ATTACHMENT “A”

LOCATION DESCRIPTIONS

(A – W)
ATTACHMENT “A”

CITY HALL
776 NE 125 Street
(Approximately 28,000 sq.ft)

Service Times:
• Monday through Friday; 5:30pm – 7:00am

Restrooms:
• Thirteen (13) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
• Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
• Clean all waste receptacles, interior and exterior, and replace liners
• Remove debris from sand urns and clean outside of containers
• Dust office furniture and damp wipe or polish all desktops where papers are cleared
• Dust window sills and other surfaces
• Clean all janitorial closets
• Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
• Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
• Clean all waste receptacles/ replace waste basket liners
• Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
• Damp clean or polish and refill all dispensers
• Sweep and mop all floors using germicidal cleaner
• Clean and polish mirrors, fixtures and enamel surfaces
• Sweep stairwell, where applicable
• Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
• Sweep and/or dust mop all non-carpeted areas
• Mop all spillages on non-carpeted areas
• Clean all interior window sills and surfaces up to 12 ft.
• Clean all entrance glass doors and windows, interior and exterior surfaces
• Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
• Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Monthly Services:
• Damp wipe all telephones using antiseptic treated cloths
• Dust blinds
• Remove debris and dust top of vending machines
• Vacuum upholstered furniture including fabric office partitions
• Clean & polish fronts & tops of counters.
• Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
• Clean all electric switch plate covers and receptacles.
• Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

**Quarterly Services:**
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator(s) in basement.

**Semi-Annual Services:**
- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wipe vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows
ATTACHMENT “B”

POLICE STATION
700 NE 124 Street
(Approximately 37,000 sq.ft.)

Service Times:
- Monday through Friday ( Twice/Day ). Morning four ( 4 ) Hours: One ( 1 ) Porter 9:00 AM – 1 PM; Afternoon three ( 3 ) Hours: Two ( 2 ) Porters 6:00 – 9:00 PM.
- Saturday, Sunday & Holidays ( Once/Day ): Morning four ( 4 ) Hours: One ( 1 ) porter 9:00 AM – 1:00 PM.

Restrooms:
- Two ( 2 ) public and eight ( 8 ) employee-only restrooms; Holding Cell Area – five ( 5 ) lav-toilet combination units; One ( 1 ) private shower/restroom in Chief’s office. The 2nd Floor Locker Rooms ( Male & Female ) must be serviced before 11:30 AM.

Services Required in Accordance with Section 2.4:

Daily Services:
- Clean inside and outside all entrances ( including mats ) and entrance glass doors ( Front Lobby and 2nd floor balcony door ). Areas, including sally port, must be cleaned and made free of debris.
- Full vacuum including spot cleaning of carpet where necessary. Vacuuming shall be done when the office is not occupied unless otherwise requested.
- Sweep and/or dust and damp mop all non-carpeted floors including elevators, rubber floor areas in the gymnasium, and replace all tables and chairs ( when applicable ).
- Clean counter tops, glass, chrome handrails, mailboxes & filing cabinets.
- Spot clean walls, baseboards, light switches & door moldings.
- Clean and disinfect drinking fountains.
- Clean and polish all metal, including entrance doors, kick plates and elevators walls inside and out.
- Mop elevator floors and clean elevator panel boards and threshold.
- Thoroughly clean all kitchen and lunch areas, including 2nd-floor patio area. Clean lunch/kitchen counter tops, cabinets, tables, and chairs, stovetop, microwaves, refrigerators & sinks. Mop and disinfect floors. ( Refrigerator clean-out is not included ).
- Mirrors in restrooms and gymnasium shall be kept free of streaks and cleaned daily.
- Restrooms cleaned and disinfected daily ( toilets, urinals, sinks, and showers. ) Spray shower curtains for mildew as needed.
- Maintain janitorial closet so it is clean and orderly.
- Leave notice to Police Administrator or Building Maintenance Mechanic advising of any irregularities noted during servicing the facility.
- Turn off all lights except those required to be left on. Report any lights or plumbing fixtures that are not working to the Police Administrator or Building Maintenance Mechanic.
- Jail/Holding Areas- clean and disinfect each cell to include any bodily fluids utilizing Blood Borne Pathogen clean-up kits as needed. Cleaning personnel must be trained in Bio-hazardous cleanups by their employer and proof of certification to handle bio-hazardous clean ups must be submitted annually to the Administrative and Support Services Major. Any new cleaning company employee must show proof of certification prior to working at this facility.
- Clean toilet/sinks in each holding cell, using only those chemicals recommended by the manufacturer. NO BLEACH PRODUCTS CAN BE USED ON STAINLESS TOILETS.
- All soap and hand paper towel dispensers must be fully stocked.
Weekly Services:
- Clean interior and exterior windows within reach.
- Dust & clean all level surfaces of desks, telephones, tables, filing cabinets, other office furniture, window sills, audio/visual & magazine racks & exposed book stack areas where applicable. (Papers on the desk, items on window sills & other furniture must not be moved).
- Exercise equipment cleaned and disinfected.
- Shower stalls on both the men & women's 2nd floor Locker Rooms must be thoroughly cleaned of all soap scum, mildew, etc. and disinfected. This shall be done on Saturdays or Sundays.

