

**TECHNICAL SPECIFICATIONS
JANITORIAL SERVICES**

1. LOCATIONS - MUNICIPAL

- A. MUNICIPAL OFFICES - ONE COLLYER LANE
- B. PUBLIC WORKS COMPLEX - 277 SOUTH MAPLE AVE
- C. HEALTH DEPARTMENT - 262 SOUTH FINLEY AVE
- D. LIBRARY – 32 SOUTH MAPLE AVENUE
- E. COMMUNITY CENTER – 289 SOUTH MAPLE AVENUE

PARKS

- A. PLEASANT VALLEY PARK - VALLEY ROAD (WARMING HUT BATHROOMS AND 2ND FLOOR)
- B. SOUTHARD PARK - NORTH MAPLE AVE (COMFORT STATION)
- C. DUNHAM PARK - LIBERTY CORNER ROAD (PARK PAVILION)
- D. DEWY MEADOWS – KING GEORGE ROAD (A&P SHOPPING CTR)
- E. MOUNTAIN PARK – MARTINSVILLE & MOUNTAIN ROAD (2 SETS OF COMFORT STATIONS)

2. LIMITS OF CLEANING

AREAS UNDER THIS CONTRACT ARE SHOWN ON PLATES A, B, C, D, E, F, G, H, I, J, K, L, M AND N, DUNHAM PARK, DEWY MEADOWS, MOUNTAIN PARK.. THE APPROXIMATE TOTALS OF FLOOR AREAS BROKEN DOWN BY TYPES OF FLOOR COVERING ARE AS FOLLOWS:

TYPE	SQUARE FOOT
CARPET	17,360
VINYL TILE	5,310
SHEET VINYL	721
CEREMIC TILE	538
QUARRY TILE	600
CONCRETE PAINTED	860
CONCRETE UNPAINTED	416
AREA RUG & HARDWOOD	2220
TOTAL AREA	28,025 SQ FT

3. FREQUENCY OF SERVICE

ALL SERVICES EXCEPT FOR PARKS ON A DAILY BASIS, MONDAY THROUGH FRIDAY, ALL PARKS ARE SEVEN DAYS A WEEK DAILY SERVICES AS FOLLOWS:

PUBLIC BUILDINGS

A. MUNICIPAL BUILDING MUNICIPAL COURT & COURT ROOM	AFTER 4:30 PM BEFORE 4:30 PM
B. PUBLIC WORKS BUILDING	LOWER LEVEL - BEFORE 3 PM UPPER AFTER 4 PM
C. HEALTH DEPARTMENT	AFTER 4:30 PM
D. LIBRARY	AFTER 4:30 PM

PARKS

A.. PLEASANT VALLEY PARK	DAILY - (SEVEN DAYS A WEEK)
B. SOUTHARD PARK	DAILY (SEVEN DAYS A WEEK) APR 1 THROUGH NOV 15
C. COMMUNITY CENTER	DAILY - (SEVEN DAYS A WEEK)
D. DUNHAM PARK	DAILY - (SEVEN DAYS A WEEK)
E. DEWY MEADOWS ATHLETIC FIELD	DAILY - (SEVEN DAYS A WEEK) APR 1 THROUGH NOV 15
F. MT. PARK	DAILY -(SEVEN DAYS A WEEK) APR 1 THROUGH NOV 15

***PARKS CLEANING SERVICES FOR SINGLE BATHROOM BID SHALL BE CLEANED BETWEEN 7:00AM AND 9:00AM.**

***PARK CLEANING SERVICES FOR TWICE DAILY BID TO INCLUDE A SECOND CLEANING BETWEEN 1:00PM AND 3:00PM.**

4. TIME OF SERVICE

WORK TO BE PERFORMED ON DAYS REQUIRED IN SECTION 3 AS NOTED.

5. DAILY REGULARY SCHEDULED TASKS

The following requirements shall be performed each scheduled day:

- **EMPTY TRASH AND ASH RECEPTACLES:**
 - All waste baskets, cigarette butt receptacles and other trash containers within the areas listed shall be emptied and returned to their original locations.
 - Boxes, cans, papers, etc. placed near a trash receptacle and marked "**TRASH**" shall be removed.

- All waste from such receptacles shall be removed from the area and emptied into designated trash dumpster or receptacle in such a manner as to prevent the adjacent area from becoming littered by such trash.

