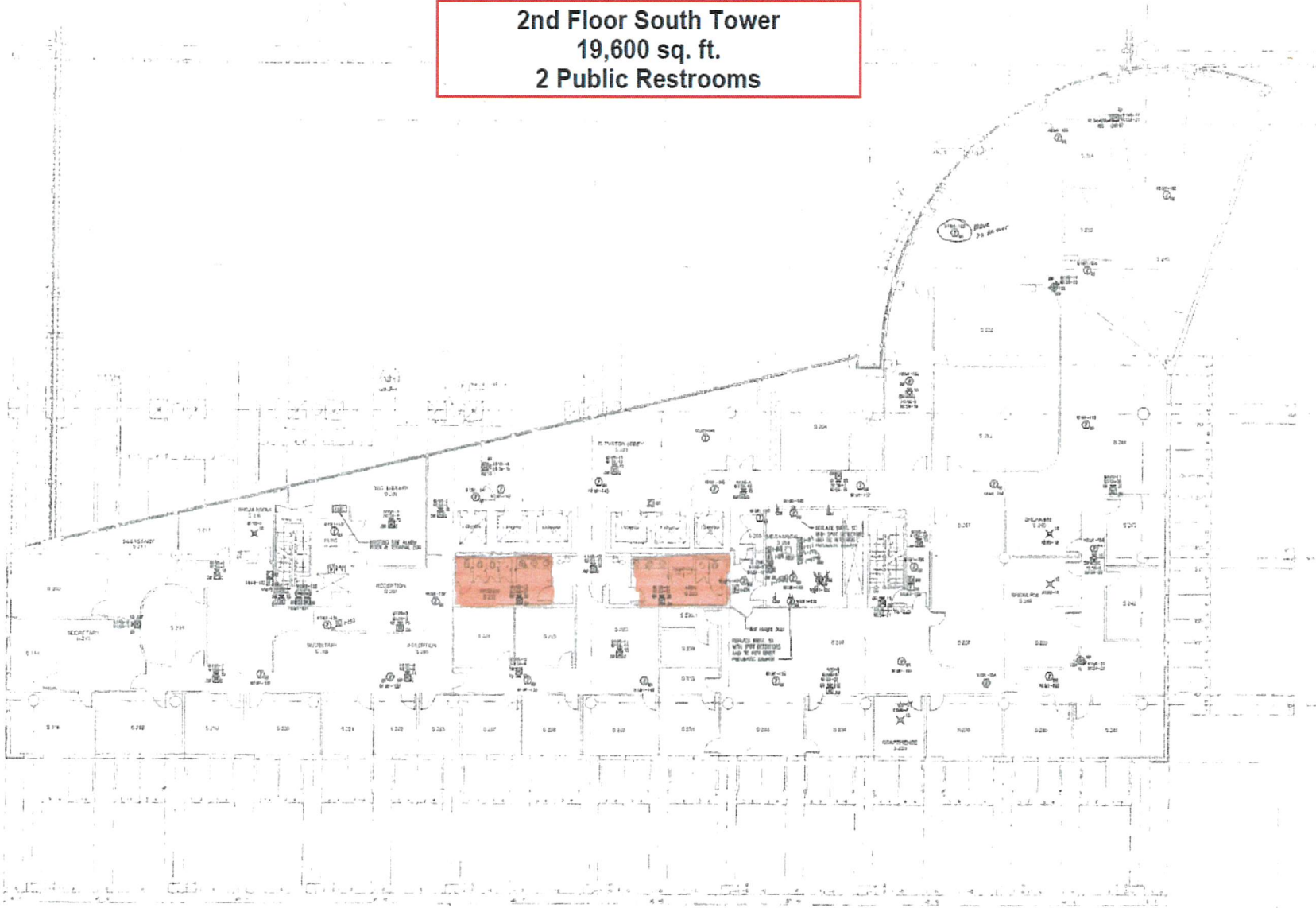
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

**2nd Floor South Tower
19,600 sq. ft.
2 Public Restrooms**



 SECOND FLOOR PLAN SOUTH
DATE: 10/14/17


South Tower – 3rd Floor 21,200sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.

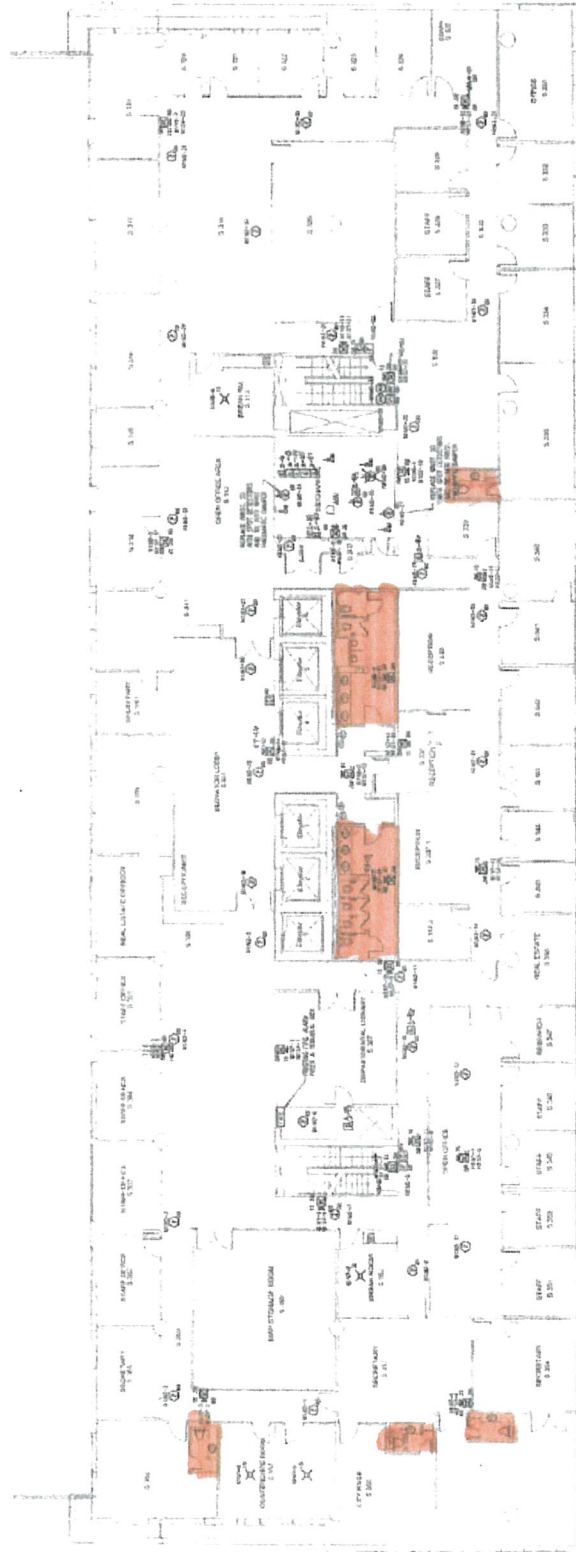
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