Monthly Services:
- Dust and wipe exposed air-conditioning grills, vents.
- Clean floor drains using a cream cleanser, scrub pads and floor drain brush to remove corrosion and tarnish. After cleaning, fill drain trap with germicidal detergent to prevent escape of sewer gas. Cleansers will be those appropriate for tile floors and stainless drains. This must be done on Saturdays or Sundays.
- Treat heavy traffic on carpeted areas.

Quarterly Services:
- Pressure clean & remove soil, grease, oil, gum, tar, etc. by use of high-pressure hot water sprayer/washer in conjunction with degreaser, scrapers, brushes, etc. on all concrete floors, walls, overhangs, & adjacent surfaces to entryways, including sally port. All locations/facilities perimeter walkways and walkway overheads are to be cleaned by same method. If the high-pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Thoroughly machine strip, seal, wax and polish, all non-carpeted floor areas, moving desks and furniture to one side, whenever possible, to insure uniform maintenance of all floor areas. Non-skid wax shall be used. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
- Dust and wipe clean, all window treatments (blinds).
- Deep clean all carpeted areas.
ATTACHMENT “C”

MUSEUM of CONTEMPORARY ART (MoCA)
770 NE 125 Street
(Approximately 4,500 sq.ft.)

Service Times:
** Currently service is only once a day in the morning, we need twice a day am and 4pm afternoon
  - Monday through Friday; 9:00am – 5:00pm always on time and thorough
  - Saturday; 10:30am – 5:00pm service is very poor on the weekends. 20 minutes max is spent cleaning. Offices are ignored, no sweeping, mopping, dusting or vacuuming of any kind. Back bathrooms are ignored and public restrooms are barely cleaned over the weekend.
  - Sunday; 11:30am – 5:00pm

Restrooms:
  - Five (5) restrooms – currently only 3 restrooms are cleaned. We will need 4 restrooms listed (1 is located in the Pavilion)

Services Required in Accordance with Section 2.4:

** Daily Services:** Janitorial staff is NOT given enough time to complete these tasks
  - Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
  - Clean all waste receptacles, interior and exterior, and replace liners
  - Remove debris from sand urns and clean outside of containers
  - Dust office furniture and damp wipe or polish all desktops where papers are cleared
  - Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
  - Clean all waste receptacles/ replace waste basket liners
  - Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
  - Damp clean or polish and refill all dispensers
  - Sweep and mop all floors using germicidal cleaner
  - Clean and polish mirrors, fixtures and enamel surfaces
  - Mop all spillages on non-carpeted areas
  - Sweep and/or dust mop all non-carpeted areas
  - Thoroughly clean break room, patio areas- tables outside must be cleaned twice a day as people eat lunch out there daily, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

**Weekly Services:**
  - Clean all entrance glass doors and windows, interior and exterior surfaces (Monday and Fridays and for special events as needed)
  - Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
  - Dust window sills and other surfaces
  - Clean all janitorial closets
  - Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum (2xs a week Monday and Thursdays)
  - Clean all interior window sills and surfaces up to 12 ft.
  - Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
  - Damp wipe all telephones using antiseptic treated cloths