- **CLEAN WASTE AND ASH RECEPTACLES:**

- The exterior and interior of the waste baskets shall be damp wiped with a disinfectant and a clean sponge or synthetic fiber cloth to remove evident soil.
- Wet spills on the interior of the waste baskets shall be removed.
- Cigarette butt receptacles shall be damp wiped with a sponge to remove evident soil.
- Lotion-type cleanser and an abrasive pad shall be used on hard to remove soil.
- In restrooms and locker rooms, a germicidal detergent shall be used.

- **REPLACE OBVIOUSLY SOILED OR TORN LINERS:**

- All plastic liners which are torn or obviously soiled shall be removed from trash receptacles and replaced with new plastic liners the liners shall be folded back over the top rim of the receptacles.

- **REARRANGE FURNITURE AS REQUIRED:**

- All furniture moved during the performance of the work shall be returned to its appropriate location. Additionally, all other office furniture, such as chairs and waste receptacles shall be returned to their appropriate locations.

- **CLEAN AND DISENFECT DRINKING FOUNTAINS/DISPENSERS:**

- Use a spray bottle of environmental germicidal detergent/descaling agent, sponge or cloth and abrasive pad to remove all obvious soil, streaks, smudges, etc., from drinking fountains and cabinets; then disinfect all porcelain and polish metal services including the orifices and drain. After cleaning, the entire drinking fountain/dispensers shall be free from streaks, stains, spots, smudges, scale and other obvious removable soil.

- **DISINFECT TELEPHONES:**

- Use a sponge or cloth and environmental germicidal detergent to damp wipe and disinfect all surfaces of telephones.

WEEKLY

- **DUST HORIZONTAL BUILDING AND FURNITURE SURFACES:** Use a lightly treated dust cloth, lightly treated hand held lambs wool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove all dust, lint, litter, dry soil, etc. from the horizontal surfaces of desks, chairs, file cabinets, and other types of office furniture and equipment from horizontal ledges, window sills, blinds, hand rails, etc. below 7'0 from the top of the floor surface. Items on the desk tops shall be replaced in their proper positions after the desk is cleaned. Care shall be taken not to disturb any papers on desk tops. After regular dusting, all surfaces shall have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc. dusting shall be accomplished by removal of soil from the areas, not to be rearranging it from one surface to another

- **DUST VERTICAL BUILDING AND FURNITURE SURFACES:**

- Use a lightly treated dust -cloth, lightly treated hand held lambs wool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove all dust, lint, litter, dry soil, etc. from the horizontal surfaces of desks, chairs, file cabinets, and other types of office furniture and equipment from horizontal ledges, window sills, blinds, hand rails, etc. below 7'0 from the top of the floor surface. After regular dusting, all such surfaces shall have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc. Dusting shall be accomplished by removal of soil from the areas, not rearranging it from one surface to another. In restrooms and locker rooms, use a cloth or sponge dampened with germicidal detergent in lieu of dusting tool or cloth.

- **REFILL PAPER TOWELS, TOILET TISSUE, HAND SOAP, SOAP DISPENSERS ETC.**

- All dispensers shall -be completely filled to the proper level. The paper supplies and hand soap shall be correctly installed in accordance with the directions of the dispenser and paper manufactures. Hand soap dispensers and adjacent surfaces shall be wiped to remove spillage

- **SWEEP AND DUST NON-CARPETED FLOORS:**

- Prior to sweeping the floor surfaces, -use a mop and “environmentally friendly” or “green products” to remove spills and obvious soil from the floor. On resilient tile, terrazzo, smooth sealed concrete or other such smooth finished floor surfaces, use a treated dust mop and a dust pan to remove accumulated soil or litter. On rough, unsealed concrete floors where dust mopping is not effective use a push broom. The entire area is to be swept, shall be thoroughly cleaned to remove dust, dry soil and other litter. Chairs and trash receptacles shall be titled or removed where necessary to sweep underneath. After the floor has been swept, the floor surface, including corners

and abutment, shall be free of streaks, litter and spots caused by spills or tracking. Carpet-type entrance mats shall be vacuumed with an upright carpet vacuum to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrances mats shall be swept, vacuumed, or "hosed down" to remove soil or grit. All entrance mats shall be lifted to remove soil and moisture underneath and shall then be returned to their normal location.

