

Detail Description of Work:

Pricing will be based on a five-day work week except, June & July, those are a four-day work week, Monday-Thursday. The work is bid to *include* all labor, equipment and supplies *excluding* toilet tissue, paper towels, can liners, hand soap, and cleaning solution with dispensers.

- *Buildings Included are: Ray Porter Administration, Learning Resource Center (LRC), Nursing Building, Arts and Science Building*

Description of Work:

I. CLEANING

A. Entry Areas, Common Areas, Offices, Class Rooms, and Break Rooms

1. Empty all trash receptacles, replacing liners as needed. (daily)
2. Clean and polish all drinking fountains.
3. Wipe down desk/table surfaces in class rooms monthly.
4. Dust tops of all furniture including file cabinets, chairs, tables, computer monitors, etc.
5. Damp wipe and dry polish all glass furniture tops.
6. Clean and polish all entrance glass as well as all interior partition glass.
7. Wipe and disinfect counter tops and cabinet fronts.
8. Sweep, mop and disinfect all hard surface floors.
9. Vacuum all carpeted areas thoroughly bi-weekly or as needed.
10. Clean and disinfect sinks and faucets.
11. Clean counters, cabinet fronts and sinks in break rooms.
12. Sweep stairwells, if applicable.
13. Dust and/or wipe down office equipment (i.e. copiers, fax machines).
14. Custodial staff are to turn off lights, return chairs/furniture to original location, and secure building when leaving.

B. Restrooms

1. Restock and polish paper towel, toilet tissue and hand soap dispensers.
2. Clean and dry polish mirrors.
3. Empty trash receptacles and wipe if needed.
4. Clean and disinfect both sides of toilet seats.
5. Clean and disinfect toilets and urinals both inside bowls and outside fixtures.
6. Clean and polish bright work on fixtures.
7. Clean and disinfect all sink basins.
8. Clean and disinfect vanity tops.
9. Clean and polish faucet fixtures.
10. Clean and disinfect stall partitions and doors.
11. Dust tops of partitions.
12. Wet mop floors with a germicidal disinfectant.

II. WEEKLY CLEANING

Entry Areas, Common Areas, Offices, Class Rooms and Break Rooms

1. Dust all vertical surfaces of desks, file cabinets, chairs, tables, pictures and other office furniture.
2. Spot-clean woodwork, doors and door jambs to remove finger prints and smudges.
3. Clean light-switch cover plates.
4. Clean seats of chairs.

III. MONTHLY CLEANING

Entry Areas, Common Areas, Offices, Class Rooms and Break Rooms

1. Accomplish all high horizontal dusting not reached in the aforementioned cleaning specifications.
2. Dust return air and air supply vents.

IV. SEMI-ANNUAL CLEANING

Entry Areas, Common Areas, Offices, Class Rooms and Break Rooms

1. Vacuum all furniture.

V. ADDITIONAL INFORMATION

1. Insurance certificates must be provided before service commences.
2. There should be enough personnel on site to accomplish required duties.
3. Personnel will undergo background checks by Redlands, and be approved, prior to starting work.
4. The aforementioned prices take into account the following (i.e. 2024-2025 school year):
 - The stated price to clean may adjust due to changes in the # of days that school is in session (for subsequent school years). Redlands is closed for 1 week in March, 1 week in November, and 2 weeks in December. Contract will begin July 1, 2024.