

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Increase the Janitorial Services Contract with Varsity Facilities Services in the Amount of \$16,989 in 2018 and \$119,130 in 2019 to Clean the Spartan Recreation Center and 14 Park Restrooms
DEPARTMENT:	Administrative Services Department
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In December 2016, the City entered into two janitorial services contracts after completing a Request for Proposals process. One contract with Varsity Facility Services (VFS) in the amount of \$117,534 provided janitorial services for the Shoreline Police Station, Shoreline Swimming Pool, and Richmond Highlands Recreation Center. The other contract with Clean World Maintenance (CWM) in the amount of \$166,359 provided janitorial services for Shoreline City Hall (excluding the undeveloped space on the 3rd Floor), Spartan Recreation Center and the City's 14 park restrooms. Since execution of the original contracts, the values have increased to reflect prevailing wage increases in accordance with the contract terms and conditions.

With the relocation of the City's Police Station to City Hall, staff requested City Council approval to authorize the City Manager to increase the VFS janitorial services contract by \$63,097 to clean Shoreline City Hall, including the Police Station addition. This change resulted in a decrease in contract value from the CWM contract. Staff has continued to monitor the effectiveness of multiple vendors and is now requesting Council approval to authorize the City Manager to increase the value of the VFS contract by \$119,130 to clean the Spartan Recreation Center and 14 park restrooms. This would shift all janitorial services to just one vendor for the City (VFS), and the contract with CWM would be terminated. Tonight, Council is being requested to authorize the City Manager to increase the janitorial services contract with VFS.

RESOURCE/FINANCIAL IMPACT:

The contract changes identified in this staff report would be budget neutral resulting only in the redistribution of contract values between the VFS and CWM contracts. With the delivery of janitorial services that would transfer the Spartan Recreation Center and the 14 park restroom to VFS, their contract would increase by \$119,130 resulting in a total 2019 contract increase from \$185,401 to \$304,531. For the remainder of 2018, the VFS contract value would total \$202,390. The contract with CWM would decrease by the same amount and be terminated. Both VFS and CWM are aware of this change in their scope of services, which would become effective November 1, 2018. All other terms and conditions associated with the contract for VFS would remain the same.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to increase the janitorial services contract with Varsity Facility Services (Contract No. 8658) to clean the Spartan Recreation Center and 14 park restrooms in the amount of \$16,989 in 2018, for a total contract amount of \$202,390, and \$119,130 in 2019, for a total contract amount of \$304,531.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

In December 2016, the City entered into two janitorial services contracts after completing a Request for Proposals (RFP) process. One contract with Varsity Facility Services (VFS) in the amount of \$117,534 (Contract No. 8658) provides janitorial services for the Shoreline Police Station, Shoreline Swimming Pool, and Richmond Highlands Recreation Center. In addition, the VFS contract provides all consumable products, supplies and specialty cleaning. The other contract with Clean World Maintenance (CWM) in the amount of \$166,359 (Contract No. 8599) provided janitorial services for Shoreline City Hall (excluding the undeveloped space on the 3rd Floor), Spartan Recreation Center and the City's 14 park restrooms. Since execution of the original contracts, the values have increased to reflect prevailing wage increases in accordance with the contract terms and conditions.

With the relocation of Police Services to City Hall, staff evaluated the janitorial service needed with VFS and CWM to streamline and develop efficient and cost-effective delivery of services, shifting City Hall service from CWM to VFS. Staff continued to evaluate the delivery of services in 2018 and now recommends shifting all custodial work to a single vendor - VFS.

DISCUSSION

Staff is recommending that the Spartan Recreation Center and the 14 park restrooms be cleaned by VFS rather than CWM. The 14 park restrooms include Cromwell Park, Echo Lake Park, Hillwood Park, Kayu Kayu Ac Park, Upper and Lower Hamlin Park, Upper and Lower Shoreview Park, Paramount Park, Upper and Lower Richmond Beach Saltwater Park, Richmond Highlands Park, Shoreline Park, Twin Ponds Park.

