



Request for Proposals

**Custodial Services at Sacramento
International Airport:**

- **Central B Terminal & Concourse**
- **Central B Food Courts**

**Mandatory Pre-Proposal Conference
February 28, 2011**

**Proposals Due
March 11, 2011**

Table of Contents

SECTION 1	1
DEFINITIONS	1
SECTION 2	3
GENERAL PROPOSAL INFORMATION	3
A. <i>Introduction and Purpose</i>	3
B. <i>Layout of Central Terminal B and Concourse</i>	4
C. <i>RFP Schedule</i>	5
D. <i>Additional RFP Documents</i>	5
E. <i>Mandatory Pre-Proposal Conference</i>	5
F. <i>Other Information Regarding Proposal Submittals</i>	6
SECTION 3	9
GENERAL AIRPORT INFORMATION	9
A. <i>Sacramento International Airport</i>	9
SECTION 4	10
PROPOSAL SUBMITTAL	10
A. <i>Minimum Requirements</i>	10
B. <i>Proposal Submittals</i>	11
SECTION 5	13
EVALUATION OF PROPOSALS	13
A. <i>Evaluation</i>	13
B. <i>Selection Process</i>	13
SECTION 6	15
DISCLAIMERS	15

Attachments:

A	Central B Terminal & Concourse Layout
B	Cleaning Specifications for Central B Terminal and Concourse
C	Food Court Layouts
D	Cleaning Specifications for Food Courts
E	General Requirements
F	General Prevailing Wage Determination
G	Sample Service Agreement
H	Minimum Insurance Requirements
I	Task Report

SECTION 1

Definitions

As used herein, the following words and phrases shall have the meanings set forth below:

A. Addendum

“Addendum” means the written or graphic instrument issued in addition to the Request For Proposal (RFP) document which clarifies, corrects or changes the RFP.

B. Agreement

“Agreement” means the written Agreement between the County of Sacramento (County) and the selected Proposer covering the operations at Sacramento International Airport as a result of this RFP process.

C. Airport

“Airport” means that portion of Sacramento International Airport operated by the Sacramento County Airport System as a public airport.

D. County Airport System

“County Airport System” means the Sacramento County Airport System and any County agency succeeding to its jurisdiction.

E. Day

“Day” means a calendar day of 24 hours measured from midnight to the next midnight.

F. Director

“Director” means the Director of Airports of the County Airport System, and his authorized representative(s).

G. Minimum Qualifications

“Minimum Qualifications” means the minimum standards which have been established by the County Airport System and which must be satisfied by the Proposer before the Proposal will be evaluated at the next level.

H. Notice of Award

“Notice of Award” means the written notice by the County Airport System to the selected Proposer stating that, upon compliance with the conditions stated therein, within the time specified, the Proposer shall be offered the contract to operate and maintain the equipment described within.

I. Proposal

“Proposal” means the document requested by this RFP and submitted to the County Airport System by a Proposer.

J. Proposer

“Proposer” means the individual, company, corporation, partnership or any other entity, submitting a response to this RFP which incorporates all the elements of a valid Proposal.

SECTION 2

General Proposal Information

A. Introduction and Purpose

The Sacramento County Airport System is soliciting proposals from qualified companies for Custodial Services at Sacramento International Airport:

1. Central B Terminal & Concourse and
2. Central B Food Courts.

This solicitation is for two separate services and should be proposed in the following ways;

1. For both services
2. For the Terminal and Concourse only
3. For the Food Courts only

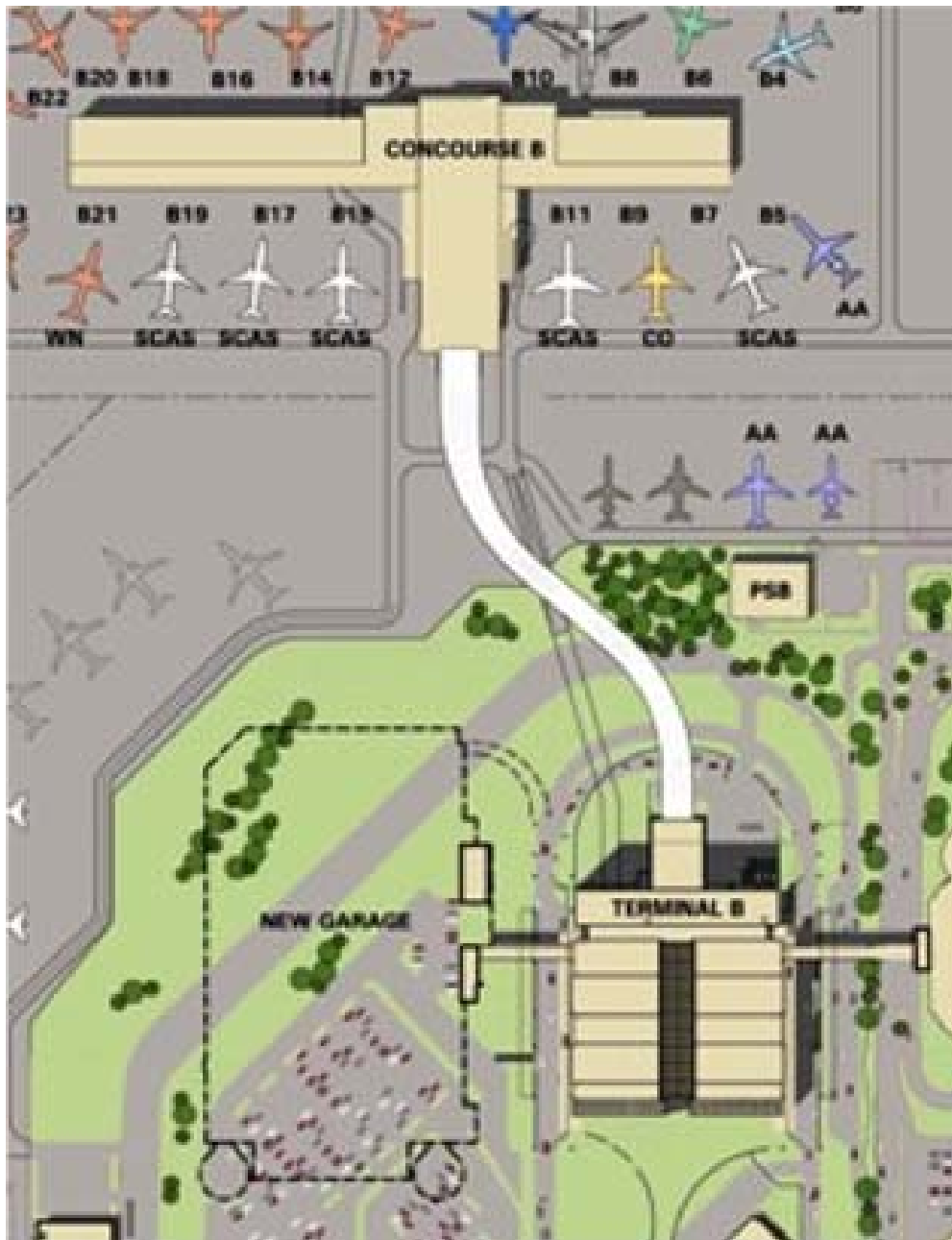
This solicitation is for a proposal for a five (5) year service agreement(s) with two (2) optional five (5) year extensions. All services are limited to Central B Terminal & Concourse and Food Courts in addition to attached: walking bridges, immediate exteriors (sidewalks, curbs, awnings, outside counters, etc) / and Automated People Mover (APM) interior cabs. Any agreement would be for labor and equipment with materials supplied or reimbursed by the Airport System.

Contracted service provider(s) will be selected through a public Request For Proposal (RFP) process. This RFP provides the opportunity for all interested and qualified service providers to propose for the opportunities listed above.

This RFP gives specific instructions regarding what to include and how to format the Proposal. Please reference the entire document including the attached "Sample Service Agreement" for detail related to this RFP.

B. Layout of Central Terminal B and Concourse

Exhibit A – Layout of CTB & Concourse



C. RFP Schedule

Event	Dates and Time
County Airport System Releases RFP	February 15, 2011
Mandatory Pre-Proposal Conference at Sacramento International Airport Terminal A Media Room 6850 Airport Boulevard Sacramento, CA 95837	February 28, 2011 9:00 A.M. to 1:00 P.M.
Last day to submit questions for addendum	March 4, 2010 4:00 P.M.
Addendum (if applicable) is issued	March 8, 2011
Proposals Due Director of Airports 6900 Airport Boulevard Sacramento, CA 95837-1109	March 11, 2011 4:00 P.M.
County Airport System evaluates Proposals and selects finalists (interviews conducted at a later date)	March 25, 2011
County Airport System and selected Proposer(s) negotiate Agreements	Estimated June, 2011
Anticipated Board of Supervisors approval of Agreement(s)	Estimated June 2011
Anticipated Notice to Proceed	Late 2011

D. Additional RFP Documents

One copy of the RFP will be provided at no charge. Additional RFP documents can be obtained from the County Airport System's website, www.sacairports.org.

E. Mandatory Pre-Proposal Conference

A mandatory Pre-Proposal Conference is scheduled for **February 28, 2011** at the Airport. This conference will be held from **9:00 A.M. to 1:00 P.M.** in the Terminal A Media Room located at 6850 Airport Boulevard, Sacramento, CA 95837 (including a site visit). The purpose of the conference will be to discuss the requirements and objectives of this RFP. Airport representatives will be available to answer questions. Attendees will be limited to no more than two business representatives from each firm, and attendees will be required wear long pants and to provide their own hard hat, eye protection, safety vest/jacket and safety shoes to attend the new Central B Terminal at Sacramento International Airport. Your e-mail confirmation shall include your firm name and number of attendees. Due to airport security requirements, please also include for each attendee: the person's full name and date of birth. Attendees must show a valid government issued ID (i.e. driver's license) prior to the tour at International Airport. Failure to attend the Mandatory Pre-proposal

conference and site inspection as scheduled above will disqualify your proposal from award consideration. Be sure to sign to the attendee roll sheet.

Proposers may submit written questions or requests for clarification in advance of the Pre-Proposal Conference by email to: Christopher Martin, Airport Manager Facilities martinc@sacounty.net, by US mail at: 6900 Airport Blvd., Sacramento, CA, 95837; or by facsimile transmission at (916) 874-0691. At the Pre-Proposal Conference, the Airport representatives will attempt to answer all questions received in advance and during the conference. The deadline for submittal of questions and requests for clarifications is 4:00 P.M. March 4, 2011.

Please email Christopher Martin at martinc@sacounty.net to attend the Pre-Proposal Conference. You may also fax your confirmation to (916) 874-0691 (attention Christopher Martin). **Attendance Confirmation will be accepted for the Pre-Proposal Conference through February 24, 2011 at noon.** Please include the full names of the two individuals that will be attending as well as their birth dates and contact information.

Any clarifications or changes in the RFP requirements or Agreement that result from the conference will be made by written Addendum to this RFP. Included in the Addendum will be all questions submitted prior to and during the Pre-Proposal Conference, the answers to those questions and a list of conference attendees. The County Airport System is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written Addendum. A copy of each Addendum, will be posted at www.sacairports.org, then mailed and e-mailed to each person who attended the conference. Any Addenda so issued are to be considered a part of this RFP document.

F. Other Information Regarding Proposal Submittals

1. The County Airport System reserves the right to award Agreements on the basis of Proposals submitted or to negotiate with Proposers for modification of the successful Proposal(s). By submission of a Proposal, the Proposer agrees to be legally bound thereby if its Proposal is accepted by the County Airport System.
2. The County Airport System shall not be obligated to respond to any Proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a Proposal.
3. Any and all Agreements arising out of Proposals submitted hereunder (including any negotiations that follow) shall not be binding on the County, its officers, employees, or agents unless duly executed by the Sacramento County Board of Supervisors.
4. Statistical information contained in these documents is for informational purposes only. The County Airport System is not responsible for any inaccuracies or interpretations of said data. The County Airport System

makes no representations as to the number of future enplanements and/or amount of future revenues.

5. The County Airport System reserves the right to extend or cancel the scheduled Proposal due date. Notice of such extension or cancellation shall be sent via and Addendum to the RFP.
6. Under the laws of the State of California any Proposal may be considered a public record after the award of the Agreement and, except as noted below, will be available for inspection and copying by any person after the award of the Agreement. The County will take reasonable efforts to protect any information marked "confidential", provided that such information meets the criteria of information exempt from public disclosure. Confidential information may be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to Proposer upon request, after the award of the Agreement. It is understood however, that the County will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with the Proposal is subject to potential disclosure.
7. One (1) original and five (5) copies of the proposal shall be sealed in envelopes, and addressed to:

Director of Airports
Sacramento County Airport System
Central B Custodial Proposal
6900 Airport Boulevard
Sacramento CA 95837-1109

Proposals must be received by the proposal due date at the address listed above. Any Proposal received after the scheduled due date and time will not be considered and returned unopened including proposals of firms that did not attend the mandatory Pre-Proposal Conference.