**Monthly Services:**
  - Clean & polish fronts & tops of counters.
  - Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
  - Clean all electric switch plate covers and receptacles.
  - Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
  - Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

**Quarterly Services:**
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator, if applicable

**Semi-Annual Services:** The below services should be performed in the office area during the weekends-
- Clean & vacuum all air conditioning vents-this does not happen
- Steam clean upholstered furniture and wall partitions- this does not happen
- All book stacks/book shelves are to be dusted and wiped clean.- this does not happen
- Wipe vinyl or plastic furniture.
- Wipe and dust all baseboards including under desks, behind furniture, etc.)- this does not happen
- Wash overhead lighting fixtures and lighting glass.- this does not happen
- Wash interior windows- this does not happen

**Optional Services:**
- MOCA may require additional janitorial services for events (i.e. exhibit openings) to be performed preceding event(s). A supervisor plus a crew of two is recommended for these services.
- MOCA needs to be able to provide a list of dates at the beginning of each month for services needed for that month. This varies with

We need to add the Pavilion and the MOCA store to contract.

**Pavilion:**
**Daily:**
9 am cleaning every day (7 am cleaning during summer camp months)
1 restroom –located inside the pavilion
Sweep, mop and dust

**Weekly:**
Windows cleaned weekly (inside and out) - preferably on Mondays

**MOCA Store:**
**Daily:**
Sweep, mop and dust

**Weekly:**
Window sills dusted
Windows cleaned inside and outside
ATTACHMENT “D”

NORTH MIAMI PUBLIC LIBRARY
835 NE 132 Street
(Approximately 20,800 sq. ft.)

Service Times:
- Monday through Thursday; 8:00pm – 9:00am
- Friday through Saturday; 5:00pm – 8:30am

Restrooms:
- Six (6) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior (courtyard), recyclables and other trash receptacles, removing contents to designated areas.
- Clean all waste receptacles, interior and exterior, and replace liners.
- Dust and clean tops of shelves, reading tables, computer area surfaces, programming tables and counters.
- Clean janitorial closet.
- Remove dirt and streaks from all surfaces (including glass doors, conference room glass, door frames, walls, threshold plates, windows, partitions and light switches).
- Completely clean toilets, urinals, sinks and restroom areas. Clean, disinfect and deodorize all fixtures using a germicidal cleaner.
- Sweep, mop and/or dust mop all floors.
- Clean and polish mirrors, fixtures and enamel surfaces.
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum.
- Thoroughly clean break room and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners.

Monthly Services:
- Wash glass doors and windows (interior and exterior), including the conference rooms.
- Dust blinds.
- Clean & polish fronts & tops of counters.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean and vacuum exposed air conditioning grills and vents.
- Wipe and dust baseboards where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors.
- Treat heavy traffic carpeted areas.
- All book stacks/book shelves are to be dusted and wiped clean.

Quarterly Services:
- Shampoo carpeting.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas.
**Semi-Annual Services:**
- Steam clean carpet.
- Wipe vinyl or plastic furniture.
- Wipe and dust under furniture (including furniture legs & bottoms).
- Wash overhead lighting fixtures and lighting glass.

**Optional Services:**
- The library may require additional janitorial services for special events and emergencies.
- Usage of supplies may increase due to special events, summer camps, after school programs, and early voting.
ATTACHMENT “I”

SUNKIST GROVE COMMUNITY CENTER
12500 NW 13th Avenue
(Approximately 4,544 sq. ft.)

Service Times:
• Monday through Sunday; 9:00pm – 7:00am

Office
• One (1) Office Space
• Computer Lab

Restrooms:
• Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
• Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
• Clean all waste receptacles, interior and exterior, and replace liners
• Dust office furniture and damp wipe or polish all desktops where papers are cleared
• Dust window sills and other surfaces
• Clean all janitorial closets
• Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
• Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
• Clean all restroom waste receptacles/ replace waste basket liners
• Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
• Damp clean or polish and refill all dispensers
• Sweep and mop all floors using germicidal cleaner
• Clean and polish mirrors, fixtures and enamel surfaces
• Vacuum all carpeted wall areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
• Dust and Clean all interior window sills and surfaces up to 12 ft.
• Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
• Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
• Dust Computers, Printers and fax machines where applicable
• Dust Television sets and related equipment
• Wipe down and disinfect water fountains and sinks