VFS has been providing satisfactory cleaning services and they have demonstrated that they have the personnel, equipment and experience to continue this level of service. This is essential for cleaning the Spartan Recreation Center and the 14 park restrooms, as these are facilities that are heavily used by the community. VFS also currently provides consumable products and supplies for all facilities cleaned by VFS and CWM. By transferring the cleaning of all City facilities into the VFS scope of work, tracking and ordering janitorial products would improve delivery of products and supplies needed for staff and patrons. The janitorial tasks for the Spartan Recreation Center and the 14 park restrooms are shown on Attachment A.

RESOURCE/FINANCIAL IMPACT

The contract changes identified in this staff report would be budget neutral, resulting only in the redistribution of all contract values to VFS. The 2019 Janitorial Services Budget totals \$304,531. With the amendment of janitorial services that would transfer Spartan Recreation Center and 14 park restrooms to VFS, their contract (Contract No. 8658) would increase by \$119,130 resulting in a contract increase from \$185,401 to \$304,531. For the remainder of 2018, the VFS contract value would total \$202,390 as shown on table below. The table below provides a summary of facilities, services and values that VFS would be providing in their contract.

Current Facilities Cleaned by VFS	
Shoreline City Hall, including Police Station and Holding Cells	\$75,489
Shoreline Swimming Pool	\$43,443
Richmond Highlands Recreation Center	\$15,788
Specialty Cleaning (Various Facilities)	\$26,981
All Consumables (Cleaning Products & Supplies)	\$23,700
Current VFS Contract	\$185,401

Facilities to be Added to VFS Contract	
Spartan Recreation Center	\$51,735
14 Park Restrooms:	\$54,062
1. Cromwell Park	
2. Echo Lake Park	
3. Hillwood Park	
4. Kayu Kayu Ac Park	
5. Upper Hamlin Park	
6. Lower Hamlin Park	
7. Upper Shoreview Park	
8. Lower Shoreview Park	
9. Paramount Park	
10. Lower Richmond Beach Saltwater Park	
11. Upper Richmond Beach Saltwater Park	
12. Richmond Highlands Park	
13. Shoreline Park	
14. Twin Ponds Park	
Peak Season 2 nd Daily Cleaning of Restrooms (May 15 thru Sept 15)	\$13,332
Increase to VFS Contract	\$119,130

Impact to 2018 and 2019 VFS Contract	
2018 VFS Initial Contract	\$185,401
Increase to add for Spartan Recreation Center (Nov. & Dec. 2018)	\$8,623
Increase to add 14 park restrooms (Nov. & Dec. 2018)	\$8,367
Subtotal	\$16,989
Amended 2018 VFS Contract	\$202,390
2018 VFS Initial Contract	\$185,401
Increase to add Spartan Recreation Center and 14 park restrooms	\$119,130
Amended 2019 VFS Contract*	\$304,531

**Subject to prevailing wage increase in 2019*

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to increase the janitorial services contract with Varsity Facility Services (Contract No. 8658) to clean the Spartan Recreation Center and 14 park restrooms in the amount of \$16,989 in 2018, for a total contract amount of \$202,390, and \$119,130 in 2019, for a total contract amount of \$304,531.

ATTACHMENTS

Attachment A – Janitorial Tasks for Spartan Recreation Center and 14 Park Restrooms

Spartan Recreation Center
25,000 Sq. Ft (Location #E on Map)