**3rd Floor South Tower
21,200 sq. ft.
2 Public Restrooms
4 Private Restrooms**



South Tower – 4th Floor 21,200sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.

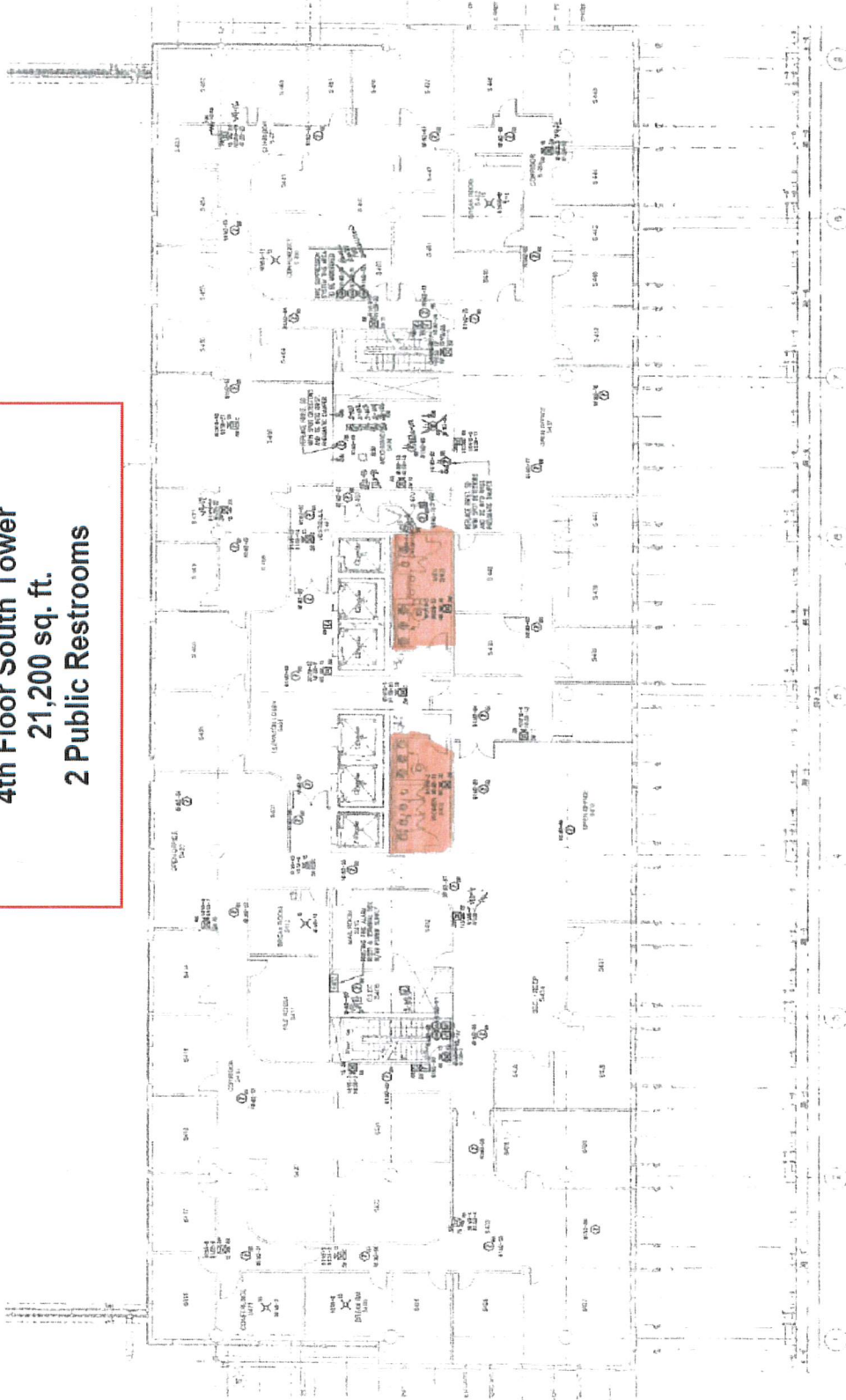
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

4th Floor South Tower
21,200 sq. ft.
2 Public Restrooms



FOURTH FLOOR PLAN SOUTH
DATE: 10/15/04
SCALE: 1/8" = 1'-0"

South Tower – 5th Floor 21,200sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.