Monthly Services:
• Damp wipe all telephones using antiseptic treated cloths
• Dust blinds
• Remove debris and dust top of vending machines
• Vacuum upholstered furniture including fabric office partitions
• Clean & polish fronts & tops of counters.
• Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
• Clean all electric switch plate covers and receptacles.
• Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
• Dust and wipe clean all window treatments including sills.
• Clean interior and exterior windows in lobby areas.
• Dust and wipe exposed air conditioning grills and vents.
• Clean (vacuum) metal strips on ceiling tiles
• Wash baseboards and exposed pipes where applicable.
• Clean floor drains and remove corrosion and tarnish.
• De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
• Machine scrub all bathroom floors
• Treat carpet walls
• Spray buff and burnish floors weekly

Quarterly Services:
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
• Strip & clean all slate floors.
• Clean refrigerator, ovens and microwaves

Semi-Annual Services:
• Clean & vacuum all air conditioning vents
• Steam clean upholstered furniture and wall partitions
• Vacuum all draperies where applicable.
• All book stacks/book shelves are to be dusted and wiped clean.
• Wash Naugahyde vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards including under desks, behind furniture, etc.)
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows
ATTACHMENT “F”

Motor Pool
1855 NE 142nd Street
(Approximately 1,500 sq. ft.)

Service Times:
- Monday through Friday; 6:00pm – 7:00am

Restrooms:
- Three (3) restrooms and One (1) Shower Stall

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Weekly Services:
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
• Clean all electric switch plate covers and receptacles.
• Dust and wipe clean all window treatments including sills.
• Clean interior and exterior windows in lobby areas.
• Dust and wipe exposed air conditioning grills and vents.
• Clean (vacuum) metal strips on ceiling tiles
• Wash baseboards and exposed pipes where applicable.
• Clean floor drains and remove corrosion and tarnish.
• De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
• Machine scrub all bathroom floors
• Treat heavy traffic carpeted areas

**Quarterly Services:**
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
• Strip & clean all slate floors.
• Clean refrigerator, if applicable

**Semi-Annual Services:**
• Clean & vacuum all air conditioning vents
• Steam clean upholstered furniture and wall partitions
• Vacuum all draperies where applicable.
• All book stacks/book shelves are to be dusted and wiped clean.
• Wipe vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards including under desks, behind furniture, etc.)
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows
ATTACHMENT “G”

ENCHANTED FOREST COMMUNITY CENTER
1735 NE 135 Street
(Approximately 2,170 sq. ft.)

Service Times:
- Monday through Friday; 6:00pm – 8:30pm or Sunset (whichever is sooner)

Office
- One (1) Office Space

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including doors, door frames, walls, threshold plates, brass, windows, and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all carpeted areas on walls, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners.

Quarterly Services:
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Clean refrigerator, ovens and microwaves
- Steam clean carpet on walls

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths.
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Spray buff and burnish floors weekly
• Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
• Dust and wipe clean all window treatments including sills.
• Clean interior and exterior windows in lobby areas.
• Dust and wipe exposed air conditioning grills and vents.
• Clean (vacuum) metal strips on ceiling tiles.
• Wash baseboards and exposed pipes where applicable.
• Clean floor drains and remove corrosion and tarnish.
• De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
• Machine scrub all bathroom floors.
ATTACHMENT “H”

GRIFFING ADULT CENTER
12220 Griffing Boulevard
(Approximately 3,338 sq. ft.)