EXHIBIT A
202 NE 185th ST

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Clean front lobby/office area to include:							
A.	Dust, wipe, spot clean and remove finger prints including:	X	X	X	X	X	X	X
a.	Furniture	X	X	X	X	X	X	X
b.	Interior glass (front doors)	X	X	X	X	X	X	X
c.	Window sills	X	X	X	X	X	X	X
d.	Horizontal surfaces and moldings within reach	X	X	X	X	X	X	X
e.	Cobweb removal	X	X	X	X	X	X	X
B.	Empty trash including:	X	X	X	X	X	X	X
a.	Empty all trash bins and small recycle containers	X	X	X	X	X	X	X
b.	Replace liners in all trash bins and small recycle containers	X	X	X	X	X	X	X
c.	Pick-up loose debris from behind couches, under tables, chairs, etc.	X	X	X	X	X	X	X
d.	Dispose all trash to outside dumpster	X	X	X	X	X	X	X
C.	Thoroughly vacuum all carpeted areas	X	X	X	X	X	X	X
D.	Spot clean carpet	X	X	X	X	X	X	X
E.	Clean interior and exterior windows			X				
2	Clean entry of building to include:							
A.	Sweep within 10 feet of main (south side) entrance	X	X	X	X	X	X	X
B.	Remove trash from outside trash bins and dispose in dumpster	X	X	X	X	X	X	X
C.	Stock and monitor all janitorial supplies	X	X	X	X	X	X	X
3	Clean restrooms and locker rooms to include:							
	Inventory - 2 family restrooms, 1 women's restroom, 1 men's restroom, 1 men's locker room, 1 women's locker room							
A.	Clean and sanitize all toilets, urinals, tile walls, floors, sinks and baseboards	X	X	X	X	X	X	X
B.	Wipe down surface of stall doors	X	X	X	X	X	X	X
C.	Plunge and flush toilets	X	X	X	X	X	X	X
D.	Clean chrome, mirrors, mirror frames, metal work and dispensers, counters and doors	X	X	X	X	X	X	X
E.	Fill all paper products: paper towels, toilet paper, seat covers	X	X	X	X	X	X	X
F.	Fill all soap dispensers	X	X	X	X	X	X	X
G.	Sweep and wet mop floors with disinfectant cleaner	X	X	X	X	X	X	X
H.	Wipe diaper changing tables with disinfectant cleaner	X	X	X	X	X	X	X
I.	Wash and disinfect showers in locker rooms	X	X	X	X	X	X	X
J.	From a centralized location, pick up and empty trash and recycling from small bins (including sanitary disposal in women's restrooms and locker room) and dispose in dumpster	X	X	X	X	X	X	X
4	Clean Dance Room and Gymnastics Room to include:							
A.	Sweep floors including under chairs and along wall	X	X	X	X	X	X	X
B.	Remove clothing, books, etc. and put in lost and found	X	X	X	X	X	X	X
C.	Wet mop floors with cleaner	X	X	X	X	X	X	X
D.	Wipe down door handles	X	X	X	X	X	X	X
E.	Clean finger prints off mirrors	X	X	X	X	X	X	X
F.	Clean finger prints off interior windows and door windows	X	X	X	X	X	X	X
5	Clean display case and lobby area to include:							
A.	Vacuum carpet - including area behind and carpet underneath furniture	X	X	X	X	X	X	X
B.	Sweep the floors	X	X	X	X	X	X	X
C.	Wet mop tile floors with cleaner	X	X	X	X	X	X	X
D.	Remove clothing, books and any personal items left behind - put in lost and found	X	X	X	X	X	X	X
E.	Clean fingerprints from display case windows	X	X	X	X	X	X	X
F.	Wipe down tables in the lobby area	X	X	X	X	X	X	X
6	Clean hallway to Cascade and Olympic Rooms to include:							
A.	Vacuum carpet, including area behind and carpet underneath furniture	X	X	X	X	X	X	X
B.	Reposition furniture to original location including reception area chairs	X	X	X	X	X	X	X
C.	Remove clothing, books and any personal items left behind - put in lost and found	X	X	X	X	X	X	X
D.	Clean fingerprints off of interior windows (window to Gymnasium, Cascade and Olympic room)	X	X	X	X	X	X	X
7	Clean Cascade and Olympic Rooms to include:							
A.	Sweep floors	X	X	X	X	X	X	X
B.	Wipe counter tops	X	X	X	X	X	X	X
C.	Wet mop floors with cleaner	X	X	X	X	X	X	X
D.	Reposition furniture to original locations	X	X	X	X	X	X	X
E.	Wipe out sinks	X	X	X	X	X	X	X