8. No Proposal may be withdrawn after it has been submitted to the County Airport System unless the Proposer so requests in writing and such request is received by the Director before the Proposal due date.
9. In submitting the Proposal, the Proposer agrees that the Proposal will remain valid for one hundred and eighty (180) calendar days after the closing date for submission and may be extended upon mutual agreement.
10. The County of Sacramento encourages all businesses, including those owned and controlled by one or more socially and economically disadvantaged individuals that can provide the desired product or service to submit proposals. If you are currently certified as a Disadvantaged Business Enterprise (DBE), please include a copy of your DBE certification letter along with your proposal. This information will be used for DBE utilization tracking purposes only.

11. If you are a business owned and controlled by one or more socially and economically disadvantaged individuals and you are not currently certified as a DBE firm, but you wish to receive information on how to become certified please contact the State of California, Department of Transportation, Civil Rights Program at either (916) 324-1700 or (866) 810-6346. You may also visit their website at <http://www.dot.ca.gov/hq/bep/index.htm>.
12. More than one Proposal for the Agreement from any individual, firm, partnership, corporation, or association, under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has a business or financial interest in more than one Proposal for the Agreement will cause rejection of all Proposals in which such Proposer has such interest. If there is reason to believe that collusion exists among Proposers, none of the participants in such collusion will be considered.
13. County reserves the right to waive irregularities.
14. County reserves the right to reject any and all proposals.
15. Prevailing Wage: Per Sacramento County Board Resolution No. 73-1098 of September 6, 1973, and its amendment Resolution No. 74-354 of April 8, 1974, the Contractor will not pay less than the prevailing rate per the General Prevailing Wage Determination SAC-2005-1 made by the Director of the California Department of Industrial Relations. Refer to Attachment F – General Prevailing Wage Determination SAC-2005-1 for the prevailing wage information. All contracts with the County of Sacramento are subject to audit. Failure to comply with the minimum prevailing wage is cause for dismissal without a 30-day notice.
16. The County reserves the right to make no award as a result of this solicitation.

SECTION 3

General Airport Information

A. Sacramento International Airport

1. General Information

The County of Sacramento owns the Airport and it is operated by the Sacramento County Airport System. The Airport opened in 1967 and currently encompasses approximately 6,000 acres. The Airport is located 12 miles northwest of downtown Sacramento - 15 freeway minutes north on Interstate 5. The Airport is self-supporting, receives no city, county or state tax money. Airport tenant and user rents, fees and charges support the operating and capital budgets for the Airport. Over 2,000 people are employed at the Airport, including a Sheriff's bureau and Transportation Security Administration employees which oversee airport security. The Airport's economic impact on the area is more than \$1.6 billion per year.

2. Terminal Facilities

- There are two airline terminals (Terminal A and Terminal B) with existing Terminal B being replaced by a new Central Terminal B and airside concourse.
- Central Terminal B and Concourse will encompass 600,000+ sf.

3. Central Terminal B and Concourse

The Sacramento County Airport System is in the process of completing a Terminal Modernization Program at Sacramento International Airport. The program is designed to meet future air travel demand by replacing the outdated 216,000 square foot/13 gate Terminal B. During planning for the project, multiple designs were created. Through an evaluation process, the Central Terminal B concept was identified as the clear choice for future development. This concept will meet the travel needs of Sacramento's growing population and maintain Sacramento International Airport's ease-of-use and convenience. Central Terminal B and Concourse are scheduled to open late in the fourth quarter of 2011.

The new facilities will feature:

- Landside Terminal Building
- Airside Concourse w/ 19 gates
- Automated People Mover (APM)
- Two-level Structured Roadway
- Cross-field Taxiway and Apron Paving

SECTION 4

Proposal Submittal

Written proposals must clearly show how the Proposer meets the minimum requirements and include all information in the format requested in this section.

The RFP evaluation process will include a specific focused review of each Proposal. Each Proposal will be evaluated against other Proposals received. Written proposals must be formatted and tabbed in the order indicated below. Clearly indicate all proposed services offered and the projected price.

The following section describes the minimum required information that must be submitted with each Proposal. Incomplete Proposals will be rejected. It is the Proposer's responsibility to incorporate all pertinent information to effectively present a Proposal and to communicate the Proposer's qualifications. All Proposers are required to thoroughly review all attachments detailing services required, specifications and related design drawings.

A. Minimum Requirements

Proposers must:

1. Submit a complete proposal
2. Attend the pre-proposal conference
3. Have five or more years of continuous experience within the last ten years in the ownership, management, or operation of a company that provides custodial / janitorial services in an airport or mall-like environment that includes a multi-shift (24/7) operation and where the square footage maintained exceeds 200,000. ("Airport or Mall like" is defined as a space that people are continuously using / moving through where custodial services happen during and after normal operations)
4. Submit full and complete answers in response to questions in this RFP, numbered consecutively, with all requested information attached. Use additional forms and provide as much written text as necessary to effectively communicate the proposed concept and qualifications.
5. Submit one (1) original and five (5) copies of the Proposal. The Proposal submittal shall be securely bound and consist of the following documents in the sequence shown in the following section "B". Insert a set of tabs to identify each part of the Proposal to facilitate quick reference.
6. Provide written clarification or additional information within two (2) business days of request to any written request for such information by the County Airport System during the Proposal review and evaluation process.

B. Proposal Submittals

Proposals must be typed or printed in a font no smaller than eleven (11) point, on 8.5" by 11" paper. The Proposal should not exceed forty (40) pages.

1. Cover Letter - The cover letter shall identify the Proposer and will state other general information which the Proposer desires to include regarding the Proposer's business organization.
2. Executive Summary - The executive summary will list important features of the Proposal and must include a statement certifying that the Proposer meets or exceeds the minimum requirements of this RFP.
3. Company Qualifications
 - Describe the company,
 - Describe how it meets the minimum requirements of this RFP.
 - Provide information on your company's estimated market share in the Janitorial Services market? Do you have an independent market study to support this? If so, provide a copy.
 - Who are your major competitors and how do you differentiate yourself from them?
 - In addition, please explain how you will provide County a value added advantage in service and technology.
4. Proposed Management and Operations Plan – Safety, reliability, customer service, product quality, value and speed of service, are primary concerns of the County Airport System. Proposers shall submit sufficient information to allow the selection committee to evaluate how your management structure and operating plan will achieve the goal of operating a high quality operation including: a description of the training program for Supervisors, Cleaners, and Day Personnel, and how the contractor intends to handle Quality Control, including inspection forms and rating systems.
5. Proposed Staffing Plan - At a minimum, the Staffing Plan should address the following:
 - a. Proposed Project Manager; person's name, qualifications and years of experience.
 - b. Employee experience requirements, average hourly wages, and benefits
 - c. Methods for attracting and retaining qualified employees at the appropriate staffing levels, including incentive and/or merit programs
 - d. Number of staff, by job category, needed to perform scope of work
 - e. Organizational chart and description of responsibilities of staff and any proposed subcontractors
 - f. Standards of conduct, including random drug testing procedures
 - g. Uniform specifications (men's and ladies) and appearance standards

- h. Work schedule
- 6. Financial Background Information - Include the following historical financial information for the proposing entity and any joint venture or affiliate entities.
 - a. Balance sheet and income statements for the last two fiscal years prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of Proposer entity. Also include an interim balance sheet and income statement of any significant financial events occurring subsequent to the closing date of the most recent financial statements.
 - b. Describe ownership of the proposing entity.
 - c. Owners of closely held corporations must submit a personal financial statement current within three months from the date of submittal.
 - d. Bank, trade and personal references.
- 7. Fee Schedule - Proposer shall provide a proposed Fee Schedule.
- 8. Computerization - In detail please outline your company's degree of computerization. What building maintenance/scheduling/quality control programs (if any) do you use presently? What type of reports can management expect from your company? Please provide sample reports and how frequently they can and will be produced.
- 9. Equipment - Describe / list equipment to be utilized ranging from "Day Porter" to heavy cleaning and detailing.

SECTION 5

Evaluation of Proposals

A. Evaluation

A selection committee will evaluate proposals to determine which qualified Proposer offers the best proposed level of service and best value for the Airport. The evaluation factors listed below are not in any particular order and are not of equal value.

1. Management structure
2. Company experience
3. Operations Plan (including staffing, equipment and procedures)
4. Financial Capability
5. Cost
6. Interviews (if required)

B. Selection Process

1. Late Proposals - Any Proposal received after the Proposal due date will be considered late and disqualified.
2. Changes to Proposal - Except as specifically provided in this RFP, during the evaluation period no changes may be made by the Proposer.
3. Evaluation of Proposal
 - a. Proposals failing to meet minimum requirements, including completeness, format and content, will be rejected without further evaluation and Proposer will be so informed in writing.
 - b. Each Proposal accepted by the County Airport System will be evaluated, by a selection committee designated by the County Airport System.
 - c. Each Proposal will be evaluated to determine how well it meets the evaluation criteria outlined in this RFP. The County Airport System reserves the right to request a "best and final" offer from finalists.
 - d. Finalists may be required to make a presentation to selection committee members. The County reserves the right to negotiate Agreements with other companies outside of the RFP process, even if such companies did not participate in the RFP process.

C. Award of Agreement

1. Execution of Agreement
 - a. After completion of the evaluation process and the County Airport System selects a Proposer, it will recommend to the Sacramento County Board of Supervisors to approve entering into an agreement. Once approved, the selected Proposer shall fully execute and deliver to the County a signed Agreement, within ten (10) days after receipt of an Agreement in the form of the Agreement attached to this RFP as may be amended pursuant to

any addenda issued as a result of this RFP process. Should the selected Proposer fail to execute and deliver the Agreement within ten (10) days, the Agreement award may be canceled by the County Airport System.

- b. By executing the Agreement, the Proposer represents that it has carefully examined and is familiar with the sites at which any portion of the Agreement is to be performed, and with the RFP, including all performance requirements. The Proposer represents and acknowledges that it has made such examinations and has investigated and is satisfied as to the conditions to be encountered, the character, quantity, quality, and scope of the Agreement in full.
- c. No information derived from inspection of County Airport System records or reports will in any way relieve the Proposer from its responsibility or from properly performing its obligations under the Agreement. Available Airport reports are provided as a convenience to the Proposer without any warranty whatsoever by the County Airport System. The Proposer shall make its own conclusions and interpretations from the data supplied by the Airport.

SECTION 6

Disclaimers

A. The County reserves the unqualified right in its sole and absolute discretion to choose to qualify or reject any or all proposals which are in response to this RFP either on the basis of an evaluation of the factors listed in the preceding sections of this RFP or for other reasons deemed necessary.

B. Without limiting any of the foregoing statements and provisions of the preceding paragraphs, Proposers should recognize that the County Airport System's selection of a service provider(s) either from among the Proposers responding to this RFP, or otherwise, as herein set forth will be made solely at the County Airport System's discretion regardless of the data submitted by any Proposer. The selection committee will evaluate the criteria listed, and such other factors it considers appropriate, and will act with respect to its discussions, negotiations, and determinations as to whether or not to select an operator in accordance with its judgment and in its sole discretion in its determination of its interests and regardless of whether any Proposer or any other interested person regards the County's determination as unreasonable, unfair, arbitrary, discriminatory or capricious.

C. Neither the expression of a Proposer's interest, nor the submission of a Proposer's qualifications and any other information, nor the acceptance thereof by County Airport System staff or the selection committee, nor any correspondence, discussions, meeting or other communications between Proposer and County Airport System or the selection committee, nor a determination that a Proposer is qualified hereunder shall impose any obligation to include Proposer in any such further procedures which may be utilized prior to the final selection of an operator, shall be construed or interpreted by Proposer to impose any obligations whatsoever to select Proposer as the operator to discuss any proposal which the Proposer may submit, to enter into negotiations with Proposer, or shall entitle Proposer to any compensation or reimbursement for any costs or expenses incurred by Proposer in connection with the expression of Proposer's interest and the submission of Proposer's qualifications hereunder.

D. Neither the furnishing of this RFP to Proposer, the submission of any materials, documents, or other information by the Proposer, nor the acceptance thereof by County Airport System staff or selection committee, nor any correspondence, discussions, meetings or other communications between Proposer and County Airport System staff or selection committee, nor anything stated by County Airport System staff or selection committee in or at any such correspondence, discussions, meetings or other communications shall be construed or interpreted by Proposer to mean that the County Airport System has made a determination that Proposer is qualified to be the operator or shall be deemed to impose any obligations whatsoever to approve Proposer or to compensate or reimburse Proposer for any costs or expenses incurred in responding to the RFP.

