

**Attachment – Specifications RFP
#20-003 CO Janitorial Services**

CLEANING SPECIFICATIONS							
<u>FACILITY RESTROOM CLEANING AND SANITIZING</u>	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	AS-NEEDED
CLEAN & SANITIZE SINKS	✓						
CLEAN & SANITIZE COUNTERS	✓						
WIPE DOWN & SANITIZE LIGHT FIXTURES	✓						
DUST MOP OR SWEEP TILE FLOORS	✓						
CLEAN & SANITIZE TOILETS, TOILET SEATS, SHOWERS AND URINALS	✓						
CLEAN MIRRORS & BRIGHTWORK	✓						
EMPTY & SANITIZE SANITARY NAPKIN DISPOSALS AND REPLACE LINER	✓						
EMPTY, CLEAN & INSTALL NEW TOILET SEAT LINERS	✓						
SANITIZE & MOP RESTROOMS	✓						
SANITIZE & SPOT CLEAN WALLS (TO 5FT)	✓						
CLEAN MIRRORS & BRIGHTWORK	✓						
DUST RESTROOM PARTITION TOPS	✓						
CLEAN SOAP DISPENSERS & SOAP DRIPS OR RESIDUE	✓						
FILL SOAP AND PAPER DISPENSERS IN STAFF & PUBLIC AREAS	✓						
FILL PAPER TOWEL DISPENSER	✓						
DUST MOLDINGS AND LEDGES	✓						
CHECK AND CHANGE (IF NECESSARY) AUTODEOTORIZORS	✓						

*** FULL DESCRIPTION OF CLEANING SPECIFICATIONS AVAILABLE IN RFP#20-003 SECTION B-2***

**Attachment – Specifications RFP
#20-003 CO Janitorial Services**

CLEANING SPECIFICATIONS							
<u>FACILITY GENERAL CLEANING</u>	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	AS-NEEDED
EMPTY AND CLEAN/SANITIZE WITH DETERGENT KITCHEN/BREAKROOM WASTEBASKETS AND CONTAINERS	✓						
INSERT NEW LINERS INTO SANITIZED KITCHEN/BREAKROOM WASTEBASKETS AND CONTAINERS	✓						
REMOVE AND DEPOSIT ALL TRASH INTO OUTSIDE CITY DUMPSTER	✓						
EMPTY AND CLEAN/SANITIZE AS NEEDED OFFICE AND OTHER SPACES WASTEBASKETS	✓						
REPLACE LINERS OF SANITIZED OFFICE AND OTHER AREA WASTEBASKETS	✓						
REMOVE AND DEPOSIT ALL TRASH INTO OUTSIDE CITY DUMPSTERS	✓						
CLEAN BY SWEEPING AND/OR DUST MOPPING ALL FLOORF INCLUDING HALLS AND INTERVIEW AREAS	✓						
VACUUM ALL CARPETED AREAS.	✓						
SPOT CLEAN OR DAMP MOP SPOTS/STAINS	✓						
VACUUM ALL FLOOR MATS AND FLOOR BENEATH, PLACE MATS BACK IN APPROPRIATE POSITION	✓						
CLEAN AND REMOVE SMUDGES FROM LOBBY WINDOWS, COUNTERS, CHAIRS, AND OTHER LOBBY FURNITURE	✓						
VACUUM OR BRUSH ALL UPHOLSTERS FURNITURE IN COMMON AREAS	✓						
WASH ALL ENTRANCE DOOR GLASS INSIDE & OUTSIDE AND WIPE DOWN FRAMES TO REMOVE SMUDGES	✓						
SANITITZE ALL DOOR HANDLES	✓						
CLEAN AND POLISH ALL DOOR KICKPLATES & SANITIZE HANDLES	✓						
CLEAN AND DISINFECT DRINKING FOUNTAIN AND ALL KITCHEN BREAKROOM SINKS	✓						
CLEAN AND POLISH BLACKSPASH AREAS AND BRIGHT METALS	✓						
WIPE DOWN AND DISINFECT ALL BREAKROOM COUNTERS	✓						
DAMP WIPE AND DISINFECT BREAKROOM SEATS	✓						