Service Times:
• Monday through Sunday; 9:00pm – 7:00am

Office
• Two (2) Office Space

Restrooms:
• Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
• Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
• Clean all waste receptacles, interior and exterior, and replace liners
• Remove debris from sand urns and clean outside of containers
• Dust office furniture and damp wipe or polish all desktops where papers are cleared
• Dust window sills and other surfaces
• Clean all janitorial closets
• Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
• Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
• Clean all waste receptacles/ replace waste basket liners
• Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
• Damp clean or polish and refill all dispensers
• Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
• Sweep and/or dust mop all non-carpeted areas
• Mop all spillages on non-carpeted areas
• Clean all interior window sills and surfaces up to 12 ft.
• Clean all entrance glass doors and windows, interior and exterior surfaces
• Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
• Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Monthly Services:
• Damp wipe all telephones using antiseptic treated cloths
• Dust blinds
• Remove debris and dust top of vending machines
• Vacuum upholstered furniture including fabric office partitions
• Clean & polish fronts & tops of counters.
Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
Clean all electric switch plate covers and receptacles.
Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
Dust and wipe clean all window treatments including sills.
Clean interior and exterior windows in lobby areas.
Dust and wipe exposed air conditioning grills and vents.
Clean (vacuum) metal strips on ceiling tiles
Wash baseboards and exposed pipes where applicable.
Clean floor drains and remove corrosion and tarnish.
De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
Clean (vacuum) metal strips on ceiling tiles
Wash baseboards and exposed pipes where applicable.
Clean floor drains and remove corrosion and tarnish.
De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
Machine scrub all bathroom floors
Treat heavy traffic carpeted areas
Spray buff and burnish floors weekly

Quarterly Services:
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator, if applicable

Semi-Annual Services:
- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wipe vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows
ATTACHMENT “I”

SUNKIST GROVE COMMUNITY CENTER
12500 NW 13th Avenue
(Approximately 4,544 sq. ft.)

Service Times:
- Monday through Sunday; 9:00pm – 7:00am

Office
- One (1) Office Space
- Computer Lab

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all carpeted wall areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Treat carpet walls
- Spray buff and burnish floors weekly

**Quarterly Services:**
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator, ovens and microwaves

**Semi-Annual Services:**
- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows
ATTACHMENT “J”

KEYSTONE CENTER
13050 Ixora Court
(Approximately 864 sq. ft.)

Service Times:
- Monday through Friday; 9:00pm – 7:00am

Office
- One (1) Office Space

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all carpeted wall areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
• Spray buff and burnish floors weekly
• Dust and wipe clean all window treatments including sills.
• Clean interior and exterior windows in lobby areas.
• Dust and wipe exposed air conditioning grills and vents.
• Clean (vacuum) metal strips on ceiling tiles
• Wash baseboards and exposed pipes where applicable.
• Clean floor drains and remove corrosion and tarnish.
• De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
• Machine scrub all bathroom floors
• Treat heavy traffic wall carpeted areas

Quarterly Services:
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
• Strip & clean all slate floors.
• Clean refrigerators, ovens and microwaves

Semi-Annual Services:
• Clean & vacuum all air conditioning vents
• Steam clean upholstered furniture and wall partitions
• Vacuum all draperies where applicable.
• All book stacks/book shelves are to be dusted and wiped clean.
• Wipe vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards including under desks, behind furniture, etc.)
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows
ATTACHMENT “K”

GWEN MARGOLIS COMMUNITY CENTER
1590 NE 123rd Street
(Approximately 2,806 sq. ft.)

Service Times:
- Monday through Thursday; 11:00pm – 7:00am
- Friday, Saturday and Sunday; 2:00am – 7:00am

Office:
- One (1) Office Space

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all wall carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners.
- Spray buff and burnish floors weekly

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
• Dust and wipe exposed air conditioning grills and vents.
• Clean (vacuum) metal strips on ceiling tiles
• Wash baseboards and exposed pipes where applicable.
• Clean floor drains and remove corrosion and tarnish.
• De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
• Machine scrub all bathroom floors
• Treat wall carpeted areas
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.

Quarterly Services:
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
• Strip & clean all slate floors.
• Clean refrigerators, ovens and microwaves

Semi-Annual Services:
• Clean & vacuum all air conditioning vents
• Steam clean upholstered furniture and wall partitions
• Vacuum all draperies where applicable.
• All book stacks/book shelves are to be dusted and wiped clean.
• Wipe vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards including under desks, behind furniture, etc.
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows
ATTACHMENT “L”

BEN FRANKLIN PARK
13400 NW 12th Avenue
(Approximately 864 sq. ft.)