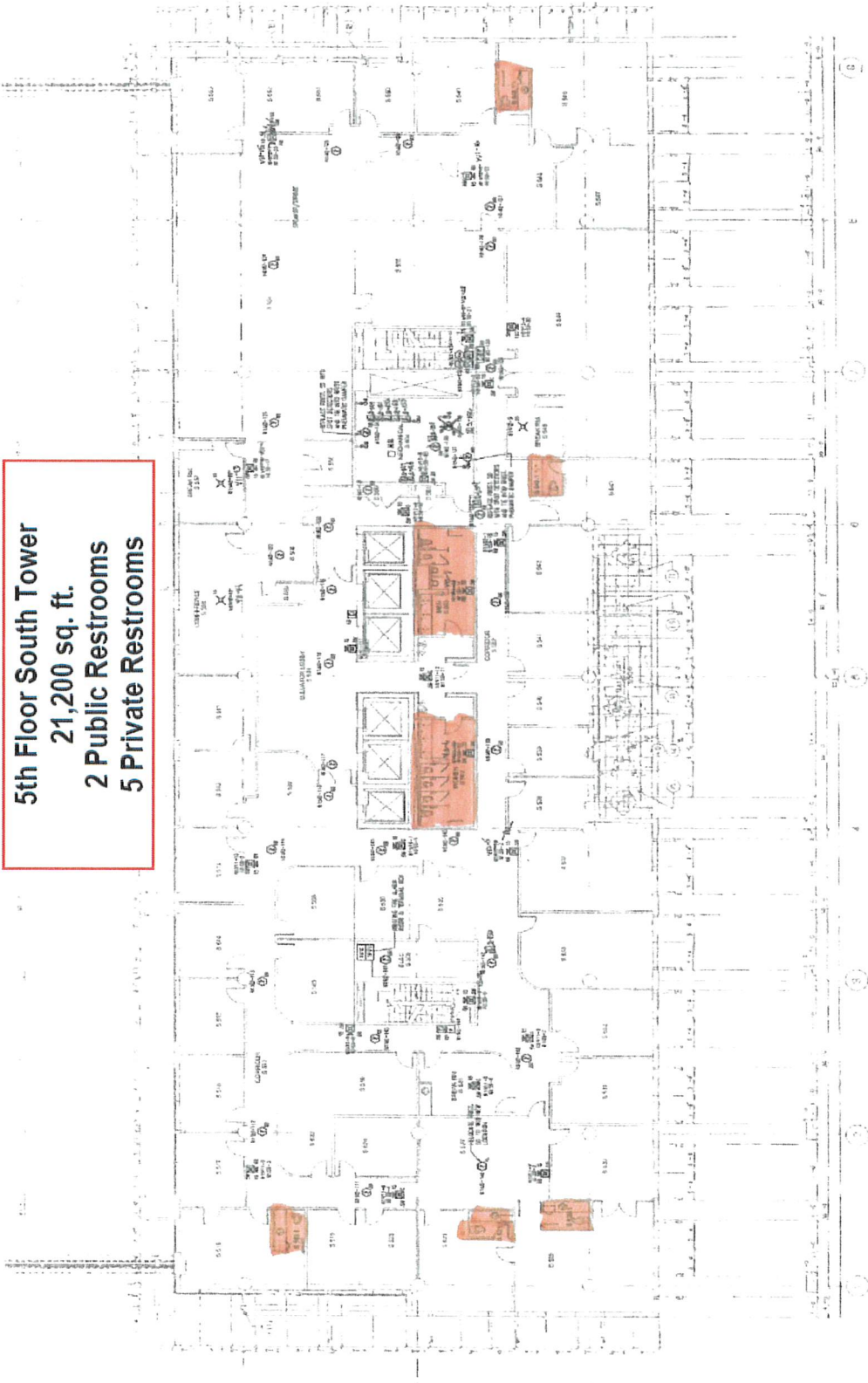
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

5th Floor South Tower
21,200 sq. ft.
2 Public Restrooms
5 Private Restrooms



FIFTH FLOOR PLAN SOUTH
SCALE: 1/8" = 1'-0"

South Tower – 6th Floor 21,200sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.

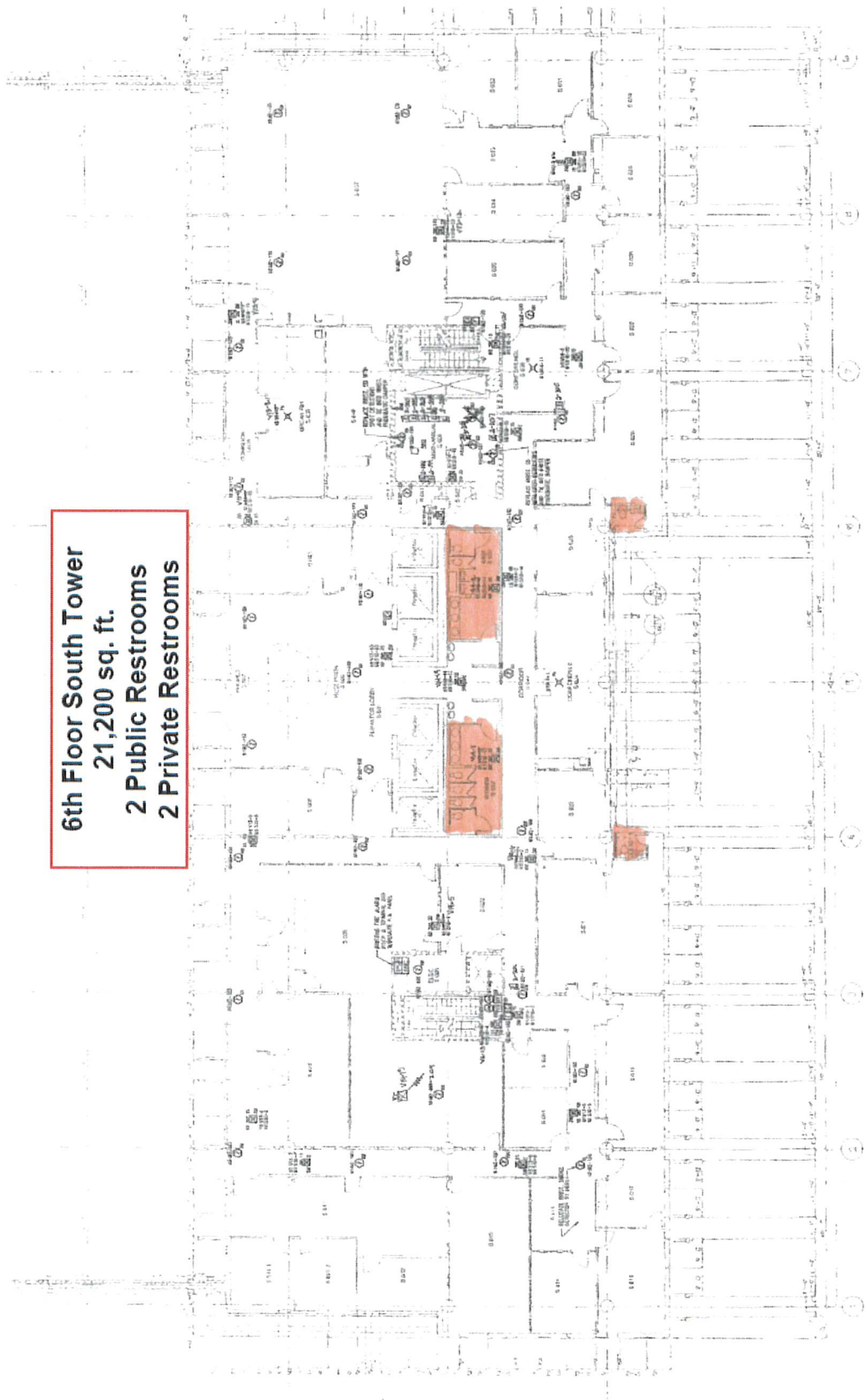
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