E. The County Airport System may consult all personal, business and financial references familiar with Proposer's prior operations and construction or management of prior projects. Submission of Proposer's response to the RFP shall constitute permission for the County Airport System to make such inquiries and authorization to third parties to respond thereto.

F. Any information given to County Airport System staff or selection committee in any correspondence, discussion, meeting or other communications between the Proposer and County Airport System staff before, with or after the submission of Proposer's response to this RFP, either orally or in writing, will not be or be deemed to have been, given in confidence and may be used or disclosed to others for any purpose at any time without obligation or compensation and without liability by the County Airport System of any kind whatsoever. The foregoing applies to any information, whether or not given at the invitation of County Airport System or selection committee. Any statement which is inconsistent with the foregoing provisions of this paragraph whether made as a part of, or in connection with, any information received from Proposer or otherwise made at any time in any fashion, and whether made orally or in writing, shall be deemed null and void and of no force or effect.

G. Neither the County, nor any officer, agent or employee thereof, shall be subject to personal liability as asserted or as may be asserted by proposer or otherwise held liable by Proposer as a result of any term or provision under this RFP or for any statement made herein.

Please note:

Any contact, initiated by any Proposer, between the Proposer, its agent/s, employee/s or others on the Proposer's behalf, and the County and/or County Airport System staff which could influence the Agreement award process, outside of the process as provided in this RFP may result in disqualification of the Proposer's response.

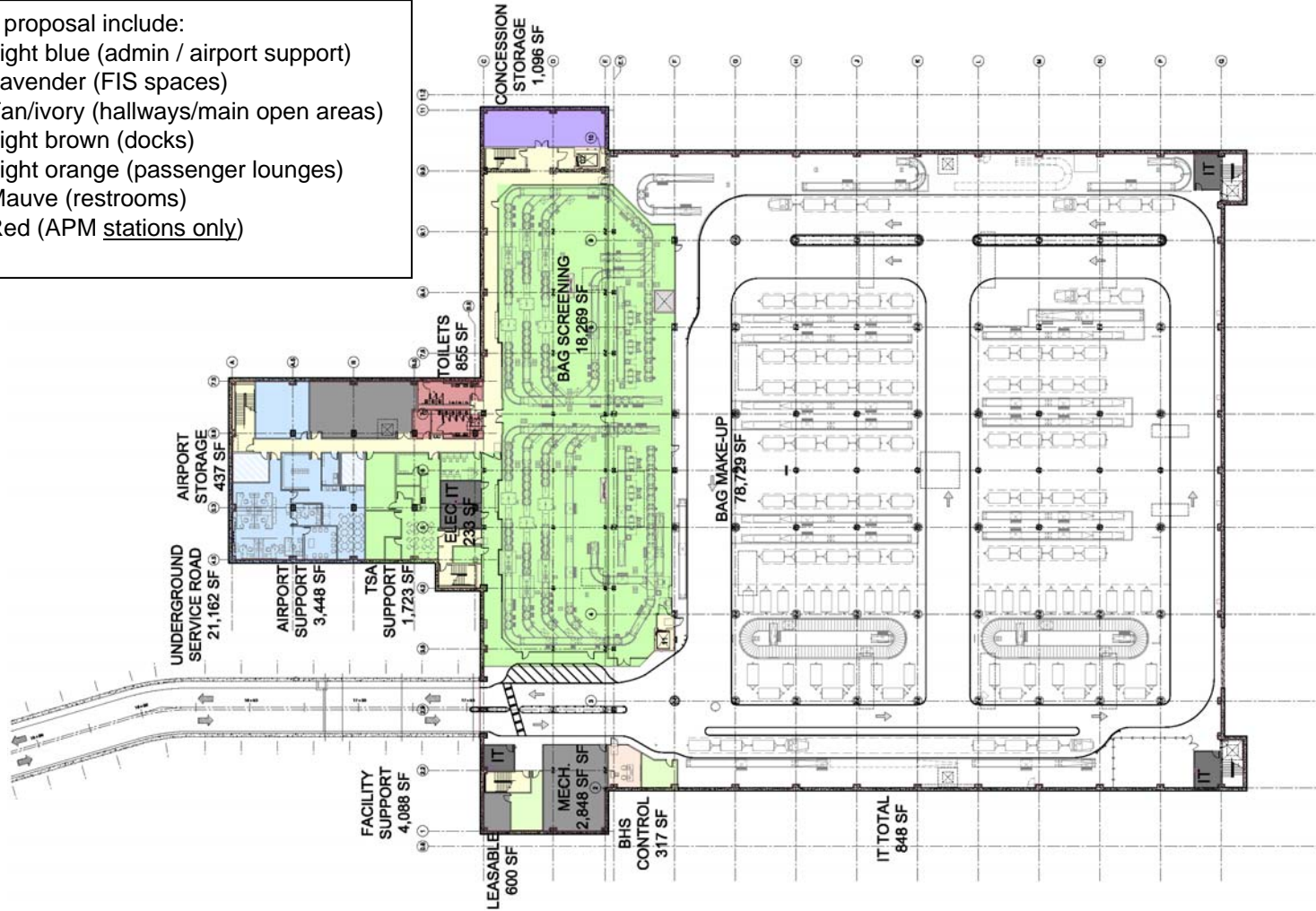
ATTACHMENT A

Central B Terminal & Concourse Layout

(see color key below for areas of cleaning responsibilities)

Areas for proposal include:

- Light blue (admin / airport support)
- Lavender (FIS spaces)
- Tan/ivory (hallways/main open areas)
- Light brown (docks)
- Light orange (passenger lounges)
- Mauve (restrooms)
- Red (APM stations only)



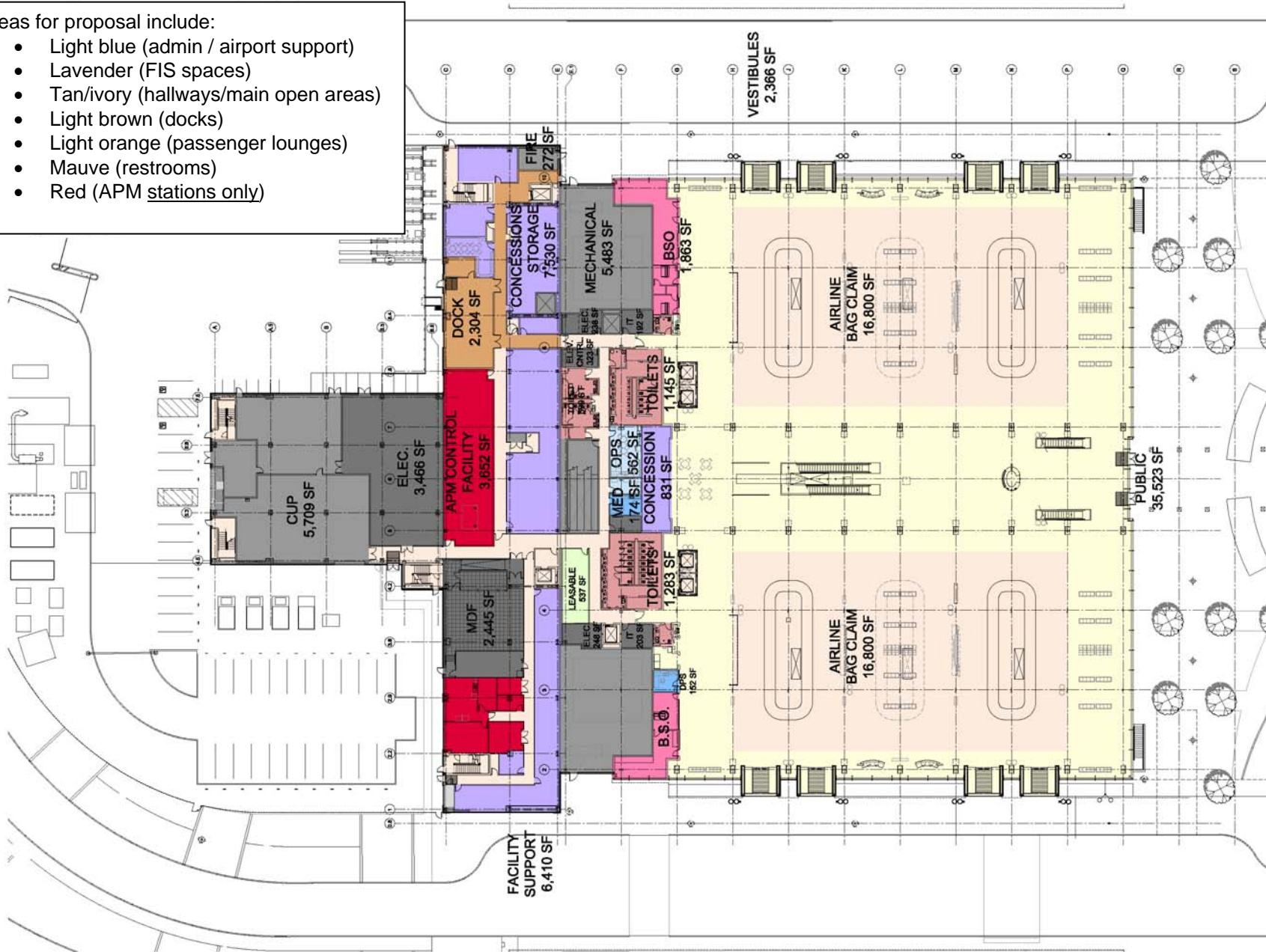
MAY 2010

01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 0
SCALE: 1/8" = 1'

01-CENTRAL TERMINAL B FLOOR PLAN LEVEL 0.dwg 5/26/2010

Areas for proposal include:

- Light blue (admin / airport support)
- Lavender (FIS spaces)
- Tan/ivory (hallways/main open areas)
- Light brown (docks)
- Light orange (passenger lounges)
- Mauve (restrooms)
- Red (APM stations only)



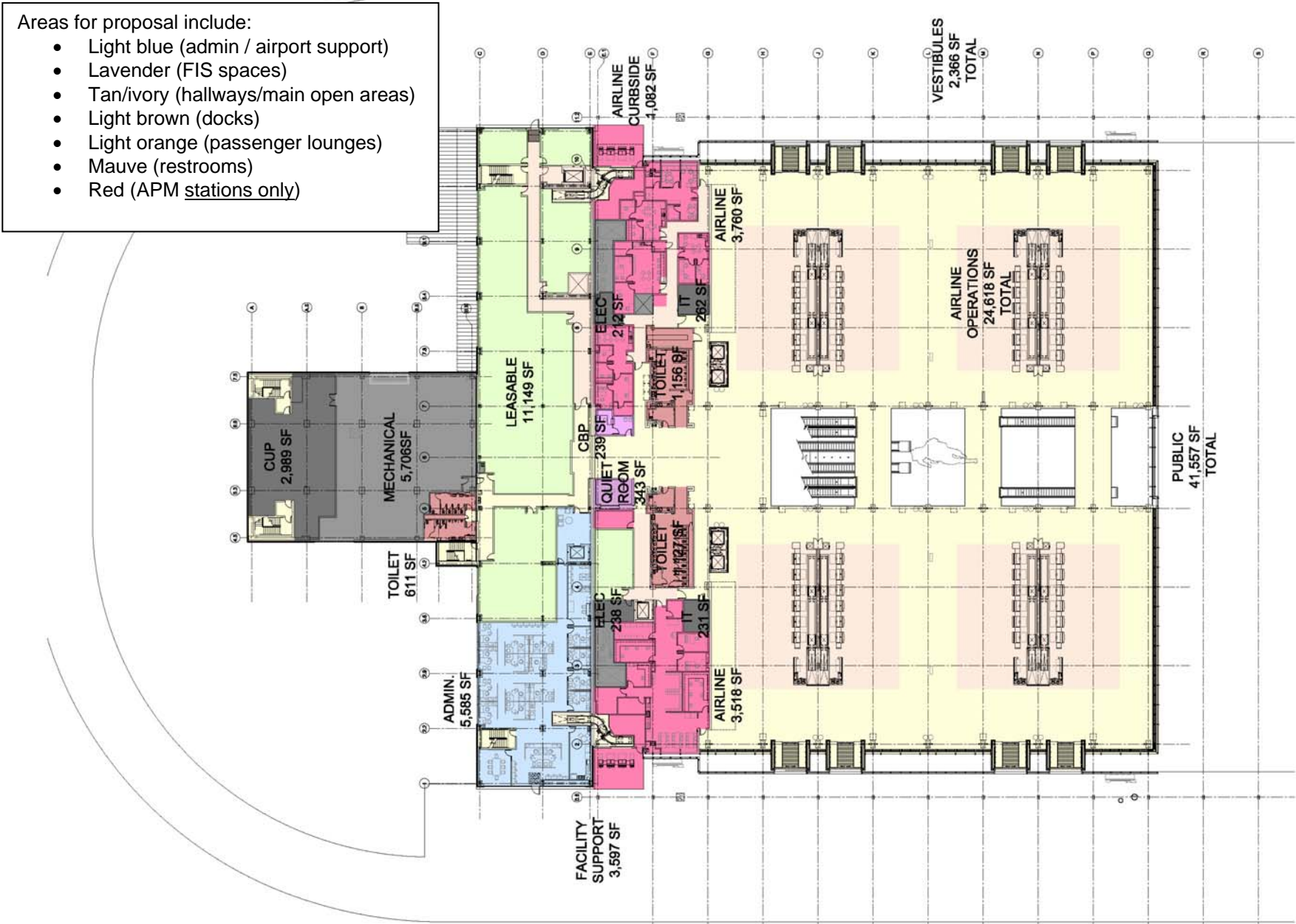
01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 1
SCALE: 1/16" = 1'