- **MOP NON-CARPETED FLOORS:**

- A wet mop, mop bucket and winger, and an environmental neutral detergent solution shall be used to remove all obvious soil and non-permanent stains from the entire area. The environmental neutral detergent solution shall be changed periodically and remain clear, or the area spot mopped shall be rinsed with clear water. Chairs, trash receptacles, etc., shall be moved when necessary to spot mop underneath.
- After being spot mopped, the floors shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop stands remaining in the areas. In restroom and locker rooms, germicidal detergent shall be used in lieu of neutral detergent.

- **DAMP MOP NON-CARPETED FLOORS:**

- Prior to being damp mopped the floor surface -shall be swept. A wet mop, mop bucket and wringer, and an environmental neutral detergent solution shall be used to remove all obvious soil and non-permanent stains from the entire area. The neutral detergent solution shall be changed periodically and remain clear, or the area spot mopped shall be rinsed with clear water. Chairs, trash receptacles, etc., shall be moved when necessary to spot mop underneath.
- After being spot mopped, the floors shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop stands remaining in the areas. In restrooms (daily) and locker rooms, environmentally germicidal detergent shall be used in lieu of neutral detergent.

- **RESTROOMS (DESCALE BOWLS AND URINALS)**

- Apply environmental germicidal -detergent solutions to all the basins.
- Clean the tops, sides, insides and wall area between the basins with a sponge. Wipe the metal surface dry with a cloth to prevent spotting. Use a trigger sprayer to apply environmental germicidal detergent solution to all urinals and to the wall areas between the urinals with a sponge. The sponge shall be particular color which shall only be used on commodes and urinals. Clean the insides of the urinals with a bowl mop.
- Use a bowl mop to thoroughly clean the underside of the flushing rim. Wipe meter surfaces dry with a clean cloth.

- Apply environmental germicidal detergent solutions to the insides and outsides of the commodes and to the wall and partitions areas beside them. Spray the top of the seat first, then lift the seat and spray the remaining fixture. Clean the seat, outside of the fixtures, and wall besides the fixture with a bowl mop.
- Thoroughly clean the underside of the flushing rim. Wipe the top of the seat and the metal surfaces dry with a cloth to prevent spotting.
- Use a bowl acid and a nylon bowl brush to remove -scale, scum, mineral deposits, rust stains, etc., from bowls and urinals. After descaling, the entire surface shall be free from streaks, stains, scale, scum, mineral deposits, rust stain etc. **(MONTHLY)**

- **COMPLETELY VACUUM CARPET: (CONTRACTOR SHALL USE ONLY HEPA FILTER TYPE VACUUM CLEANER. CONTRACTOR SHALL PROVIDE MAKE AND MODEL FOR TOWNSHIP APPROVAL).**
- Use an upright carpet vacuum to collect surface soil -and embedded grit from all areas accessible to the carpet vacuum. The beater bar shall be adjusted to correspond with the pile height of the carpet.
- Chairs and trash receptacles should be tilted or moved where necessary to vacuum underneath. Additionally, as necessary to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the upright carpet vacuum, a crevice tool and brush attachment shall be used.
- After the carpeted floor has been completely vacuumed, it shall be free of all visible litter, soil and embedded grit.

- **BASEBOARD CLEANING:**
- Baseboards shall have a uniform appearance and be free of -dust, splash marks and scuffs. Baseboards shall be dusted using a clean dusting tool or appropriate dust cloth so that the surface soil is removed.
- Periodic cleaning shall be performed using a detergent to remove film or other soil and shall be wiped again using a dry cloth so that streaks or residue are left behind. **(MONTHLY).**

- **HIGH DUSTING:**
- High dusting shall be defined as the removal of dust, cobwebs, oily film, -etc. from all fixtures and surfaces from the tops of the floor, above seven feet (7') but below twelve feet (12'). This includes lights, grilles, light fixtures, pipes, sprinkler systems, cables, ledges, walls, ceiling, vents, etc.
- High dusting shall be accomplished by using treated dust cloths, treated dusting tools, a damp sponge, and a tank vacuum and crevice tool, brush attachment, or any combination thereof After high dusting, all areas and surfaces from the top of the floor, above seven feet (7') but below twelve feet (12') shall be free from all types of

soil removable by dusting or damp wiping and shall blend in with the area below seven feet **(7')** high. **MONTHLY**