6th Floor South Tower
21,200 sq. ft.
2 Public Restrooms
2 Private Restrooms



South Tower – 7th Floor 21,200sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.

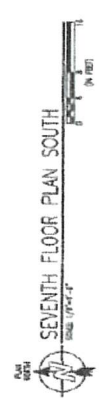
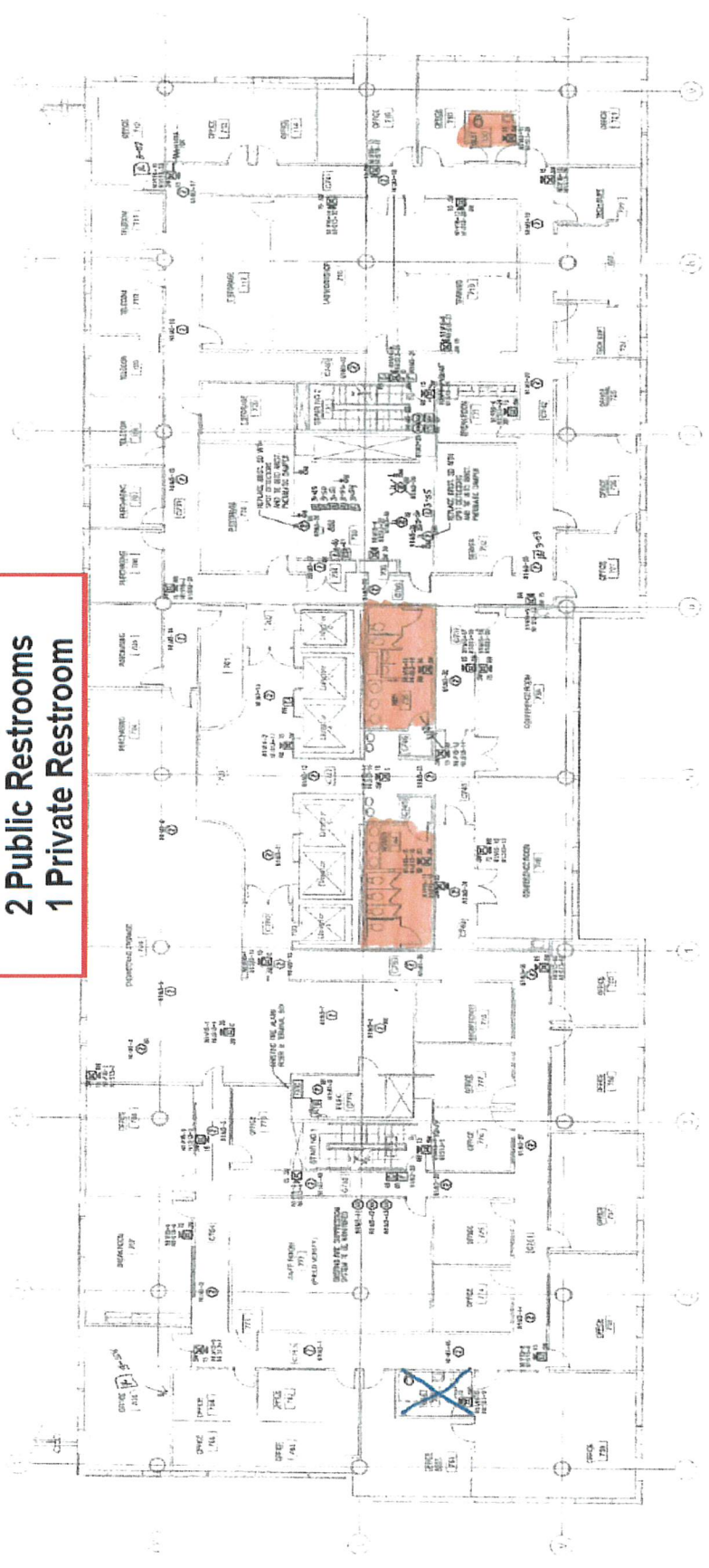
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

7th Floor South Tower
21,200 sq. ft.
2 Public Restrooms
1 Private Restroom



South Tower – 8th Floor 21,200sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.