Service Times:
• Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)

Restrooms:
• Two (2) restrooms

Services Required in Accordance with Section 2.4:

Twice-Weekly Services:
• Clean all janitorial closets
• Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
• Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
• Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
• Damp clean or polish and refill all dispensers
• Sweep and mop all floors using germicidal cleaner
• Clean and polish mirrors, fixtures and enamel surfaces
ATTACHMENT “M”

CLAUDE PEPPER PARK
1255 NW 135th Street

Service Times:
- **SERVICE TIME OPTION #1** Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)
  OR
- **SERVICE TIME OPTION #2** Monday – Saturday; 9:00pm – 7:00am (Restrooms Only)

***Please provide individual pricing for each service time stated above***

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Twice-Weekly Services:
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- all liners

Monthly:
- Machine Scrub all bathrooms floors
- Pressure wash bathrooms
ATTACHMENT “N”

CAGNI PARK
13498 NE 8th Avenue
(Approximately 200 sq. ft.)

Service Times:
• Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)

Restrooms:
• Two (2) restrooms

Services Required in Accordance with Section 2.4:

Twice-Weekly Services:
• Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
• Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
• Clean all waste receptacles/replace waste basket liners
• Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
• Damp clean or polish and refill all dispensers
• Sweep and mop all floors using germicidal cleaner
• Clean and polish mirrors, fixtures and enamel surfaces
ATTACHMENT “O”

CAGNI GYMNASIUM
791 NE 135th Street
(Approximately 9000 sq. ft.)

Gym Service Times:
- Monday through Thursday; 9:00pm – 7:00am
- Friday, Saturday and Holidays; 11:00pm – 7:00am

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior only and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Remove all trash and sweep gymnasium wooden floor with dust mop
- Clean janitorial closet
- Remove dirt and streaks from all surfaces (door frames, walls, threshold plates, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner (not including wooden gymnasium floor)
- Clean and polish restroom mirrors, fixtures and surfaces
- Remove all debris and trash from entryways and exterior grounds
- Wipe down and disinfect water fountains

Weekly Service
- Remove Trash from bleachers and wipe down as necessary
- Clean floor grates located at all entrances and remove all trash located underneath

Monthly Services:
- Clean (vacuum) metal strips on ceiling tiles in the bathrooms only
- Wash baseboards and exposed pipes where applicable
- Clean floor drains and remove corrosion and tarnish
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors

Quarterly Services:
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage
- Clean, wax (non-skid) and machine polish bathroom floor areas (not including wooden gym floor)
- Machine strip, seal, wax with non-skid wax and polish bathroom and office floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas
ATTACHMENT “P”

JOE CELESTINE CENTER/GYM
1525 NW 135 Street
(Approximately 20,000 sq. ft.)

Center Service Times: (Twice a day cleaning 11am-1pm and 9pm-7am)
- Monday through Thursday; 11:00pm – 7:00am
- Friday, Saturday and Sunday; 11:00pm – 7:00am

Gym Service Times:
- Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)

Office:
- One (1) Office Space

Restrooms:
- Two (2) restrooms
- Two (2) locker rooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles.
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all wall carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat wall carpeted areas

**Quarterly Services:**
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean ice machine, refrigerators, ovens and microwaves

**Semi-Annual Services:**
- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows
ATTACHMENT “O”

CAGNI GYMNASIUM
791 NE 135th Street
(Approximately 9000 sq. ft.)

Gym Service Times:
- Monday through Thursday; 9:00pm – 7:00am
- Friday, Saturday and Holidays; 11:00pm – 7:00am

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior only and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Remove all trash and sweep gymnasium wooden floor with dust mop
- Clean janitorial closet
- Remove dirt and streaks from all surfaces (door frames, walls, threshold plates, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner (not including wooden gymnasium floor)
- Clean and polish restroom mirrors, fixtures and surfaces
- Remove all debris and trash from entryways and exterior grounds
- Wipe down and disinfect water fountains

Weekly Service
- Remove Trash from bleachers and wipe down as necessary
- Clean floor grates located at all entrances and remove all trash located underneath

Monthly Services:
- Clean (vacuum) metal strips on ceiling tiles in the bathrooms only
- Wash baseboards and exposed pipes where applicable
- Clean floor drains and remove corrosion and tarnish
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors

Quarterly Services:
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage
- Clean, wax (non-skid) and machine polish bathroom floor areas (not including wooden gym floor)
- Machine strip, seal, wax with non-skid wax and polish bathroom and office floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas
ATTACHMENT “Q”

JUDSON COMMUNITY CENTER
12100 NW 16 Avenue
(Approximately 1,000 sq. ft.)

