

## Description of Janitorial Services

### Services to be Rendered

#### **Daily Cleaning (Monday-Friday)**

Vacuuming/Sweeping and mopping Lobby area and front. Dust all furniture and wipe/disinfect counters.

Sweeping all hard floor surfaces and mopping as needed.

Restrooms – Clean and Disinfect – also included are doors and latches. Sweep and mop daily.

(Clean sinks, mirrors, toilets, counters, dispensers, and trash cans)

Empty trash in all rooms

Doorknobs and light plate disinfect

Counters – Clean and Disinfect

Replenish toiletries and soap in restrooms (if needed)

Clean break room area – Disinfect counters, tables, and chairs. Clean sinks in all kitchen areas

(use lime away as needed)

Clean and disinfect drinking fountains

Clean out the microwaves in the breakroom

Clean the coffee decanters in the breakroom with urn cleaner

#### **Weekly Cleaning**

In addition to daily cleaning:

Vacuum all common areas, including offices

Dust all furniture and surfaces other than desks

Shine appliances

Front doors/windows

Pour Bleach down the vent traps in restrooms

Lobby plexiglass (special cleaning solution)

Clean out refrigerator - end of week

Mop all hard floors

#### **Monthly Cleaning (Once a Month)**

Vacuum/Mop under easily moveable furniture

Clean window seals/ledges

Clean the refrigerator in board room

#### **Quarterly (Once every three months)**

Dust picture frames

Spider webs off walls, corners, etc.

Dust baseboards

Deep clean restrooms. This includes stall walls, tops of stalls, mirror frames, tile on walls, etc.

Dust wooden doors and cabinets

### **Semi-Annual Cleaning**

Windows – inside and out (or as needed)

Clean ledges in lobby and board room (Ladder will be provided)

In addition, will be responsible for performing minor repairs and maintenance as needed within the facilities.

Janitorial services to be provided after 5:00 p.m. and before 8 a.m. Monday through Friday.

Scheduling conflicts are possible, depending on activities taking place at the Cooperative.

Contractor is responsible for not interfering with meetings in progress.

It shall be understood that all work in the housekeeping line will be taken care of whether or not it is included in the detailed specifications. Upon agreement by both parties.

## **Description of Maintenance Services**

### General Maintenance

Minor plumbing repairs such as:

- Repair/Replace leaky faucets and valves

Identify and repair problems with toilets/urinals

Small General repairs such as:

- Small wall patches/painting

- Tighten/replace hinges and knobs on doors and cabinets

Minor Electrical such as:

- Changing light bulbs and ballasts

- Changing light fixtures

Other maintenance items and repairs as determined by the Supervisor