- **INITIAL AND 6 MONTH INTERMEDIATE CLEANING:** Entire area requires a first cleaning, excluding window cleaning, including stripping and waxing of the floors. Floors to be stripped and waxed in **January** and **June**. **Tiled floors shall be buffed on a monthly basis.**
- **ON CALL:** All windows will be washed inside and outside on an "on call "basis –

General Requirements

Cleaning staff shall be responsible to turn all lights off and lock all doors and windows, leaving building in a secure status. The Contractor shall provide all items of service, labor, equipment, "green" materials, "green" supplies and a full time supervisor to satisfactorily provide the cleaning services and meet the full requirements of these specifications as required. **The only supplies to be furnished by the township will be hand soaps (liquid or cake), toilet tissue, and hand towels.**

The contractor shall maintain all maintenance/storage closet areas in a clean workman like fashion.

All work shall be performed in a first class workmanlike manner by skilled workers, equipped to produce satisfactory results. All materials, products, and equipment shall be in conformity with manufactures specifications and instructions and the best standard trade practices.

Should any dispute arise as to the quality or fitness of materials, products and equipment, the decision as to what meets the specifications shall rest solely with the Township.

If the services are unsatisfactory to the Township, the Township shall give the Contractor immediate notice to render satisfactory services. If, at the end of 48 hours, satisfactory services have not been provided, the Township reserves the right to secure satisfactory service from another provider and charge any increase in cost to the Contractor.

When the contractor has not complied with one or more requirements of this specification, the Township reserves the right to cancel the Contract in effect with a subsequent adjustment to the monthly invoice. Any additional cost incurred by the township in having to enforce conformance with this Contract will be deducted from any payments owed by the Township.

Upon notice of award of Contract, the contractor shall provide the Township Purchasing Agent within ten (10) working days a "Schedule of Values" of all work. This "Schedule of Values" shall list each item of work at each location with its corresponding dollar value. **The sum of all of these values shall equal the contract price.**

In the event that any item of work is **NOT** completely and satisfactorily performed. The value corresponding to that item will be deducted from all payments made by the Township to the contractor. Determination of work satisfactorily completed rest solely with the township.

Modifications to the specified janitorial services may be required by the Township at any time and a subsequent change in the contract price may be negotiated between the Township and the Contractor. If a price can not be negotiated to the satisfaction of the Township, the contractor may be terminated with a 60 day written notice.

The Township reserves the right to investigate the possibility of these services being performed in-house. If, at any time during the Contract period, the Township determines it is in the best interest of the Township to perform these services in house, this contract may be terminated with 30 days written notice.

The Contractor agrees in the performance of this contract that he/she shall comply with all laws or ordinances (Federal, State, or Local) including those regulating pollution, and shall be responsible for correcting any latent conditions which may cause a violation.

The Township shall provide the Contractor the Daily Check lists showing all work performed on a daily basis for each facility and indicating which items of work were performed and which items were not performed. These check lists shall be kept in the storage/maintenance closet in each building location for the DPW to inspect and shall include the employee name, **“time in and time out”** to be signed by the employee and assigned supervisor as verification that the indications are true and correct. Any falsification of this information will be cause for cancellation of this contract. **The Daily Check lists shall be provided to the Township Purchasing Agent and also a copy to DPW each Monday of the following week by fax, or hand delivered. Receipt of these Daily Check Lists, are necessary before any payment will be processed.**

MSDS –MATERIAL SAFETY DATA SHEETS (MUST BE SUBMITTED AT TIME OF BID)

Contractor shall provide their employees health and safety information on the specific hazardous products chemicals used in the normal course of their work on the site. Employees shall be instructed in safe handling procedures for the hazardous chemicals and measures they should take to protect themselves from the hazardous chemicals.

Contractor shall provide Bernards Township Purchasing Department with copies of the appropriate Material Safety Data Sheets (MSDSs) for hazardous products, chemicals and cleaning products used and or stored on the premises. All containers stored on public property must display a Right to Know (RTK) label.

SAFETY:

The Contractor shall be responsible for instructing their employees in appropriate safety measures. The Contractor shall not permit them to place mops, brooms, machines and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate signs shall be provided by the contractor and placed in areas, which are slippery due to cleaning, vacuum cleaning or floor finishing operations.