MAY 2010

G:\CAD\06003\0100\Sheet\SMF Terminal B - Floor Plan Level 1.dwg 5/28/2010

- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)

- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)



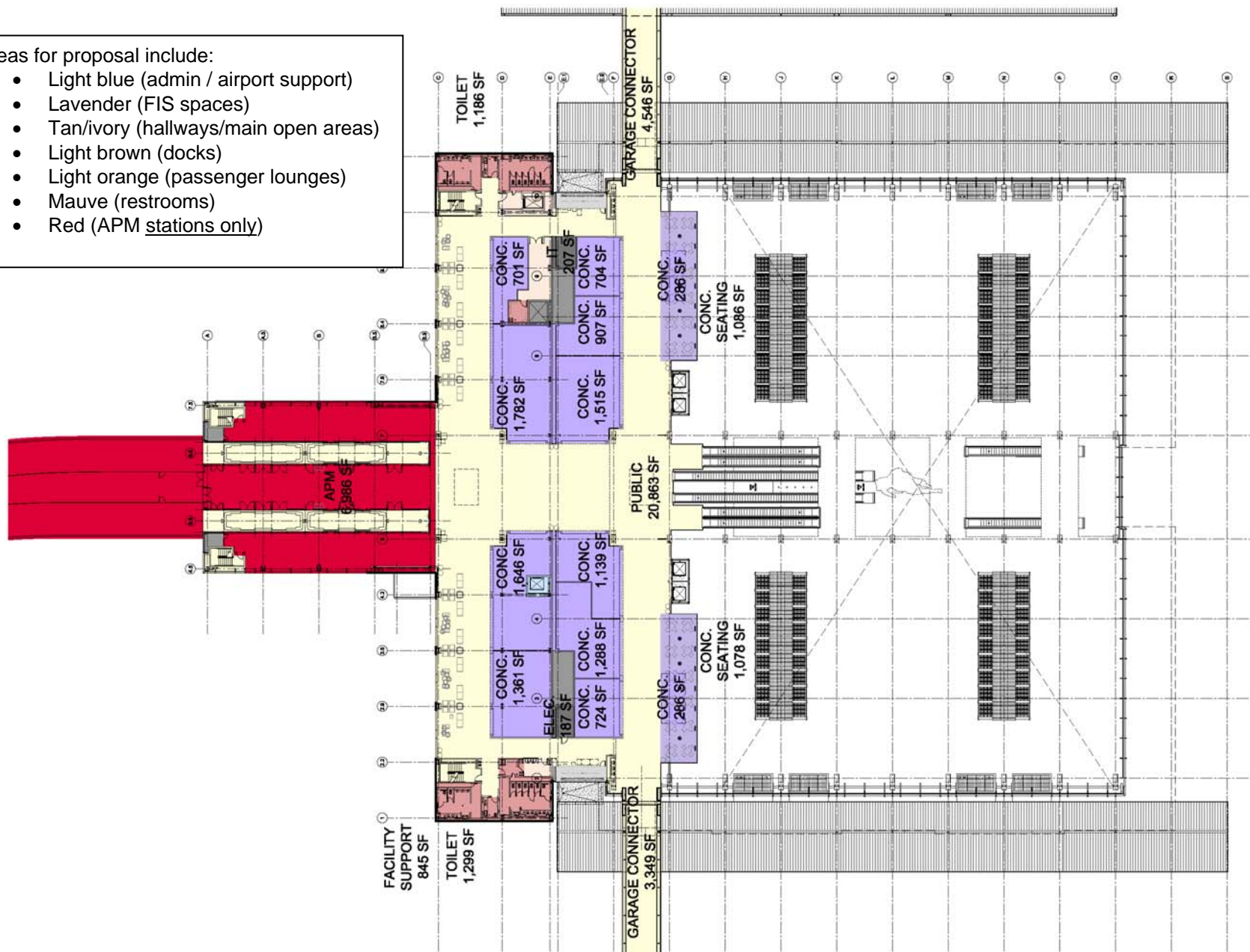
01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 2
SCALE: 1/8" = 1'

MAY 2010

G:\CAD\05003\0100\Sheet\SMF Terminal B - Floor Plan Level 2.dwg 5/25/2010

- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)

- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)



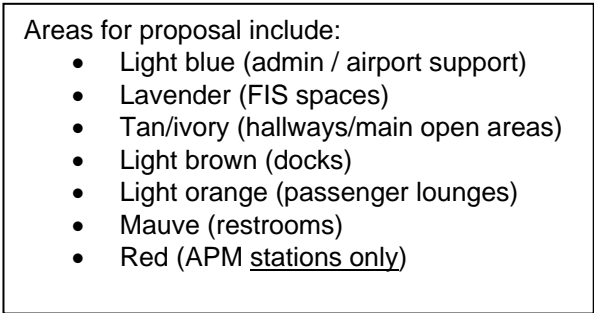
01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 3
SCALE: 1/16" = 1'

MAY 2010

U.S. Customs and Border Protection
 10000 Wilshire Blvd., Suite 1000
 Los Angeles, CA 90024-3200
 Tel: (310) 744-5000
 Fax: (310) 744-5001
 Email: cbp@ice.dhs.gov
 Website: www.cbp.gov

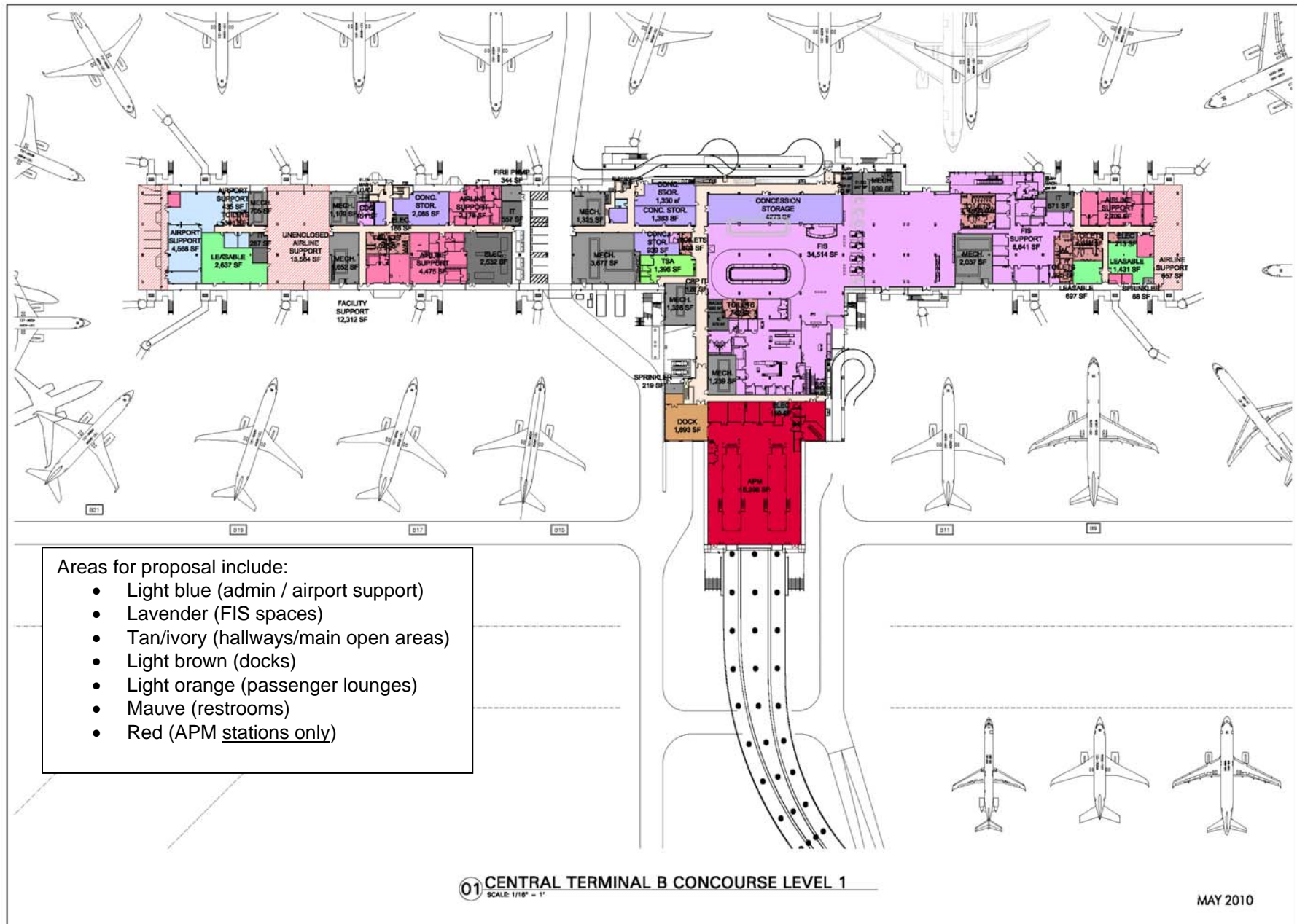
- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)

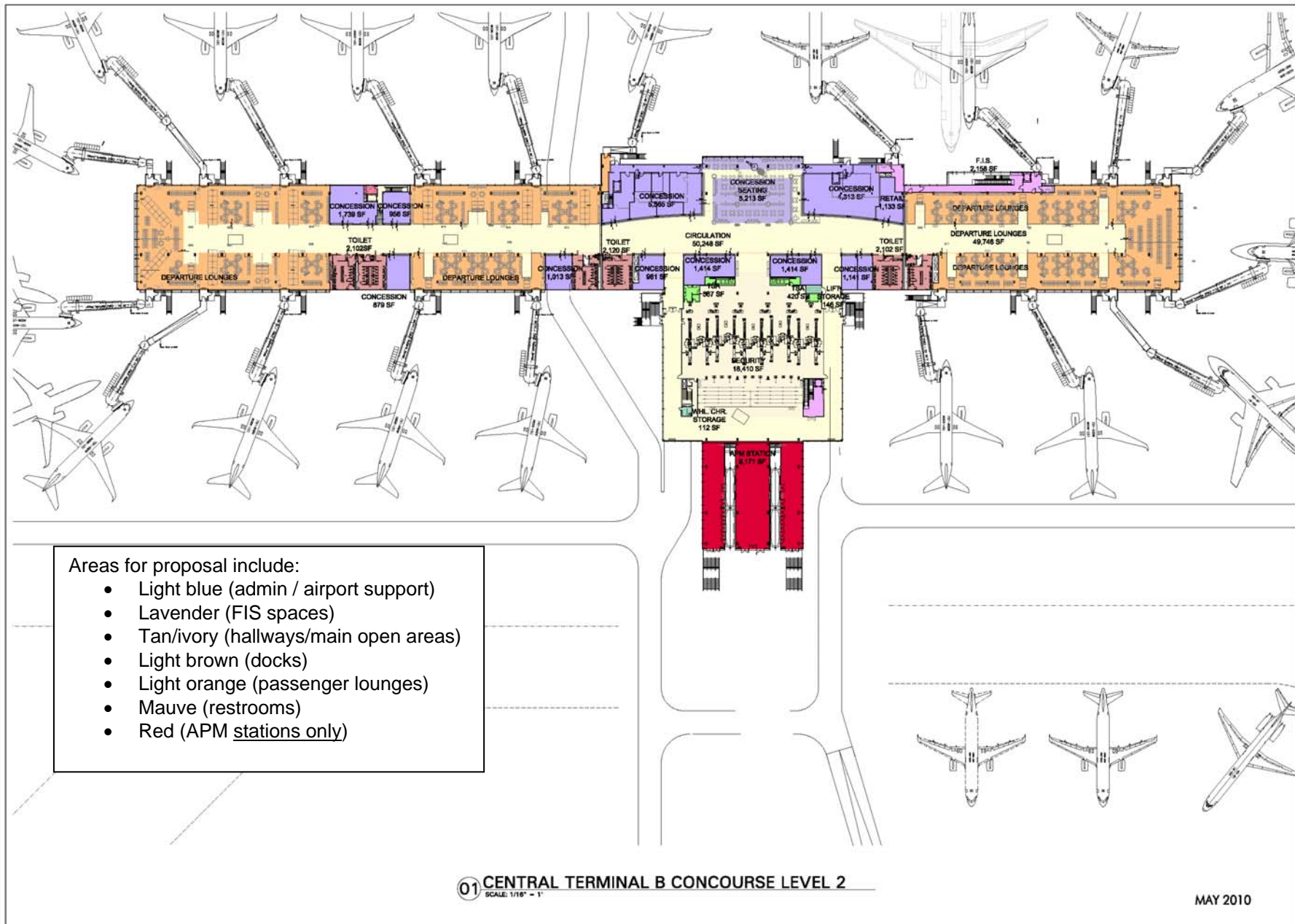
- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)