Service Times:
- Monday through Sunday: 9:00pm – 7:00am

Office
- One (1) Office Space

Restrooms:
- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Clean all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
• Spray buff and burnish floors weekly
• Dust and wipe exposed air conditioning grills and vents.
• Clean (vacuum) metal strips on ceiling tiles
• Wash baseboards and exposed pipes where applicable.
• Clean floor drains and remove corrosion and tarnish.
• De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
• Machine scrub all bathroom floors
• Treat heavy traffic wall carpeted areas

**Quarterly Services:**
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
• Strip & clean all slate floors.
• Clean refrigerators, ovens and microwaves

**Semi-Annual Services:**
• Clean & vacuum all air conditioning vents
• Steam clean upholstered furniture and wall partitions
• Vacuum all draperies where applicable.
• All book stacks/book shelves are to be dusted and wiped clean.
• Wipe vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards including under desks, behind furniture, etc.)
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows
ATTACHMENT “R”

UTILITY OPERATIONS CENTER
1815 & 1817 NE 150th St
(Approximately 3000 sq. ft.)

Service Times:
• Monday through Friday; 6:00pm – 7:00am

Restrooms:
• Two (2) restrooms and One (1) Locker Room

Services Required in Accordance with Section 2.4:

Daily Services:
• Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
• Clean all waste receptacles, interior and exterior, and replace liners
• Remove debris from sand urns and clean outside of containers
• Dust office furniture and damp wipe or polish all desktops where papers are cleared
• Dust window sills and other surfaces
• Clean all janitorial closets
• Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
• Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
• Clean all waste receptacles/ replace waste basket liners
• Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
• Damp clean or polish and refill all dispensers
• Sweep and mop all floors using germicidal cleaner
• Clean and polish mirrors, fixtures and enamel surfaces
• Sweep stairwell, where applicable
• Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
• Sweep and/or dust mop all non-carpeted areas
• Mop all spillages on non-carpeted areas
• Clean all interior window sills and surfaces up to 12 ft.
• Clean all entrance glass doors and windows, interior and exterior surfaces
• Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
• Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Weekly Services:
• Clean, wax (non-skid) and machine polish all non-carpeted floor areas.

Monthly Services:
• Damp wipe all telephones using antiseptic treated cloths
• Dust blinds
• Remove debris and dust top of vending machines
• Vacuum upholstered furniture including fabric office partitions
• Clean & polish fronts & tops of counters.
• Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

**Quarterly Services:**
- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator, if applicable

**Semi-Annual Services:**
- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wipe vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows
ATTACHMENT “S”

7th Ave COMMUNITY WORKSTATION
13753 N.W. 7th Avenue
(Approximately 1,200 sq. ft.)

Service Times:
- Service will be every Tuesday, between the hours of 9:00 A.M. and 2:00 P.M.

Restrooms:
- One (1) employee-only restroom with minimal public use.

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all waste receptacles, removing contents to designated areas and replacing liners. Clean all waste receptacles as needed.
- Dust office furniture and damp wipe or polish all desktops where papers are cleared.
- Dust shelving, tops of shelves, remove marks and dirt from all desk surfaces.
- Dust window sills and other surfaces.
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches).
- Completely clean areas immediately around toilet. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers.
- Sweep and mop all floors using germicidal cleaner.
- Clean and polish mirrors, fixtures and enamel surfaces.
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum.
- Sweep and/or dust mop all non-carpeted areas.
- Clean all interior window sills.
- Clean all entrance glass doors and windows, interior and exterior glass and window within reach.
- Clean lunch/kitchen counter tops, cabinets, tables and chairs, stovetop, microwaves, refrigerators & sinks. Mop and disinfect floors. (Refrigerator clean-out is not included).