ACCESS TO BUILDING AND SECURITY

Contractor shall receive all keys and codes required for access to township facilities. Contractor's employees will turn off all lights except as otherwise directed and securely fasten and /or lock all building entrance doors, and lock all other doors as directed. At the end of the contract period, should the contract change hands, the past contractor will be required to remove all equipment and supplies, and to contact the Building Supervisor or designee for the purpose of transferring keys. This will be accomplished before the final payment will be made to the outgoing contractor.

1. PERSONNEL

The Contractor shall hire, train, supervise and maintain an adequate number of employees as necessary to satisfactory complete the work under this contract. All personnel shall be bonded and subject to police screening and acceptance.

At least two (2) or 25% of the working crew (whichever is the higher number) must be able to speak, read and write the English language. The crew leader/supervisor MUST be one of these people. This supervisor shall leave his/her 24 hour cell phone number with the Department of Public Works. He/she shall be the primary contact for all township concerns and requests.

Prior to assignment of any personnel, the contractor shall submit to the Township a brief resume of each employee. This resume shall include, but not be limited to the employee's name, address, date of birth, social security number, citizenship status, complete and uninterrupted work history, and criminal record. Only persons over the age of eighteen will be permitted to work on Township premises. In the event any employee is considered to be unacceptable to the Township, the contractor shall immediately remove said employee from future consideration for employment at Township facilities. Furthermore, if in the Townships opinion, an assigned employee is found to be unacceptable and/or imposes a security risk, the contractor shall immediately remove said employee from his/her assignment to work under this contract.

Minors are prohibited from the premises at all times.

Use of Township telephones by Contractor's employees is not permitted. Unauthorized use of telephones by the contractor's employees may result in the immediate removal of said employee for the remainder of the contract period.

Contractor shall assign a supervisor to assure that work performed under this contract is per specification and who will be responsible to the Township's authorized representative(s) for the detailed cleaning procedures. Any irregularities shall be cleared through the contractor's supervisor and Township representative(s).

WORK HOURS:

The normal week for providing services, are defined in Item # 3 of the Technical Specification. **The contractor shall provide the Township with a work schedule by location when Contractors employees are expected to be on site.**

HOLIDAYS:

The schedule of observed holidays is as follow:

New Year's Day (day after as applicable)

Martin Luther King Jr.

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day (day after as applicable)

DEDUCTIONS FOR FAILURE TO PERFORM:

Because of the nature of the services rendered, it is extremely difficult to determine the actual loss to the municipality when a building or facility is improperly serviced. As a consequence of the difficulty; the following schedule of deductions will be used to cover the costs to the municipality in the case of undone or improperly done work.

- When in the opinion of the Building Supervisor or his designee the scheduled service has been performed unsatisfactorily and if after notification, the Contractor has not

SPECIAL:

- Room C-5 has fixed auditorium chairs, to be vacuumed Monday, Wednesday and Friday.
- Room **D-5** has existing cherry panel walls, to be dusted weekly.
- Room E- 1 requires no cleaning.
- Certain storage closets will be designated for the storage of janitorial equipment and supplies.
- Contractor shall supply trash can liners and empty all trash from facilities, etc.
- Contractor shall supply and keep on premises one commercial quality upright vacuum per building for cleaning carpets and one canister type with tools.

ROOM INDEX
TAX COLLECTOR'S AND RECREATION - Plate "A"

A-1	Carpet	Office	99 Sq. Ft.
A-2	Carpet	Office	171 Sq. Ft.
A-3	Carpet	Office	106 Sq. Ft.
A-4	Carpet	Office	152 Sq. Ft.
A-5	Carpet	Office	195 Sq. Ft.
A-6	Carpet	Office	106 Sq. Ft.
A-7	Carpet	Entrance Hall	209 Sq. Ft.
A-8	Vinyl Tile	Hall	144 Sq. Ft.
A-9	Ceramic Tile	Ladies Room	31 Sq. Ft.
A-10	Ceramic Tile	Men's room	31 Sq. Ft.
A-11	Ceramic Tile	Shower Room	21 Sq. Ft.
A-12	Ceramic Tile	Men's Room	66 Sq. Ft.
A-13	Carpet	Office	176 Sq. Ft.
A-14	Carpet	Office	226 Sq. Ft.
A-15	Carpet	Office	143 Sq. Ft.
A-16	Carpet	Office	111 Sq. Ft.
A-17	Vinyl Tile	Hall	354 Sq. Ft.
A-18	Vinyl Tile	Hall & Stairwell	195 Sq. Ft.
A-19	Concrete	Janitorial Closet w/sink	

BASEMENT - PLATE "B"

B-3	Carpet	Office	300 Sq. Ft.
B-4	Carpet	Hall and Stairs	120 Sq. Ft.