01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 4
SCALE: 1/16" = 1'

01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 4
SCALE: 1/16" = 1'





ATTACHMENT B

Cleaning Specifications for Central B Terminal and Concourse

CONCOURSE DAY PORTER

TASK #		SERVICE DAYS/YR
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
770	USING MICROFIBER WIPES AND A GENERAL PURPOSE DETERGENT WIPE THE EXTERIOR OF THE REFRIGERATOR FREEZER TO REMOVE ALL VISIBLE SOIL.	365
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
CORRIDORS-CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
647	POLICE CARPETED AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
454	POLICE FLOORS TO PICK UP OBVIOUS LITTER AND DEBRIS AT LEAST ONCE PER HOUR.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
DEPARTURE LOUNGE - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
454	POLICE FLOORS TO PICK UP OBVIOUS LITTER AND DEBRIS AT LEAST ONCE PER HOUR.	365
ELEVATORS-HARD SURFACE		
305	POLICE ELEVATOR CABS TO REMOVE LITTER, SPOT CLEAN CAB WALLS AND CALL BUTTONS THREE TIMES DURING EACH SHIFT.	365

ESCALATORS

TASK #		SERVICE DAYS/YR
681	POLICE ESCALATORS TO REMOVE LITTER AND DEBRIS AND SPOT CLEAN HAND RAILS AND SIDES AT LEAST TWICE DURING THE SHIFT.	365
LOCKER ROOMS - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
LOADING DOCK/COMPACTOR PAD-CONCRETE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
105	PICK UP ALL OBVIOUS LITTER.	365
OFFICES - CARPET		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
PASSENGER LOADING BRIDGES-CARPET/RUBBER		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
304	POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER, THREE TIMES DURING EACH SHIFT.	365
RESTROOMS-CERAMIC TILE		
332	POLICE RESTROOMS ONCE AN HOUR (IN CONCOURSE/TERMINAL) DURING THE SHIFT TO CLEAN NORMAL SPILLS, REMOVE STAINS, REPLENISH SUPPLIES AND EMPTY AND REMOVE TRASH.	365
SECURITY CENTER-TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
SHOWERS-CERAMIC TILE		
49	FULLY CLEAN ALL SHOWERS.	365
STAIRS-HARD SURFACE		
57	POLICE STAIRS AND PICK-UP LITTER.	365
TSA-TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
VESTIBULE AREA - HARD SURFACE		
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365

CONCOURSE HEAVY CLEANING

TASK #		SERVICE DAYS/YR
APM CAB		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	156
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	156
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4
ARTIFICIAL PLANTS / CONTAINERS		
XX	CLEAN / DUST ALL ARTIFICIAL PLANTS	52
XX	INSPECT PLANT CONTAINERS FOR FOREIGN DEBRIS AND CLEAN AS NECESSARY	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	313
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365

TASK #		SERVICE DAYS/YR
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	52
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
179	CLEAN REFRIGERATOR, AND EMPTY CONTENTS AT CUSTOMER REQUEST.	52
228	VACUUM HVAC LOUVERS.	4
CDC Office - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
209	VACUUM WALK-OFF MATS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	26
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	12
CORRIDORS-CARPET		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	12
647	POLICE CARPETED MERCHANDISE SALES AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	4
697	PICK UP ALL OBVIOUS LITTER AT LEAST FOUR TIMES DURING EACH SHIFT.	365

TASK #		SERVICE DAYS/YR
455	POLICE MOVING WALKWAYS TO REMOVE LOOSE DEBRIS AT LEAST ONCE PER HOUR. WIPE SIDES AND HAND RAILS.	365
DEPARTURE LOUNGE - CARPET		
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	156
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL CARPETED AREAS.	52
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	4
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	6
LOADING DOCK-CONCRETE		
114	POWER SWEEP ALL OPEN AREAS USING A MACHINE SWEEPER.	365
188	USING PRESSURE WASHER REMOVE ALL VISIBLE SOIL.	52
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
PASSENGER LOADING BRIDGES-CARPET/RUBBER		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
36	MACHINE SCRUB HARD SURFACE FLOOR.	12
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	6
ELEVATORS- CARPET		
54	COMPLETELY CLEAN AND VACUUM CARPETED ELEVATOR.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
182	SHAMPOO ALL CARPETED ELEVATORS.	12
140	DETAIL CLEAN ELEVATOR CAB CEILINGS.	4
292	POLISH THRESHOLD PLATES IN FRONT OF EACH ELEVATOR ENTRY.	26
ESCALATORS		
56	CLEAN ESCALATOR INCLUDING SIDES, RAILS AND VACUUM TREADS.	365
295	MACHINE SCRUB ESCALATOR STEPS TO REMOVE SOIL AND GREASE WITHIN THE METAL GROOVES.	52
ELECT - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365

TASK #		SERVICE DAYS/YR
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
RISER ROOM – HARD SURFACE (ON REQUEST- 1/YR)		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	1
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	1
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	1
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	1
163	USING VACUUM TOOL ACCESSORY-- HIGH DUST PIPES, CONDUIT AND RETURN AIR VENTS.	1
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	1
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	1
CUSTOMS & BORDER PROTECTION (FIS). – HARD SURFACE		
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
92	MACHINE SCRUB HARD SURFACE FLOORS WITH AUTOMATIC SCRUBBER.	365
35	LAY ONE COAT OF FLOOR POLISH.	12
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
I.T SUPPORT – HARD SURFACE. (CLEANED 2 X PER YEAR)		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	2
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	2
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	2
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	2
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	2
12	DUST ALL HIGH REACH AREAS.	2
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	2
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	2
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	2
JANITOR CLOSETS-HARD SURFACE		
219	CLEAN AND ARRANGE ALL EQUIPMENT IN JANITOR CLOSET EACH NIGHT AND EMPTY VACUUM CLEANER BAGS, CHECK BELTS; SWEEP AND SPOT MOP FLOOR.	365
LOCKER ROOMS - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4

TASK #		SERVICE DAYS/YR
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	52
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
999	SPOT CLEAN EXTERIOR OF LOCKERS, REMOVING ALL MARKS AND GRAFFITI.	365
OFFICES - CARPET		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	6
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	156
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
24	FULLY VACUUM ALL CARPETS FROM WALL TO WALL.	53
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	1
RESTROOMS-CERAMIC TILE		
48	REFILL DISPENSERS, EMPTY TRASH, CLEAN AND SANITIZE ALL RESTROOM FIXTURES, WIPE BOTH SIDES OF ALL TOILET SEATS, WIPE ALL COUNTERS, CLEAN MIRRORS, WIPE CHROME AND BRUSHED STAINLESS, SPOT WIPE PARTITIONS, VACUUM AND DAMP MOP FLOORS USING A GERMICIDAL CLEANER. EMPTY ALL SANITARY WASTE RECEPTACLES.	365
46	DUST AND CLEAN ALL EXHAUST AIR VENTS.	12
47	WASH ALL RESTROOM PARTITIONS ON BOTH SIDES.	52
141	MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DETERGENT.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	11
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
157	MACHINE WASH ALL CERAMIC TILE WALLS.	1
SHOWERS-CERAMIC TILE		
49	FULLY CLEAN ALL SHOWERS.	365
46	DUST AND CLEAN ALL EXHAUST AIR VENTS.	12
47	WASH ALL RESTROOM PARTITIONS ON BOTH SIDES.	12
141	MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DETERGENT.	12
157	MACHINE WASH ALL CERAMIC TILE WALLS.	1
RADIO ROOM - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
209	VACUUM WALK-OFF MATS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	26

TASK #		SERVICE DAYS/YR
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	12
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	4
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	4
26	POLICE HARD FLOOR AREA, REMOVING ALL OBVIOUS LITTER AND DEBRIS.	4
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	4
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	4
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	4
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	4
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	4
STAIRS-HARD SURFACE		
57	POLICE STAIRS AND PICK-UP LITTER.	313
58	VACUUM STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	52
59	DAMP MOP STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	12
STORAGE -HARD SURFACE (CLEANED 2X/YR)		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	2
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	2
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	2
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
TSA -TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	12
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	260
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5

TASK #		SERVICE DAYS/YR
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	2
VESTIBULE AREA - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
51	CLEAN BOTH SIDES OF ALL GLASS DOORS AND SIDE GLASS.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
209	VACUUM WALK-OFF MATS.	365

**BUILDING SUMMARY
CENTRAL TERM.B CONCOURSE**

AREA	SqFt For FLOOR MAINT		TOTAL SqFt
	<u>CARPET</u>	<u>HARD SURFACE</u>	
APM STATION PLATFORM - HARD SURFACE	0	9,171	9,171
BREAK/COFFEE AREA HARD SURFACE	0	1,932	1,932
CDC OFFICE - HARD SURFACE	0	341	341
CONCESSION SEATING - HARD SURFACE	0	5,213	5,213
CORRIDORS-CARPET	52,440	0	52,440
CORRIDORS-TILE	0	14,178	14,178
DEPARTURE LOUNGE - CARPET	49,746	0	49,746
LOADING DOCK-CONCRETE	0	1,893	1,893
PASSENGER LOADING BRIDGES-CARPET/RUBBER	18,776	0	18,776
ELEVATORS- CARPET	259	0	259
ESCALATORS	0	0	151
ELECT - HARD SURFACE	0	399	399
FIRE RISER ROOMS - H. S.(ON REQUEST- 1/YR)	0	344	344
CUSTOMS & BORDER PROTECTION (F.I.S). - H.S.	0	33,443	33,443
I.T SUPPORT - H. S. (CLEANED 2 X PER YEAR)	0	287	287
JANITOR CLOSETS-HARD SURFACE	0	0	478
LOCKER ROOMS - HARD SURFACE	0	283	283
OFFICES - CARPET	4,124	0	4,124
RESTROOMS-CERAMIC TILE	0	8,672	8,672
SHOWERS-CERAMIC TILE	0	112	112
SECURITY CENTER-TILE (AS REQUESTED 4X/YR)	0	18,410	18,410
STAIRS-HARD SURFACE	0	0	480
STORAGE -HARD SURFACE (CLEANED 2X/YR)	0	112	112
TSA -TILE	0	420	420
VESTIBULE AREA - HARD SURFACE	0	1,696	1,696
<hr/>			
SURFACE TOTALS	125,345	115,904	223,582

TERMINAL DAY PORTER

TASK #		SERVICE DAYS/YR
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
BAGGAGE CLAIM, - HARD SURFACE		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
519	SPOT CLEAN MOVING BAGGAGE BELTS/METAL SURFACES TAKING CARE TO REMOVE ALL STICKY LABELS AND I.D. TAGS WHICH HAVE TRANSFERRED FROM BAGGAGE.	365
3256	POLICE ALL AISLES, CORRIDORS, HALLS AND WALKWAYS INSIDE THE FACILITY TO REMOVE LITTER, AND STAINS PRIOR TO A FULL CLEAN; OR FOLLOWING A FULL CLEAN BASED ON A DAILY OR TWICE A DAY FREQUENCY.	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
770	USING MICROFIBER WIPES AND A GENERAL PURPOSE DETERGENT WIPE THE EXTERIOR OF THE REFRIGERATOR FREEZER TO REMOVE ALL VISIBLE SOIL.	365
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
CONCESSION SEATING - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
70	CLEAN PUBLIC TELEPHONES AND SPOT CLEAN BOOTHS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
304	POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER, THREE TIMES DURING EACH SHIFT.	365
630	CONTINUOUSLY POLICE TABLES AND REMOVE ALL TRASH DURING MEAL PERIODS.	365
CONFERENCE ROOMS - CARPET		
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	365