Attachment A

F.	Remove trash and recycling from small bins and dispose in dumpster	X	X	X	X	X	X	X
G.	Wipe down trash bin covers	X	X	X	X	X	X	X
8	Clean kitchen to include:							
A.	Wipe counter tops	X	X	X	X	X	X	X
B.	Sweep floor	X	X	X	X	X	X	X
C.	Wet mop floor with cleaner	X	X	X	X	X	X	X
D.	Fill paper towel dispenser	X	X	X	X	X	X	X
E.	Fill soap dispenser	X	X	X	X	X	X	X
F.	Turn off and unplug coffee makers, toaster, etc. left on after hours in the kitchen area as a safety precaution	X	X	X	X	X	X	X
	Clean gymnasium to include:							
A.	Sweep floor - including under chairs along wall	X	X	X	X	X	X	X
B.	Remove clothing and personal items left behind - put items in lost and found bin located next to Coke machine in main hallway.	X	X	X	X	X	X	X
C.	Remove trash including plastic bottles, food wrappers, etc. and place in trash	X	X	X	X	X	X	X
D.	Wet mop entire floor with cleaner (Sundays only)							X
10	Clean weight/fitness rooms to include:				X			X
A.	Wipe down all equipment with cleaner				X			X
B.	Vacuum floor				X			X
C.	Sweep tile floor area				X			X
D.	Wipe down mats in stretching room				X			X
11	Specialty Cleaning							
a.	Clean, strip and wax resilient floors (mandatory 4 coats of wax)	Once Per Year						
b.	Scrub resilient floors (mandatory 2 new coats of wax)	Three Times Per Year						
c.	Shampoo carpets	Once Per Year						
d.	Bonneted shampoo carpet cleaning	Two Times Per Year						
e.	Scrub and polish thresholds	Jan/Apr/Jun/Sept						
f.	Clean HVAC vents/grills	Jan/Apr/Jun/Sept						

Janitorial work shall begin after facility has closed. Any changes to the schedule to be approved by the City.

Echo Lake Park Restroom

164 sq. ft. (Location #F on Map)

EXHIBIT A

19915 Ashworth Ave N

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a LEED cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Remove and replace red Sharp's container inside restroom and store safely in "chase area" until proper pick up is arranged	X	X	X	X	X	X	X
9	Clean out "chase area" (mechanical room), includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Hillwood Park Restroom**260 Sq. Ft (Location #G on Map)****EXHIBIT A****18717 3rd Ave NW**

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use LEED disinfectant to clean toilets, sinks and floor							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Frequency:

March 1- November 30 : 7 days per week (Sun through Sat)

December 1 - February 28: Restroom Closed

Kayu Kayu Ac Park Restroom

260 sq. ft. (Location #H on Map)

EXHIBIT A

19911 Richmond Beach Dr

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Hamlin Park Upper Restroom
435 sq. ft. (Location #1 on Map)
Cleaning Tasks

EXHIBIT A
16006 15th Ave NE

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use LEED disinfectant to clean toilets, sinks and floor							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Hamlin Park Lower Restroom
435 sq. ft. (Location #J on Map)
Cleaning Tasks

EXHIBIT A**16006 15th AVE NE**

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room). Includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Shoreview Park Upper Restroom

515 sq. ft. (Location #K on Map)

EXHIBIT A

900 NW Innis Arden Way

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use LEED disinfectant to clean toilets, sinks and floor							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Shoreview Park Lower Restroom

515 sq. ft. (Location #L on Map)

EXHIBIT A

900 NW Innis Arden Way

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Paramount Park Restroom

525 sq. ft. (Location #M on Map)

EXHIBIT A

835 NE 155th Street

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use LEED disinfectant to clean toilets, sinks and floor							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Richmond Beach Saltwater Park Lower Restroom

505 sq. ft. (Location #N on Map)

EXHIBIT A

202 NW 190th Street

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Richmond Beach Saltwater Park Upper Restroom

505 sq. ft. (Location #O on Map)

EXHIBIT A

202 NW 190th Street

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Richmond Highlands Park Restroom

361 sq. ft. (Location #P on Map)

EXHIBIT A

16544 Fremont Ave N

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Shoreline Park Restroom

500 sq. ft. (Location #Q on Map)

EXHIBIT A

19030 1st Avenue NE

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Twin Ponds Park Restroom

380 sq. ft. (Location #R on Map)

EXHIBIT A

15401 1st Ave NE

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room): includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Cromwell Park Restroom**220 sq. ft. (Location #S on Map)****EXHIBIT A****18035 Meridian Ave N**

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage cans are free of dents and graffiti. Janitors are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use LEED disinfectant to clean toilets, sinks and floor							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with LEED cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows)	X	X	X	X	X	X	X
	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs	Monthly						

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.