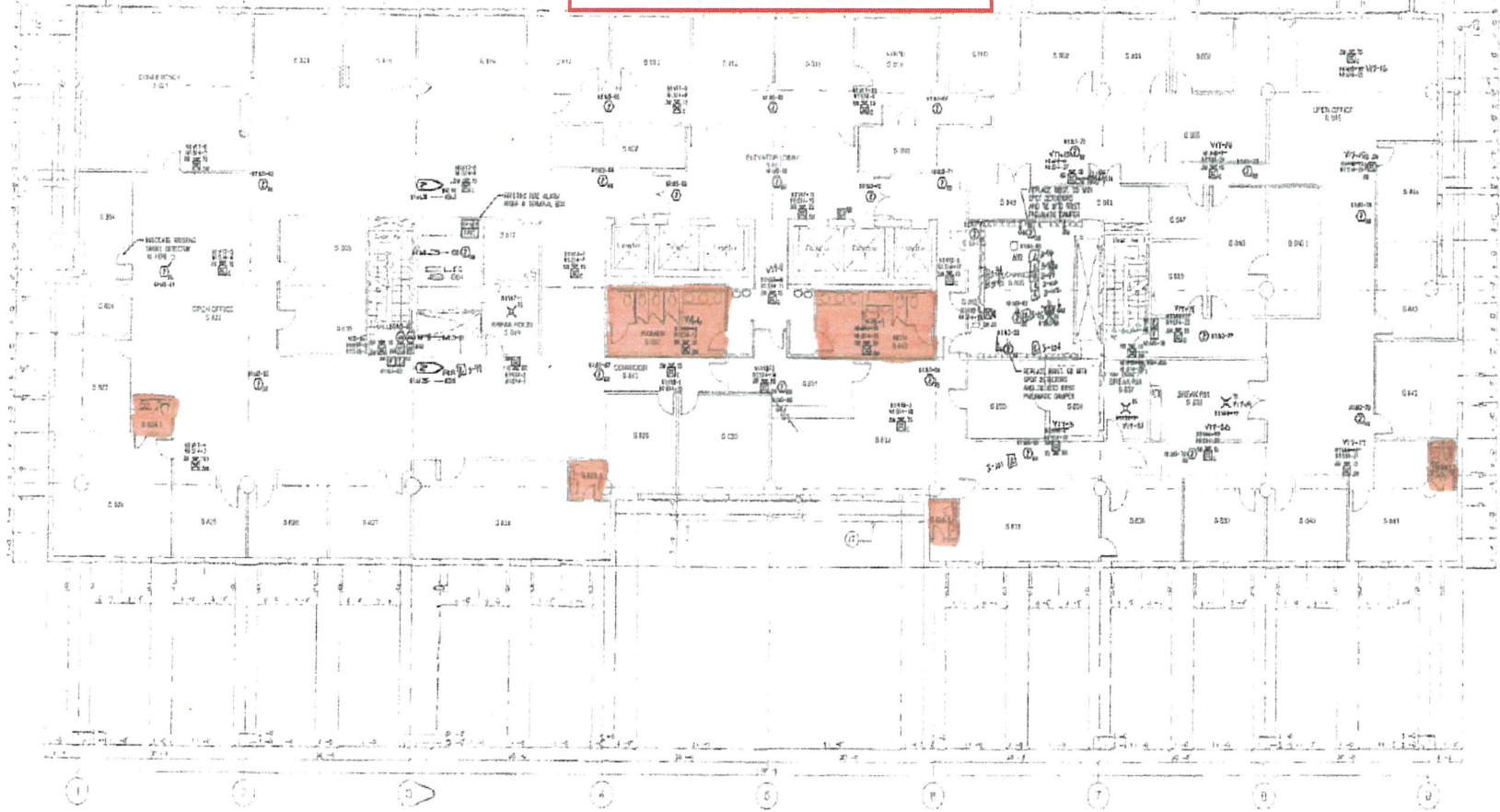
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

8th Floor South Tower
21,200 sq. ft.
2 Public Restrooms
4 Private Restrooms



South Tower – 9th Floor 21,200sq. ft.

A. Daily

1. Empty wastebaskets.
2. Transport trash to designated area.
3. Dust and spot clean elevators doors.
4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
5. Dust all furniture including desks, chairs, and tables.
6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
7. Dust all exposed filing cabinets, bookcases, and shelves.
8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
9. Sanitize countertops, tables, and sinks in breakrooms.
10. Dust tables in conference rooms
11. Dust mop or sweep floors.
12. Dust window ledges.
13. Dust computer monitors and keyboards.
14. Sanitize telephones and handles

B. Weekly

1. Dust pictures, frames, charts, etc.
2. Clean all desks after permission from clients.
3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
4. Vacuum individual offices, including under desks/work areas.
5. Damp mop floors.

C. Monthly

1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
3. Clean entire interior glass and structures.
4. Dust blinds.
5. Scrub and refinish floors to maintain adequate protective coating.

D. Semi-Annually (or as needed)

1. Strip, clean, refinish, and machine polish floors.
2. Vacuum and clean carpeted areas.

E. Restrooms – Public and Private

• Daily

- Clean and polish all chrome fittings.
- Clean and sanitize toilet seats, bowls, and urinals.
- Clean and sanitize sinks.
- Clean and polish all glass and mirrors.
- Empty all containers and disposals, insert liner as needed.