TASK #		SERVICE DAYS/YR
208	SPOT CLEAN PARTITION AND DOOR GLASS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
CORRIDORS-CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
647	POLICE CARPETED AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
454	POLICE FLOORS TO PICK UP OBVIOUS LITTER AND DEBRIS AT LEAST ONCE PER HOUR.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
ELEVATORS - CARPET		
119	POLICE ELEVATOR CABS PICKING UP AND REMOVING ALL TRASH. WIPE DOWN PANELS, DOORS AND INTERIOR WALLS TO REMOVE STAINS, HAND PRINTS AND OTHER VISIBLE SOIL.	365
ELEVATOR LOBBY- HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
ESCALATORS		
681	POLICE ESCALATORS TO REMOVE LITTER AND DEBRIS AND SPOT CLEAN HAND RAILS AND SIDES AT LEAST TWICE DURING THE SHIFT.	365
GARAGE CONNECTOR - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
647	POLICE CARPETED AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
LOADING DOCK/COMPACTOR PAD-CONCRETE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
105	PICK UP ALL OBVIOUS LITTER.	365
LOBBY - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
MEDICAL ROOM -TILE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
827	DAMP MOP HARD SURFACE FLOORS WITH GERMICIDE SOLUTION CHANGING CONCENTRATION OF CHEMICAL EVERY OTHER MONTH.	365

TASK #		SERVICE DAYS/YR
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
OFFICES - CARPET		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
QUIET ROOM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
RECEPTION- CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
RESTROOMS-CERAMIC TILE		
332	POLICE RESTROOMS ONCE AN HOUR DURING THE SHIFT TO CLEAN NORMAL SPILLS, REMOVE STAINS, REPLENISH SUPPLIES AND EMPTY AND REMOVE TRASH.	365
STAIRS-HARD SURFACE		
57	POLICE STAIRS AND PICK-UP LITTER.	365
TSA SECURITY CHECKPOINT-TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
VESTIBULE AREA - HARD SURFACE		
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
BUILDING EXTERIOR (BUILDING FACE, SIDEWALKS, ISLANDS, FIXTURES ETC)		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
XX	POLICE AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT	365
208	SPOT CLEAN GLASS.	365

TERMINAL HEAVY CLEANING

TASK #		SERVICE DAYS/YR
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	156
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4
ARTIFICIAL PLANTS / CONTAINERS		
XX	CLEAN / DUST ALL ARTIFICIAL PLANTS	52
XX	INSPECT PLANT CONTAINERS FOR FOREIGN DEBRIS AND CLEAN AS NECESSARY	365
BAGGAGE CLAIM, - HARD SURFACE		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	313
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
519	SPOT CLEAN MOVING BAGGAGE BELTS/METAL SURFACES TAKING CARE TO REMOVE ALL STICKY LABELS AND I.D. TAGS WHICH HAVE TRANSFERRED FROM BAGGAGE.	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	313
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52

TASK #		SERVICE DAYS/YR
12	DUST ALL HIGH REACH AREAS.	12
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	52
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
179	CLEAN REFRIGERATOR, AND EMPTY CONTENTS AT CUSTOMER REQUEST.	52
228	VACUUM HVAC LOUVERS.	4
CONFERENCE ROOMS - CARPET		
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	104
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS 52 THEN TRAFFIC VACUUM ALL CARPETED AREAS.	
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	4
208	SPOT CLEAN PARTITION AND DOOR GLASS.	365
224	CLEAN DRY-ERASE MARKER BOARDS AND TRAYS WHEN REQUESTED.	365
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
52	CLEAN ALL PARTITION GLASS.	12
51	CLEAN BOTH SIDES OF ALL GLASS DOORS AND SIDE GLASS.	12
20	DUST ALL WINDOW BLINDS.	12
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	156
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
266	SPOT CLEAN TELEPHONES AND SANITIZE RECEIVERS.	12
228	VACUUM HVAC LOUVERS.	4
COPY/MAIL/FILE ROOMS - CARPET		
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	313
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL CARPETED AREAS.	52
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	52
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	2
228	VACUUM HVAC LOUVERS.	4
CORRIDORS-CARPET		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365

TASK #		SERVICE DAYS/YR
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	12
647	POLICE CARPETED MERCHANDISE SALES AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	4
697	PICK UP ALL OBVIOUS LITTER AT LEAST FOUR TIMES DURING EACH SHIFT.	365
GARAGE CONNECTOR - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	4
LOADING DOCK-CONCRETE		
114	POWER SWEEP ALL OPEN AREAS USING A MACHINE SWEEPER.	365
188	USING PRESSURE WASHER REMOVE ALL VISIBLE SOIL.	52
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
ELECT - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
ELEVATORS- CARPET		
54	COMPLETELY CLEAN AND VACUUM CARPETED ELEVATOR.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365

TASK #		SERVICE DAYS/YR
182	SHAMPOO ALL CARPETED ELEVATORS.	12
140	DETAIL CLEAN ELEVATOR CAB CEILINGS.	4
292	POLISH THRESHOLD PLATES IN FRONT OF EACH ELEVATOR ENTRY.	26
ELEVATOR LOBBY- HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4
ESCALATORS		
56	CLEAN ESCALATOR INCLUDING SIDES, RAILS AND VACUUM TREADS.	365
295	MACHINE SCRUB ESCALATOR STEPS TO REMOVE SOIL AND GREASE WITHIN THE METAL GROOVES.	52
JANITOR CLOSETS-HARD SURFACE		
219	CLEAN AND ARRANGE ALL EQUIPMENT IN JANITOR CLOSET EACH NIGHT AND EMPTY VACUUM CLEANER BAGS, CHECK BELTS; SWEEP AND SPOT MOP FLOOR.	365
LOBBY - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	365
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL CARPETED AREAS.	52
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	260
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	2
228	VACUUM HVAC LOUVERS.	4
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
827	DAMP MOP HARD SURFACE FLOORS WITH GERMICIDE SOLUTION CHANGING CONCENTRATION OF CHEMICAL EVERY OTHER MONTH.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	260

TASK #		SERVICE DAYS/YR
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	156
111	EMPTY RECYCLABLE AND REGULAR TRASH CONTAINERS; REPLACE CORRECT COLOR LINERS IN CONTAINERS AND WIPE CONTAINERS AS NECESSARY.	365
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
228	VACUUM HVAC LOUVERS.	4
OFFICES - CARPET		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	6
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	156
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
24	FULLY VACUUM ALL CARPETS FROM WALL TO WALL.	53
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	1
QUIET ROOM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
24	FULLY VACUUM ALL CARPETS FROM WALL TO WALL.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	2
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
109	VACUUM ALL FURNITURE.	52
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4
RESTROOMS-CERAMIC TILE		
48	REFILL DISPENSERS, EMPTY TRASH, CLEAN AND SANITIZE ALL RESTROOM FIXTURES, WIPE BOTH SIDES OF ALL TOILET SEATS, WIPE ALL COUNTERS, CLEAN MIRRORS, WIPE CHROME AND BRUSHED STAINLESS, SPOT WIPE PARTITIONS, VACUUM AND DAMP MOP FLOORS USING A GERMICIDAL CLEANER. EMPTY ALL SANITARY WASTE RECEPTACLES.	365

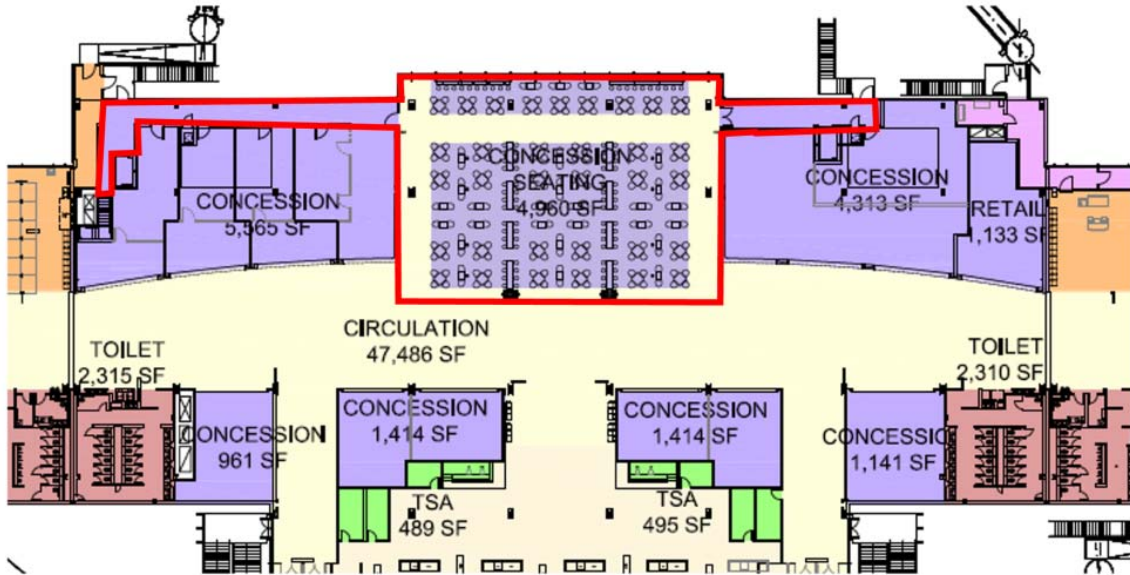
TASK #		SERVICE DAYS/YR
46	DUST AND CLEAN ALL EXHAUST AIR VENTS.	12
47	WASH ALL RESTROOM PARTITIONS ON BOTH SIDES.	52
141	MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DETERGENT.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	11
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
157	MACHINE WASH ALL CERAMIC TILE WALLS.	1
STAIRS-HARD SURFACE		
57	POLICE STAIRS AND PICK-UP LITTER.	365
58	VACUUM STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	52
59	DAMP MOP STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	12
SECURITY CHECKPOINT -TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	12
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	2
BUILDING EXTERIOR (BUILDING FACE, SIDEWALKS, ISLANDS, FIXTURES ETC)		
114	POWER SWEEP ALL OPEN AREAS USING A MACHINE SWEEPER.	365
188	USING PRESSURE WASHER REMOVE ALL VISIBLE SOIL.	52
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
X	REMOVE COBWEBS FROM BUILDING FACE, AWNINGS AND SIGNS	52
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
XX	POLICE AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT	365
VESTIBULE AREA - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2

TASK #		SERVICE DAYS/YR
51	CLEAN BOTH SIDES OF ALL GLASS DOORS AND SIDE GLASS.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
209	VACUUM WALK-OFF MATS.	365

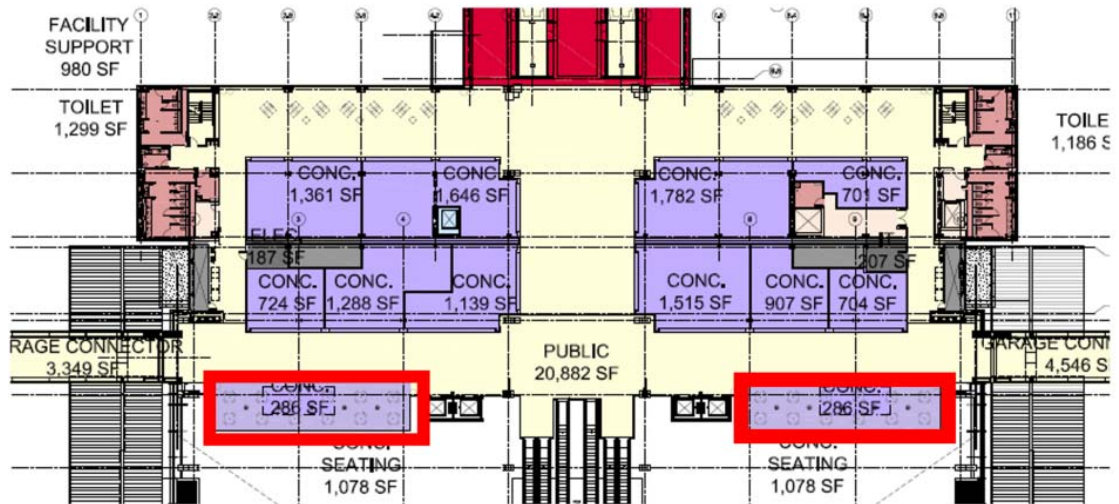
BUILDING SUMMARY for CENTRAL B TERMINAL.