COURT SECTION - PLATE "C"

C-1	Carpet	Office	250 Sq. Ft.
C-2	Sheet Vinyl	Lavatory	54 Sq. Ft.
C-3	Vinyl Tile	Stair and Hall	80 Sq. Ft.
C-4	Carpet	Dais	368 Sq. Ft.
C-5	Carpet	Court	900 Sq. Ft.
C6	Carpet	Lobby	220 Sq. Ft.
C-7	Carpet	Hall	300 Sq. Ft.
C-8	Carpet	Office	230 Sq. Ft.
C-9	Ceramic Tile	Men's Room	125 Sq. Ft.
C-10	Ceramic Tile	Ladies Room	110 Sq. Ft.

ROOM INDEX CONT'D

D-1	Carpet	Office	140 Sq. Ft.
D-2	Carpet	Hall	64 Sq. Ft.
D-3	Carpet	Office	260 Sq. Ft.
D-4	Carpet	Hall	200 Sq. Ft.
D-5	Area Rug and Hardwood Floor	Conference Room	420 Sq. Ft.
D-6	Quarry Tile	Hall	350 Sq. Ft.
D-7	Carpet	Office	320 Sq. Ft.
D-8	Quarry Tile	Business Mach Office	90 Sq. Ft.
D-9	Carpet	Office	543 Sq. Ft.
D-10	Carpet	Office	200 Sq. Ft.
D-11	Carpet	Office	175 Sq. Ft.
D-12	Carpet	Office	175 Sq. Ft.
D-13	Vinyl Tile	Lavatory	34 Sq. Ft.
D-14	Carpet	Stairs	72 Sq. Ft.

MUNICIPAL OFFICES - PLATE "E"

E-1	Carpet	Office	144 Sq. Ft.
E-2	Carpet	Conference	250 Sq. Ft.
E-3	Carpet	Stairwell	120 Sq. Ft.
E-4	Carpet	Office	224 Sq. Ft.
E-5	Vinyl Tile	2nd Floor Kitchen.	64 Sq. Ft.
E-6	Carpet	Office	288 Sq. Ft.
E-7	Carpet	Hall	90 Sq. Ft.
E-8	Carpet	Office	252 Sq. Ft.
E-9	Carpet	Office	390 Sq. Ft.
E-10	Sheet Vinyl	Ladies Room	46 Sq. Ft.
E-11	Carpet	Hall and Lounge	260 Sq. Ft.
E-12	Carpet	Waiting Area	91 Sq. Ft.
E-13	Sheet Vinyl	Men's Room	62 Sq. Ft.
E-14	Carpet	Office	238 Sq. Ft.

E-15	Carpet	Storage	216 Sq. Ft.
E-16	Carpet	Hall	95 Sq. Ft.
E-17 & 17A	Carpet	Office	144 Sq. Ft.
E-18	Carpet	3 rd Floor Finance	1192 Sq. Ft.

PUBLIC WORKS COMPLEX - PLATE "F"

F-1	Vinyl Tile	Hall	688 Sq. Ft.
F-2	Vinyl Tile	Office	203 Sq. Ft.
F-3	Vinyl Tile	Lunch Room	442 Sq. Ft.
F-4	Vinyl Tile	Handicap	
F-5	Vinyl Tile	Janitor Closet	
F-6	Vinyl Tile	Foyer	93 Sq. Ft.
F-7	Vinyl Tile	Ladies Locker Room	54 Sq. Ft.
F-8	Sheet Vinyl	Ladies Room & Shower	167 Sq. Ft.
F-9	Vinyl Tile	Men's Locker Room	288 Sq. Ft.
F-10	Vinyl Tile	Men's Room	112 Sq. Ft.
F-11	Carpet	Construction Office	1125 Sq. Ft.