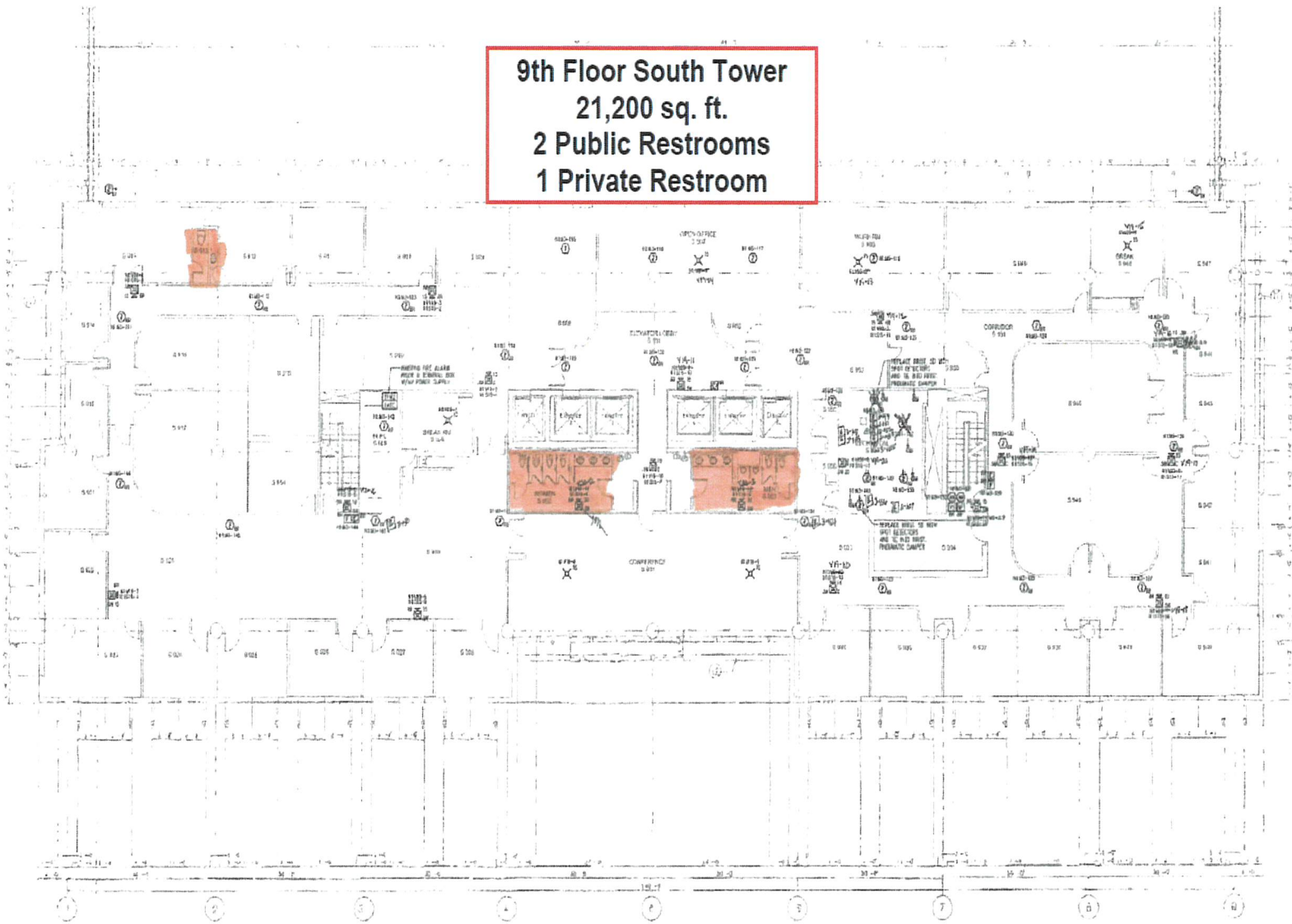
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

9th Floor South Tower
21,200 sq. ft.
2 Public Restrooms
1 Private Restroom



South Tower – 10th Floor 21,200sq. ft.

- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in breakrooms and conferences rooms.
 10. Dust tables in conference rooms
 11. Dust mop or sweep floors.
 12. Dust window ledges.
 13. Dust computer monitors and keyboards.
 14. Sanitize telephones and handles
 15. Empty and Sanitize Paper Shredders, County Commissioner's Suites only.
 16. Vacuum County Commissioner's Suites only.
 17. Sanitize countertops, sinks, and refrigerator doors in office # 1029.
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.

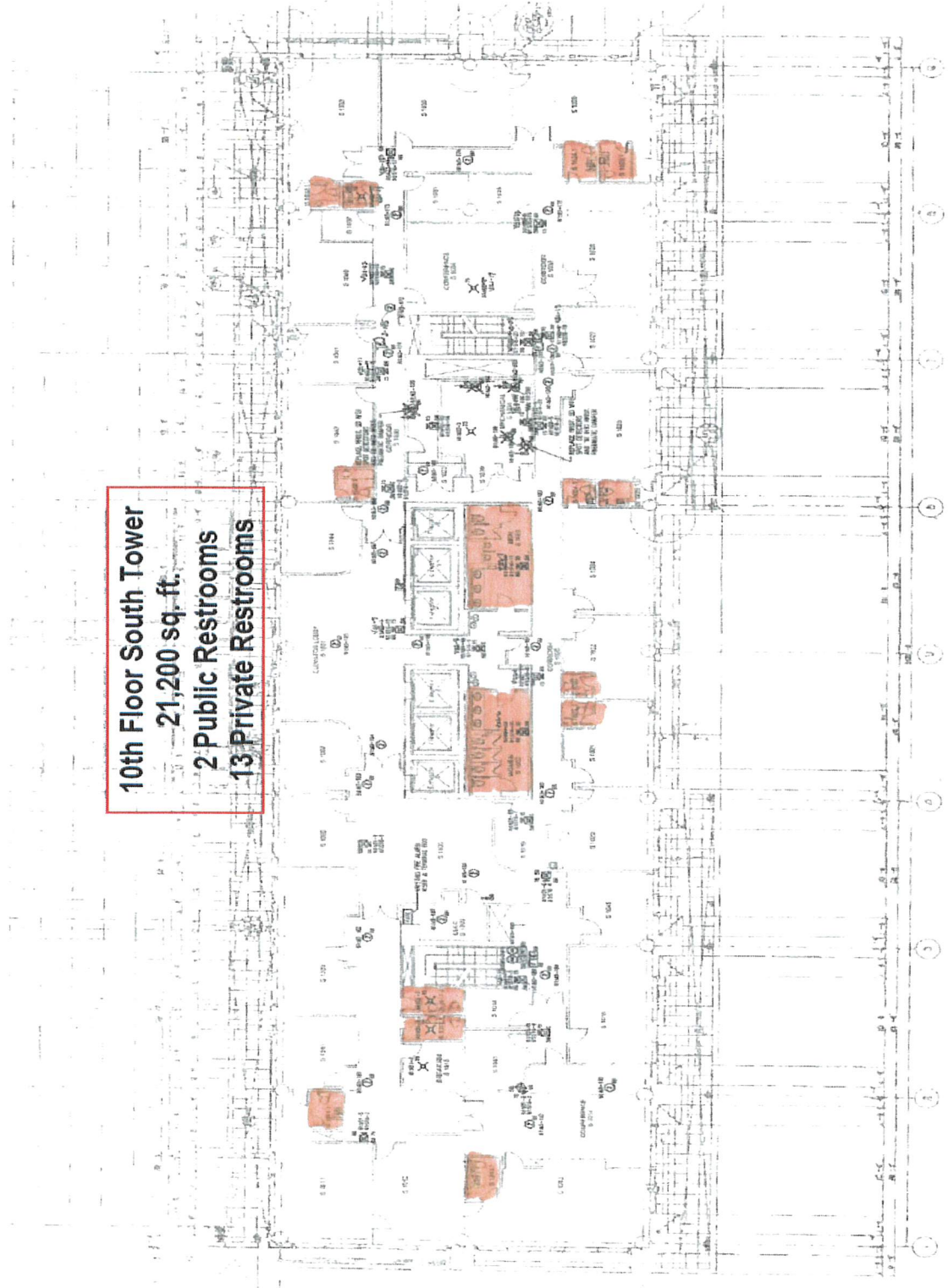
- Clean and sanitize sinks.
- Clean and polish all glass and mirrors.
- Empty all containers and disposals, insert liner as needed.
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.