AREA	SqFt For FLOOR MAINT		TOTAL SqFt
	CARPET	HARD SURFACE	
APM STATION PLATFORM - HARD SURFACE	0	6,986	6,986
BAGGAGE CLAIM, - HARD SURFACE	0	69,123	69,123
BREAK/COFFEE AREA HARD SURFACE	0	1,647	1,647
CONFERENCE ROOMS - CARPET	2,999	0	2,999
COPY/MAIL/FILE ROOMS - CARPET	1,842	0	1,842
CORRIDORS-CARPET	18,230	0	18,230
CORRIDORS-TILE	0	14,579	14,579
GARAGE CONNECTOR - CARPET	7,895	0	7,895
LOADING DOCK-CONCRETE	0	1,222	1,222
ELECT - HARD SURFACE	0	2,864	2,864
ELEVATORS- CARPET	305	0	305
ELEVATOR LOBBY- HARD SURFACE	0	940	940
ESCALATORS	0	0	3,517
JANITOR CLOSETS-HARD SURFACE	0	0	207
LOBBY - CARPET	9,077	0	9,077
MEDICAL ROOM-TILE	0	174	174
OFFICES - CARPET	9,507	0	9,507
QUIET ROOM - HARD SURFACE	0	343	343
RECEPTION- CARPET	128	0	128
RESTROOMS-CERAMIC TILE	0	10,206	10,206
STAIRS-HARD SURFACE	0	4,035	4,035
SECURITY CHECKPOINT -TILE	0	66,175	66,175
VESTIBULE AREA - HARD SURFACE	0	2,366	2,366
SURFACE TOTALS	49,983	176,625	234,367

Attachment C **Food Court Layouts** (Areas of responsibility outlined in red)



Concourse B Food Court



Terminal B Level 3

Attachment D CLEANING SPECIFICATIONS for FOOD COURTS

FOOD COURT AREAS DAY PORTER

TASK #		SERVICE DAYS/YR
CONCESSION SEATING - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLES AND STORE IN DESIGNATED AREA.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
304	CONTINUOUSLY POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER.	365
630	CONTINUOUSLY POLICE TABLES AND REMOVE ALL TRASH, SANITIZE TABLES, WIPE DOWN CHAIRS, ARRANGE TABLE AND CHAIRS FOR NEXT CUSTOMER AS NEEDED.	365
XX	IF SUPPLIED, GATHER FOOD TRAYS AND RETURN THEM TO VENDOR(S)	365

FOOD COURT AREAS HEAVY CLEANING

CONCESSION SEATING - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLES AND STORE IN DESIGNATED AREA.	365
118	CLEAN / SANITIZE AND POLISH DRINKING FOUNTAINS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	12
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS, ART)	52
15	CLEAN / SANITIZE ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
XX	IF SUPPLIED, GATHER FOOD TRAYS AND RETURN THEM TO VENDOR(S)	365

Attachment E GENERAL REQUIREMENTS

INDOOR AIR QUALITY

Bidder shall use only microfiber vacuum bags and cloths, when undertaking vacuuming and dusting tasks. When performing a high dusting task, a microfiber cloth must also be used to cover the dust mop or high duster. Walk-off mats must be vacuumed, at minimum, twice daily at all entrances and at the entry to elevators on the ground level, when applicable. During inclement weather, or as reasonably required by Company, it is required that walk-off mats be vacuumed more frequently by Bidder.

TIME OF SERVICE

The Sacramento International Airport supports twenty-four hour a day / 7 day a week operations. Except for certain administrative offices, all spaces must receive service everyday to include "day porter" and heavy cleaning.

SPECIAL SERVICES

Contractor shall also provide, upon request by County, such incidental or special work for such consideration as may be mutually agreed upon by the parties.

SERVICE CHANGES

The County may, at any time, by mutual written order, make changes within the general scope of the Agreement on any one or more of the following:

- a. The cleaning specifications,
- b. The extent of Services furnished by the Contractor,
- c. The supplies, materials, and/or equipment utilized,
- d. Number and type of personal utilized, and
- e. Reporting requirements to the extent permitted by law and any applicable collective bargaining agreement.

If any such change causes an increase or decrease in the cost of this Agreement, an equitable adjustment in the consideration hereunder shall be negotiated. Such adjustment shall be accomplished by a written amendment to this Agreement. If the County shall delete certain specific office areas or other areas of the Building from the scope of this Agreement, the consideration paid Contractor hereunder shall be reduced by the percentage decrease in the square footage of space at the Building for which Contractor's Services are required under this Agreement. If Contractor shall receive oral instructions from County's authorized representatives, which Contractor believes is a change to this Agreement, Contractor shall notify the County of said change in writing within forty-eight (48) hours, whereupon the County and Contractor shall in good faith negotiate an adjustment to the consideration hereunder on account of said change, if an adjustment is appropriate.

WORK SCHEDULE

Contractor shall submit to the County not less than fifteen (15) days prior to the commencement date of this Agreement, a Work Schedule setting forth the location and frequency of all daily and cleaning assignments, including policing specifications and a schedule showing all other periodic cleaning dates and areas. Such schedule and any amendments thereto shall be approved in writing by the County, and following such approval shall be kept current and displayed by Contractor in areas where Contractor is to perform such work of as directed by County. On tasks to be performed no more frequently than weekly, a notice of completion will be forwarded to building management when the task is performed. Failure to serve notice will be considered as nonperformance of such tasks.

SUPERVISORY QUALIFICATIONS

Contractor shall employ at all times the quantity and quality of non-cleaning supervision reasonable necessary for the effective and efficient management of cleaning operations. All supervisors shall have an intimate knowledge of the various cleaning tasks, equipment and materials so as to be able to both properly train and direct the cleaners to their individual tasks and to maintain and control an effective inspection and follow-up program. The functions of supervisors shall include, without limitation:

1. Direct the activities of the entire work force, and review-training qualifications of all personnel to make sure each employee has been properly trained.
2. Perform on-going (roving) inspections at the Building and meet with the County at least once per week to assure quality service.
3. Consult daily with County's representatives make use of the daily log concerning services for the campus buildings.
4. Implement instructions from County's representatives.
5. Assure that the day-to-day performance of all Contractors' personnel is of the highest quality and complies with this Agreement.
6. Any change in supervisory and staff personnel shall be reported to County promptly together with the name, address and telephone number of any new personnel.

Contractor shall provide an updated organization chart showing numbers of supervisory personnel who will be maintained on staff from the level of a floor checker through top supervisor at the time of any such change. The Contractor's supervisors shall be fully and adequately train and have a minimum of two years in cleaning supervision or sufficient in scope to meet the approval of the County. The Building Service Manager should have no less than three years; Assistant Building Service Manager should have no less than two years servicing high-rise office building, airport or large shopping mall. High-rise office building, defined as eighteen floors and over. Contractor shall provide trained and experienced employees for the performance of the services and shall take reasonable precautions to assure that such employees are reliable and of good character. All staff shall satisfy immigration requirements. All personnel will receive close and continuing supervision. In addition, Contractor shall maintain and show evidence of an adequate backup labor force and supervisory staff to be able to assist immediately in the event of flood, fire, natural or manmade disasters, job action or any other emergency. Contractor must submit and keep current a list of at least three (3) emergency telephone numbers of management level supervisory personnel, other than the local branch office or answering service, who are authorized to dispatch backup working crews in the event of a request by the County. The Contractor must provide a full time on-site non-union manager every day Monday through Friday from 7:30 a.m. till 4:30 p.m. This person must be responsible for supervision of the day staff in performance of all routine work, completion of special tasks as they arise, daily inspection and notes, and investigation of cleaning practices and complaints with or without assistance from County. Such individual shall have power to act as Contractor's representative for correction of all cleaning complaints.

SUPERVISION

Contractor shall be responsible for the supervision and direction of services by its employees and any approved subcontractors and suppliers and material men, and shall provide supervisory personnel reasonably acceptable to the County at the Property to carry out this responsibility. Any designated supervisor or Contractor to ensure that all services hereunder are properly performed will conduct periodic inspections. Contractor will inform the County of the name of such supervisor responsible for the services and the supervisor shall have the authority to act as Contractor's agent in Contractor's absence. Unless first approved in writing by the County, Contractor shall not, and shall have no authority to, engage any subcontractors and suppliers to perform the Services, and shall instead engage only trained individuals directly employed and supervised by Contractor. Neither the County's approval

of any subcontractors and suppliers nor the failure of performance therefore by such parties, shall relieve, release or affect in any manner any of Contractor's duties, liabilities or obligations hereunder, and Contractor shall at all times be and remain fully liable hereunder. Contractor agrees that each of its employees, and any subcontractors and suppliers will be properly qualified and will use reasonable care in the performance of their duties to the extent permitted by law and any applicable collective bargaining agreement. If, however, in the County's reasonable opinion determines, for any reason, that any particular employee, or subcontractor and supplier are unsatisfactory to the County, then upon written notice from the County to Contractor, Contractor shall remove said employee, subcontractor and supplier and shall provide a qualified substitute.

Contractor shall indemnify and hold County harmless from any claims for damages, loss or expense of any kind whatsoever as permitted by law arising from the removal of such employee but only to the extent that same are caused by the negligence, misconduct or other fault of Contractor, its agents or employees. Contractor shall be an independent contractor with respect to Services to be performed hereunder. All personnel furnished by Contractor will be deemed employees of Contractor and will not for any purposes be considered employees or agents of County.

At the County's request, to the extent permitted by law and any applicable collective bargaining agreement Contractor shall promptly remove from County's Building, any employee of Contractor who, in the County's reasonable opinion, has been negligent, wasteful, dishonest or otherwise unsatisfactory in performing his/her duties. Contractor, its agents or employees will not use County's telephones or computers in tenant areas of the Building. Unauthorized use of telephones and computers is justification for employee's dismissal from the Building.

SUPPLIES

It is the intent that the County furnish all supplies (including hand towels, tissue, hand soap and sanitary napkins) and materials necessary for the performance of the work under this Agreement unless otherwise specified herein. Contractor will maintain for the County sufficient warning and notice in writing (including appropriate labels on goods, containers and packaging) of any hazardous materials which is an ingredient or a part of any of the goods, together with special handling instructions. Material Safety Data Sheets (M.S.D.S.) forms must be supplied for all chemical products used in the Building and such M.S.D.S. sheets shall be available for inspection upon request. If supplied, contractor agrees to use sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED IEQ Credit 3.3: Green Cleaning – Purchase of Sustainable Cleaning Products and Materials unless otherwise approved by the County.

EQUIPMENT

All necessary cleaning equipment, including floor scrubbing, finishing, polishing and shampooing machines, industrial type vacuum cleaners, spot removal kits, vehicles, etc., needed for the performance of the work hereunder shall be furnished by Contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall be approved by the County. Contractor shall replace equipment reasonably deemed by the County from time to time to be of improper type design, unsafe or inadequate for the purpose intended, at Contractor's cost with equipment approved by the County. Equipment will be maintained to perform the task for which it was designed with top efficiency. Rubber safety guards, etc., will be maintained in good repair to prevent damage to tenants' furniture. Contractor is reasonably responsible for Contractor's equipment being secured. Contractor agrees to use cleaning equipment meeting the sustainability criteria outlined in IEQ Credit 3.4: Green Cleaning – Sustainable Cleaning Equipment. A log for all powered cleaning equipment is to be kept to document the date of equipment purchase and all repair and maintenance activities including Contractor specification sheets for each type of equipment in use.

In the event Contractor, or any of its agents, employees or contractors, suffers any injury or damage as a result of the use of any County tools or equipment, contractor shall hold County harmless and shall indemnify County against all losses.

LIGHT POWER

Light, power and water necessary for performance of the work and existing storage space for small equipment and materials will be furnished by the County. At night, Contractor shall turn off the lights in all areas of the Building except the areas where Contractor's personnel are working. Contractors' personnel shall close the door of each office suite after the suite is cleaned. Upon completion of all daily work, Contractor shall make certain that all lights and water taps have been turned off, and doors and window have been closed and locked except as otherwise directed by an authorized County's representative. Reports of defective equipment, including but not limited to light switches, leaking faucets, clogged drains or hazardous conditions, shall be made promptly to an appropriate County representative and written in the daily log book.

INSPECTION

Contractors' management representative shall perform regular inspections of all areas utilizing an inspection report form reasonably acceptable to the County. Contractor shall submit an inspection schedule to the County for approval, along with the work schedules described earlier. Contractor's representative shall identify on such report work not performed in accordance with the Specifications, or not performed in an acceptable manner. Corrective action shall be indicated on the inspection form approved by the County, as prescribed on said form, which shall be promptly distributed by Contractor to County's designated personnel. A copy of the report shall be delivered to the County within twenty-four (24) hours after inspection with corrective work to be completed promptly after inspection, but in any event no later than forty-eight (48) hours thereafter, unless approved otherwise by the County.