*** FULL DESCRIPTION OF CLEANING SPECIFICATIONS AVAILABLE IN RFP#20-003 SECTION B-2***

**Attachment – Specifications RFP
#20-003 CO Janitorial Services**

CLEANING SPECIFICATIONS							
<u>FACILITY GENERAL CLEANING</u>	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	AS-NEEDED
WIPE DOWN & SANITIZE LIGHT SWITCHES	✓						
REFILL KITCHEN/BREAKROOM SOAP AND PAPER PRODUCT DISPENSERS	✓						
CLEAN ALL MICROWAVES	✓						
CLEAN OFFICE AND CONFERENCE ROOM WINDOWS AND GLASS INSERTS	✓						
DUST AND POLISH BOARD ROOM & CONFERENCE ROOM TABLES INCLUDING BENEATH TABLES AND TABLE LEGS		✓					
DUST AND POLISH BOARD ROOM & CONFERENCE ROOM DECORATIVE ITEMS		✓					
DUST TOPS OF CUBICLES		✓					
POLISH STAINLESS STEEL: TP HOLDERS, ROBE HOOKS, VARIOUS PAPER DISPENSERS, RESTROOM PARTITIONS, GRAB BARS, MIRROR FRAMES, FAUCETS, & TOILET MECHANISMS		✓					
DUST ALL DESKTOPS (IF CLEARED OF PAPERWORK), TABLES, OTHER FURNITURE, PICTURES AND FRAMES, WINDOW SILLS, AND WINDOW LEDGES			✓				
REMOVE AND DISPOSE OF ALL ITEMS FROM REFRIGERATOR EXCLUDING UNOPENED CONTAINERS, CONDIMENTS, WATER SOFT DRINKS, AND SEALED REUSABLE FOOD CONTAINERS			✓				
CLEAN AND DISINFECT EQUIPMENT IN THE WELLNESS CENTER			✓				
DUST BASEBOARDS WITH A DAMP CLOTH			✓				
WIPE DOWN AND CLEAN REFRIGERATORS, OUTSIDE AND INSIDE				✓			
DUST ABOVE HAND HEIGHT INCLUDING VENDING MACHINES, VENTS, FIXTURES, CABINETS, DOOR FRAMES, SHELVES, PICTURE FRAMES, ECT.				✓			
WIPE CLEAN AND REMOVE AND VISIBLE DUST FROM HEATING/AIR CONDITIONING VENTS				✓			
VACUUM ALL UPHOLSTERED FURNITURE				✓			
MOVE ALL TELEPHONE & ELECTRICAL CORDS AND SWEEP, DAMP MOP, AND/OR VACUUM ALL FLOOR SURFACES				✓			

*** FULL DESCRIPTION OF CLEANING SPECIFICATIONS AVAILABLE IN RFP#20-003 SECTION B-2***

**Attachment – Specifications RFP
#20-003 CO Janitorial Services**

CLEANING SPECIFICATIONS							
<u>FACILITY CLOSING INSTRUCTIONS</u>	DIALY	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	AS-NEEDED
TURN OUT LIGHTS OTHER THAN THOSE REQUIRED TO STAY ON	✓						
SET AUTOMATIC ALARM SYSTEM IF NO STAFF HAS ARRIVED ON SITE	✓						
LEAVE ANY SENSITIVE DOCUMENTS FOUND IN TRASH ON THE DESK OF THE EOM WITH A NOTE INDICATING WHERE THE DOCUMENT WAS OBSERVED	✓						
LEAVE WRITTEN NOTICE OF ANY IRREGULARITIES NOTED DURING SERVICING IN EXECUTIVE BREAKROOM LOG BOOK	✓						
<u>DEEP CLEAN & SANITIZING SERVICES</u>							
CONTRACTOR WILL EMPLOY A VIRAL SHEILD SERVICES THAT WILL KILL 99.99% OF GERMS							✓
DEEP CLEANING THAT WILL KEEP FACILITY SAFE FROM CORONAVIRUS AND OTHER DISEASES							✓
CONTRACTOR WILL ABIDE BY MANUFACTURER INSTRUCTIONS OF MATERIALS AND CHEMICALS USED; ABIDE BY THE DESIGNATES TIME SET BY THE MANUFACTURERE TO SUCCESSFULLY KILL GERMS AND BACTERIA							✓
CLEANING WILL INCLUDE SANITIZATION AND CLEANING OF WALLS, BATHROOMS, ALL HANDLES, ALL SURFACES, AND ALL WALLS.							✓

*** FULL DESCRIPTION OF CLEANING SPECIFICATIONS AVAILABLE IN RFP#20-003 SECTION B-2***