10th Floor South Tower
21,200 sq. ft.
2 Public Restrooms
13 Private Restrooms



TENTH FLOOR PLAN SOUTH
SCALE: 1/8" = 1'-0"

End of Section

EXHIBIT D – SPECIFIC CLEANING REQUIREMENTS FOR THE NORTH TOWER – OPTION 1

Mezzanine Level – 15,471sq. ft.

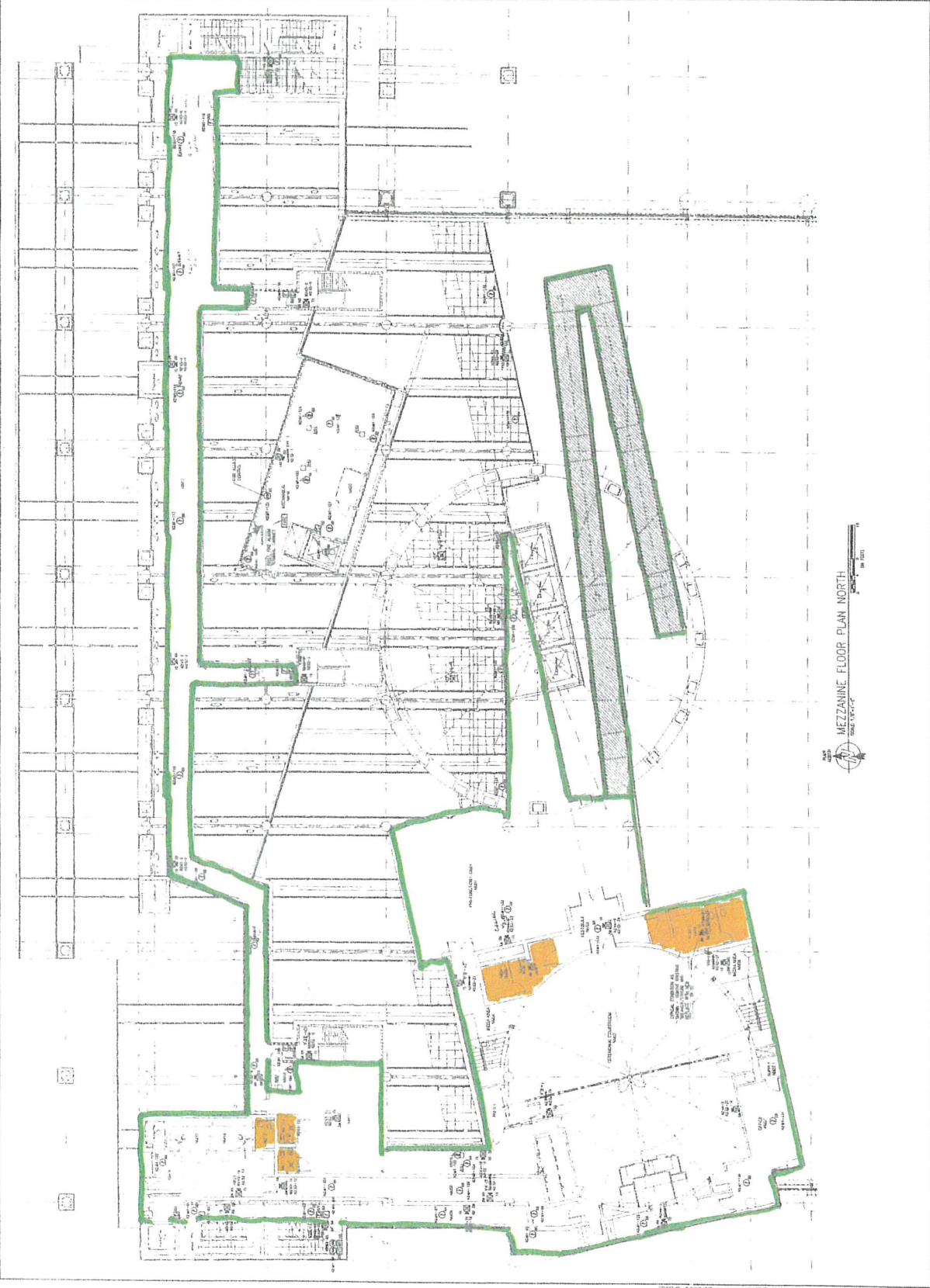
- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust all furniture including desks, chairs, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in meeting room and dias.
 10. Dust mop or sweep floors.
 11. Dust window ledges.
 12. Dust computer monitors and keyboards.
 13. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Vacuum Emergency Exit Hallway.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 4. Vacuum individual offices, including under desks/work areas.
 5. Damp mop floors including Emergency Exit Stairs.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.

- Clean and sanitize toilet seats, bowls, and urinals.
- Clean and sanitize sinks.
- Clean and polish all glass and mirrors.
- Empty all containers and disposals, insert liner as needed.
- Empty and sanitize interior of sanitary container.
- Dust mop or sweep floors.
- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.