PUBLIC WORKS COMPLEX - PLATE "G"

G-1	Carpet	Office	350 Sq. Ft.
G-2	Carpet	Office	300 Sq. Ft.
G-3	Carpet	Hall	210 Sq. Ft.
G-4	Carpet	Kitchen	280 Sq. Ft.
G-5	Sheet Vinyl	Men's Room	136 Sq. Ft.
G-6	Vinyl Tile	Janitors Closet	32 Sq. Ft.
G-7	Sheet Vinyl	Ladies Room	136 Sq. Ft.
G-8	Vinyl Tile	Stairs	84 Sq. Ft.
G-9	Vinyl Tile	Stairs	96 Sq. Ft.
G-10	Carpet	Office	684 Sq. Ft.
G-11	Carpet	Office	700 Sq. Ft.
E 2	Carpet	Office	680 Sq. Ft.

HEALTH DEPARTMENT - PLATE H

H-1	Carpet	Office	300 Sq. Ft.
H-2	Carpet	Office	300 Sq. Ft.
H-3	Quarry Tile	Workroom	154 Sq. Ft.
H-4	Carpet	Office	156 Sq. Ft.

PLATE I

I-1	Carpet	Office	224 Sq. Ft.
I-2	Tile	Office	108 Sq. Ft.
I-3	Tile	Janitorial Closet	40 Sq. Ft.
I-4	Tile	Hall	80 Sq. Ft.
I-5	Tile	Bathroom	80 Sq. Ft.
I-6	Carpet	Conference Room	140 Sq. Ft.
I-7	Carpet	Office	255 Sq. Ft.

**PLEASANT VALLEY PARK
BATHROOMS**

PLATE J

J-1	Painted Concrete	Bathrooms	220 Sq. Ft.
J-2	Painted Concrete	Bathrooms	220 Sq. Ft.

**PLEASANT VALLEY PARK
WARMING HUT**

PLATE K

K-1	Vinyl Tile	Meeting Rooms	700 Sq. Ft.
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**PLEASANT VALLEY PARK
OFFICE**

PLATE L

L-1	Vinyl Tile	Office	140 Sq. Ft.
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**SOUTHARD PARK
BATHROOMS**

PLATE M

M-1	Concrete	Bathrooms	60 Sq. Ft.
M-2	Concrete	Storage Area	60 Sq. Ft.

COMMUNITY CENTER

PLATE N-1, N-2 & N-3

N-1	1 St Floor	Room	600 Sq. Ft.
		Bathroom	60 Sq. Ft.
N-2	2 nd Floor	Bathroom	35 Sq. Ft.
	Carpet	Multipurpose Rooms	450 Sq. Ft.
N-3		Teen Center Building Room	1000 Sq. Ft.
		Teen Center Building Bathroom	50 Sq. Ft.

DUNHAM PARK

Concrete	Multi Purpose Room	1,200 Sq. Ft.
	Bathrooms Men & Women	60 Sq. Ft.

DEWEY MEADOWS ATHLETIC FIELD

Concrete	Comfort Stations (2 sets)	100 Sq. Ft
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GIER PROPERTY – KING GEORGE ROAD

Parking Restricted to Parking Lots

Concrete	Comfort Stations (2 Sets)	
	Baseball Pavilion (1,364 Sq. Ft.)	
	Soccer Pavilion (1,110 Sq. Ft)	

SPECIFICATIONS FOR CLEANING SERVICES AT LIBRARY

DAILY:

Empty trash.
Replace obviously soiled or torn receptacles.
Rearrange furniture as required.
Clean and disinfect drinking fountains.
Disinfect telephones, including outside pay phone.
Sweep and Dust non-carpeted floors.
Spot mop non-carpeted floors.
Vacuuming entire traffic area.
Clean kitchen counter tops.

REST ROOMS

Scour, wash and disinfect all basins, bowls, and urinals, tile walls remove stain as necessary and underside of rims of urinals and bowls.
Sweep and rinse scrub/or wash and dry all flooring with approved germicidal detergent solution to remove all spills, smears, scuff marks.
Empty and clean paper towel and sanitary napkin disposal receptacles.
Refill paper towels, toilet tissue, and hand soap.

ONCE A WEEK:

Completely vacuum carpet.
Empty outside smoking urns.

MONTHLY:

Baseboard cleaning
Dust vertical building and furniture surfaces.
Dust horizontal building and furniture surfaces.
Damp mop non-carpet floor
High dusting

YEARLY:

Spot clean & shampoo all carpets (done during off hours when Library is closed to public).

Clean inside & outside of all windows.