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds.
- Clean & polish fronts & tops of counters.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- De-scale toilets with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Treat heavy traffic carpeted areas

Quarterly Services:
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
ATTACHMENT “T”

POLICE CRIME SCENE TRAILER
Police Station 700 NE 124 Street
(Approximately 1,344 sq. ft.)

Service Times:
- Service will be once a month on Wednesdays, between the hours of 9:00 A.M. and 2:00 P.M.

Restrooms:
- One (1) employee-only restroom.

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets and other trash receptacles, removing contents to designated areas and replace liners. Clean all waste receptacles as needed.
- Dust office furniture and damp wipe or polish all desktops where papers are cleared.
- Dust shelving, tops of shelves, remove marks and dirt from all desk surfaces.
- Dust window sills and other surfaces.
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches).
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Completely clean areas immediately around toilet.
- Clean, disinfect and deodorize all fixtures using a germicidal cleaner.
- Damp clean or polish and refill all dispensers.
- Sweep and mop all floors using germicidal cleaner.
- Clean and polish mirrors, fixtures and enamel surfaces.
- Sweep and/or dust mop all non-carpeted areas.
- Clean all interior window sills.
- Clean all entrance glass doors and windows, interior and exterior surfaces.

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths.
- Dust blinds.
- Clean & polish fronts & tops of counters.
- Clean all electric switch plate covers and receptacles.
- Dust and wipe clean all window treatments including sills.

Semi-Annual Services:
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
- Dust and wipe exposed air conditioning grills and vents.
ATTACHMENT “U”

Code Compliance Trailer
811 NE 125th Street
(Approximately 1,344 sq. ft.)

Service Day & Times:
- Monday through Friday, between the hours of 5:00 P.M. and 9:00 P.M.

Restroom:
- One (1) employee-only restroom.

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust shelving, tops of shelves, remove marks and dirt from all desk surfaces.
- Dust window sills and other surfaces
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilet. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish fronts & tops of counters.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- De-scale toilets with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Clean & polish fronts & tops of counters.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- De-scale toilets with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
• Treat heavy traffic carpeted areas

**Quarterly Services:**
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any damage.
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
• Clean refrigerator, if applicable.

**Semi-Annual Services:**
• Wipe vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards (including under desks, behind furniture, etc.)
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows
ATTACHMENT “V”

Utility Billing/Customer Service
811 NE 125 Street
(Approximately 1,200 sq. ft.)

Service Day & Times:
- Monday through Friday, between the hours of 5:00 P.M. and 9:00 P.M.

Restroom:
- One (1) restroom.

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust shelving, tops of shelves, remove marks and dirt from all desk surfaces.
- Dust window sills and other surfaces
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/replace waste basket liners
- Completely clean areas immediately around toilet. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwells, where applicable
- Sweep and/or dust mop all non-carpeted areas and remove gum
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Clean & polish fronts & tops of counters.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- De-scale toilets with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
Quarterly Services:
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.

Semi-Annual Services:
- Wipe vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards (including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows
Community Redevelopment Agency (CRA) Office
12330 NE 8 Avenue
(Approximately 1,344 sq. ft.)

Service Day & Times:
- Monday through Friday, between the hours of 5:00 P.M. and 9:00 P.M.

Restroom:
- One (1) employee-only restroom.

Services Required in Accordance with Section 2.4:

Daily Services:
- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust shelving, tops of shelves, remove marks and dirt from all desk surfaces.
- Dust window sills and other surfaces
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilet. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwells, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Clean lunch/kitchen counter tops, cabinets, tables and chairs, stovetop, microwaves, refrigerators & sinks. Mop and disinfect floors. (Refrigerator clean-out is not included).

Monthly Services:
- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Clean & polish fronts & tops of counters.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- De-scale toilets with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
• Treat heavy traffic carpeted areas

**Quarterly Services:**
• Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any damage.
• Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
• Clean refrigerator, if applicable.

**Semi-Annual Services:**
• Wipe vinyl or plastic furniture.
• Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
• Wipe and dust all baseboards (including under desks, behind furniture, etc.)
• Wash overhead lighting fixtures and lighting glass.
• Wash interior windows