2nd Floor – 35,271sq. ft.

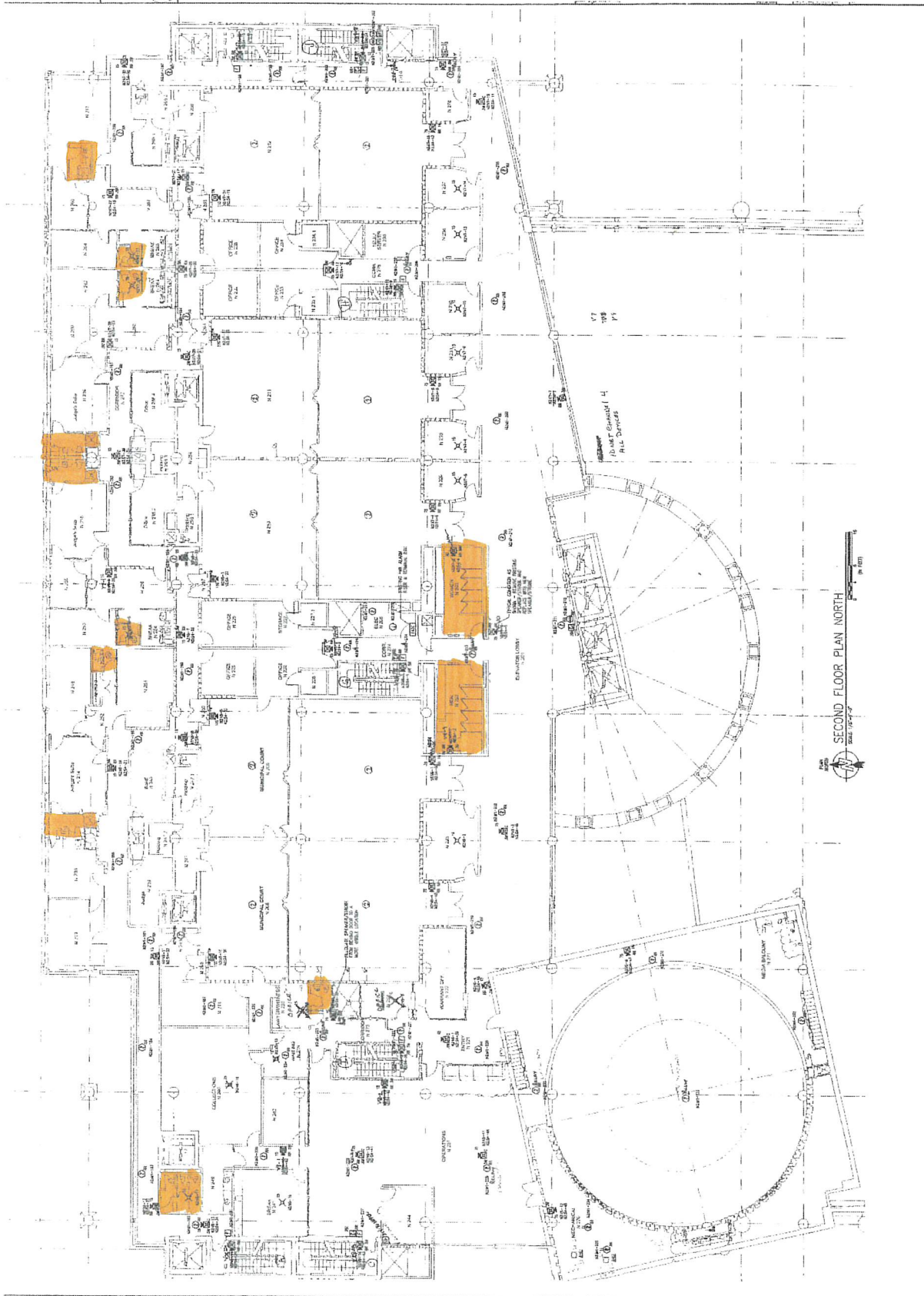
- A. Daily
1. Empty wastebaskets.
 2. Transport trash to designated area.
 3. Dust and spot clean elevators doors.
 4. Sanitize all high touch points – light switches, door handles, hand rails, elevator call buttons, door release buttons, etc.
 5. Dust and sanitize all furniture including desks, chairs, benches, dais, and tables.
 6. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
 7. Dust all exposed filing cabinets, bookcases, and shelves.
 8. Vacuum common areas including but not limited to hallways, lobbies, conference rooms, work areas, courtrooms, work rooms, storage areas, etc.
 9. Sanitize countertops, tables, and sinks in meeting rooms, breakrooms, and dias.
 10. Dust mop or sweep floors.
 11. Dust window ledges.
 12. Dust computer monitors and keyboards.
 13. Sanitize telephones and handles
- B. Weekly
1. Dust pictures, frames, charts, etc.
 2. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
 3. Vacuum individual offices, including under desks/work areas.
 4. Damp mop floors.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
 3. Clean entire interior glass and structures.
 4. Dust blinds.
 5. Scrub and refinish floors to maintain adequate protective coating.
- D. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.
- E. Restrooms – Public and Private
- Daily
 - Clean and polish all chrome fittings.
 - Clean and sanitize toilet seats, bowls, and urinals.
 - Clean and sanitize sinks.
 - Clean and polish all glass and mirrors.
 - Empty all containers and disposals, insert liner as needed.
 - Empty and sanitize interior of sanitary container.
 - Dust mop or sweep floors.

- Damp mop floors
- Dust partitions.
- Remove spots, stains, and splashes from the wall area adjacent to hand basins.
- Remove fingerprints and sanitize all high touch areas: doors, frames, light switches, kick and push plates, handles, etc.
- Refill all dispensers to normal limits; napkins, soap, toilet tissue, towels, liners, etc.

- Weekly
 - Wash and sanitize exterior of all containers
 - Clean and sanitize toilet and urinal partitions.
 - High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

- Quarterly
 - Top Scrub and Wax flooring.

- Semi-annually (or as needed)
 - Scrub and refinish flooring to maintain adequate protective coating.



End of Section