SECURITY

All of Contractors staff must be able to pass a security background checks to be badged and must be able to renew the badge on an annual basis for continued employment at the airport. Contractor and staff will be required to follow all security mandates in the performance of their duties. In addition, staff that will be driving vehicles in the course of their duties must have and maintain a valid California state driver's license.

In addition, badge issuance is subject to successful completion of fingerprint-based criminal history background check, TSA security threat assessment, and completion of security training. The contractor is responsible for completing and submitting all necessary documentation required for badge issuance. This process can take up to 6 weeks to complete. The fee to obtain an ID badge is \$42, and the replacement fee for lost badges is \$70. The contractor will be responsible for the return of all ID badges at the completion of the project. The Access Control Office is located in Terminal A on the mezzanine level. Office hours are 7:00am-4:00pm Monday to Thursday, and 7:00am-2:00pm Friday. Contractors are responsible for full compliance with all security regulations pursuant to current and future local, state and federal law, including, but not limited to, any and all directives issued by the Director. Violations of TSA regulations are punishable with fines of up to \$10,000 per occurrence. Civil penalties levied by TSA for failure to comply on the part of the contractor or its employees will be passed on to the contractor.

UNIFORMS

Contractor will provide uniforms and standards acceptable to the County for all employees (including safety shoes if warranted), which will indicate the employee & Contractor's name. Sufficient cleaning, mending and uniform replacement will be provided so that employee's look neat at all times. Contractors' employees shall wear an Airport security identification badge issued by the County.

KEYS

Contractor shall be issued keys for the performance of work by submitting a request to the County's representative. the County may, at any time, hold Contractor accountable for keys assigned to Contractor during this Agreement but only to the extent that same are caused by the negligence, misconduct or other fault of Contractor, its agents or employees. In addition, Contractor shall not duplicate or attempt to duplicate keys that are issued by the County and any such duplication or attempt to duplicate keys shall be cause for termination of this Agreement by County without prior notice to Contractor. Cleaners are not to use this key to open an office for any other person or open the door while in the office to admit any person even if recognized as a tenant of the area. Failure to comply will result in Contractor's dismissal of the employee to the extent permitted by law and any applicable collective bargaining agreement. At any time, the County may direct the Contractor to surrender, on demand, all keys issued to Contractor for access to specific work areas. The removal of all personal property belonging to Contractor or any subcontractor or employee thereof may be arranged by Contractor by advising County not less than twenty-four (24) hours prior to desired removal time of such property. Contractor shall maintain and supply the County with a current list of all employees possessing or having been issued one or more keys associated with the servicing of County's Buildings.

SAFETY

Contractor is responsible for the reasonable safety of all its personnel and for assuring the continuing safety of the Building in connection with the services it provides hereunder. Contractor, at its sole cost and expense, shall comply in all instances with all federal, state and local laws, environmental, safety and health standards and rules and regulations, including, but not limited to, the Occupational Safety and Health Act, the Emergency Planning and Community Right To Know Act of 1986 and the Safety Standards Act, and any licensing, bonding and permit requirements in connection with its performance of the Work. A safety representative employed by County will, from time to time, conduct safety inspections and submit safety findings. Contractor will be required to submit safety program and plans to the County prior to performing initial work or new tasks.

BREAK AREAS

Break areas will be designated for Contractor's personnel. Taking breaks (to include smoking) in public spaces is not allowed.

Attachment F
GENERAL PREVAILING WAGE DETERMINATION SAC-2005-1

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA PUBLIC UTILITIES CODE, SECTIONS 465, 466 AND 467

Issue Date of Determination: June 23, 2005
Determination: SAC-2005-1
Supersedes Determination: SAC 91-1

Expiration Date of Determination: May 31, 2008* Effective until superseded by the Director of Industrial Relations. Contact the Division of Labor Statistics and Research for the new rates after 10 days from the expiration date, if no subsequent determination is issued.

Locality: Sacramento County

Craft: Janitor/Cleaner

Wage rates:	<u>Classification</u>	<u>Basic Hourly Rate</u>	
	Janitor/Cleaner	Expires 05/31/2006	\$7.65
		Effective 06/01/2006	\$8.00
		Effective 06/01/2007	\$8.50

Employer Payments: (Public Utilities Code Section 465)

Health and Welfare: \$484.79 per month or \$2.80 per hour after one (1) year of service and working three (3) consecutive months at one hundred and thirty-three (133) hours per month.

Effective April 1, 2006, \$532.22 per month or \$3.07 per hour

Effective April 1, 2007, \$577.44 per month or \$3.33 per hour

Paid Holidays: Five (5) holidays per year or \$0.15 per hour

Paid Vacation: Five (5) days after 1 year of service or \$0.24 per hour; Ten (10) days after 3 years of service or \$0.29 per hour; Fifteen (15) days after 5 years of service or \$0.44 per hour

Effective 6/1/2006

Paid Holidays: Five (5) holidays per year or \$0.15 per hour

Paid Vacation: Five (5) days after 1 year of service or \$0.15 per hour; Ten (10) days after 4 years of service or \$0.31 per hour; Fifteen (15) days after 6 years of service or \$0.46 per hour

Effective 6/1/2007

Paid Holidays: Five (5) holidays per year or \$0.16 per hour

Paid Vacation: Five (5) days after 1 year of service or \$0.16 per hour; Ten (10) days after 4 years of service or \$0.33 per hour; Fifteen (15) days after 6 years of service or \$0.49 per hour

Recognized Holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas, and New Year's Day

Straight-time Hours: Eight (8) hours within not more than a period nine (9) hours shall constitute a day's work.

Overtime Rate: Time and a half (1-1/2) shall be paid to all employees working in excess of eight (8) hours per day. All work performed over eight (8) hours per day, forty (40) hours per week, on the sixth consecutive day in any work week, shall be paid at the rate of time and one-half (1-1/2) the regular rate of pay.

Travel and Subsistence: Employees required to furnish own vehicles between locations shall be reimbursed at the rate of \$0.25 per mile

ATTACHMENT G

SAMPLE SERVICE AGREEMENT

(Note: Provided for illustrated purposes to demonstrate anticipated or typical agreement boilerplate content for RFP solicitation. Actual agreement subject to negotiation of approved terms and condition

Sample Services Agreement for Custodial Services Sacramento County Airport System

THIS AGREEMENT is made and entered into as of this ____ day of _____ 2010 by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY," xxxx, a xxxx corporation, hereinafter referred to as "CONTRACTOR."

RECITALS

WHEREAS, COUNTY owns and operates the Sacramento County Airport System (SCAS); and

WHEREAS, COUNTY is responsible for the relocation and move of airline, tenant and administrative offices, including furniture fixtures and equipment from existing leased and occupied space to other areas as part of the Big Build Terminal Modernization Project ; and

WHEREAS, COUNTY desires to engage CONTRACTOR for the provision of moving services; and

WHEREAS, CONTRACTOR is qualified to provide such moving services; and

WHEREAS, pursuant to Government Code Section 31000, COUNTY is authorized to contract for special services of the type described herein; and

WHEREAS, services covered herein are special services of limited scope and term which do not constitute County Services subject to Section 71-J of the County Charter; and

WHEREAS, pursuant to Sacramento County Code section 2.61.440, the department or agency which has authority to execute this Agreement on behalf of COUNTY has authority to amend this Agreement so as to increase the maximum payment amount, provided that such increase does not exceed the lesser of ten percent (10%) of the annual payment amount or \$20,000.

WHEREAS, COUNTY AND CONTRACTOR desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and CONTRACTOR agree as follows:

I. SCOPE OF SERVICES

CONTRACTOR shall provide services in the amount, type and manner described in CONTRACTOR's PROPOSAL, attached hereto as Exhibit A and incorporated herein.

II. TERM

This Agreement shall be effective and commence as of the date first written above and shall end on xxxx.

III. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO COUNTY

TO CONTRACTOR

DIRECTOR
Sacramento County Airport
System
6900 Airport Boulevard
Sacramento, CA 95837

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

IV. COMPLIANCE WITH LAWS

CONTRACTOR shall observe and comply with all applicable Federal, State, and County laws, regulations and ordinances.

V. GOVERNING LAWS AND JURISDICTION

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

VI. LICENSES, PERMITS AND CONTRACTUAL GOOD STANDING

- a. CONTRACTOR shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento and all other appropriate governmental agencies, including any certification and credentials required by COUNTY. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by COUNTY.
- b. CONTRACTOR further certifies to COUNTY that it and its principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, State or county government contracts. CONTRACTOR certifies that it shall not contract with a CONTRACTORSUBCONTRACTOR that is so debarred or suspended.

VII. PERFORMANCE STANDARDS

CONTRACTOR shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to CONTRACTOR'S services.

VIII. OWNERSHIP OF WORK PRODUCT

All technical data, evaluations, plans, specifications, reports, documents, or other work products developed by CONTRACTOR hereunder shall be the exclusive property of COUNTY and shall be delivered to COUNTY upon completion of the services authorized hereunder. CONTRACTOR may retain copies thereof for its files and internal use. Publication of the information directly derived from work performed or data obtained in connection with services rendered under this Agreement must first be approved in writing by COUNTY. COUNTY recognizes that all technical data, evaluations, plans, specifications, reports, and other work products are instruments of CONTRACTOR'S services and are not designed for use other than what is intended by this Agreement.

IX. STATUS OF CONTRACTOR

- A. It is understood and agreed that CONTRACTOR (including CONTRACTOR's employees) is an independent CONTRACTOR and that no relationship of employer-employee exists between the parties hereto. CONTRACTOR's assigned personnel shall not be entitled to any benefits payable to employees of County. County is not required to make any deductions or withholdings from the compensation payable to CONTRACTOR under the provisions of this agreement; and as an

independent CONTRACTOR, CONTRACTOR hereby indemnifies and holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-employee relationship exists by reason of this agreement.

- B. It is further understood and agreed by the parties hereto that CONTRACTOR in the performance of its obligation hereunder is subject to the control or direction of County as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by CONTRACTOR for accomplishing the results.
- C. If, in the performance of this agreement, any third persons are employed by CONTRACTOR, such person shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR, and the County shall have no right or authority over such persons or the terms of such employment.
- D. It is further understood and agreed that as an independent CONTRACTOR and not an employee of County, neither the CONTRACTOR nor CONTRACTOR's assigned personnel shall have any entitlement as a County employee, right to act on behalf of County in any capacity whatsoever as agent, nor to bind County to any obligation whatsoever. CONTRACTOR shall not be covered by worker's compensation; nor shall CONTRACTOR be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life and other insurance programs, or entitled to other fringe benefits payable by the County to employees of the County.
- E. It is further understood and agreed that CONTRACTOR must issue W-2 and 941 Forms for income and employment tax purposes, for all of CONTRACTORs assigned personnel under the terms and conditions of this agreement.

X. CONTRACTOR IDENTIFICATION

CONTRACTOR shall provide the COUNTY with the following information for the purpose of compliance with California Unemployment Insurance Code section 1088.8 and Sacramento County Code Chapter 2.160: CONTRACTOR'S name, address, telephone number, social security number, and whether dependent health insurance coverage is available to CONTRACTOR.

XI. COMPLIANCE WITH CHILD, FAMILY AND SPOUSAL SUPPORT REPORTING OBLIGATIONS

- A. CONTRACTOR's failure to comply with state and federal child, family and spousal support reporting requirements regarding a CONTRACTOR's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Agreement.
- B. CONTRACTOR's failure to cure such default within 90 days of notice by COUNTY shall be grounds for termination of this Agreement.

XII. BENEFITS WAIVER

If CONTRACTOR is unincorporated, CONTRACTOR acknowledges and agrees that CONTRACTOR is not entitled to receive the following benefits and/or compensation from COUNTY: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rule, the Sacramento County Employees' Retirement System and/or any and all memoranda of understanding between COUNTY and its employee organizations. Should CONTRACTOR or any employee or agent of CONTRACTOR seek to obtain such benefits from COUNTY, CONTRACTOR agrees to indemnify and hold harmless COUNTY from any and all claims that may be made against COUNTY for such benefits.

XIII. RETIREMENT BENEFITS/STATUS

CONTRACTOR acknowledges and agrees that COUNTY has not made any representations regarding entitlement, eligibility for and/or right to receive ongoing Sacramento County Employee Retirement System (SCERS) retirement benefits during the term of this Agreement. By entering into this Agreement, CONTRACTOR assumes sole and exclusive responsibility for any consequences, impacts or action relating to such retirement benefits that is or will be occasioned as a result of the services provided by CONTRACTOR under this Agreement. CONTRACTOR waives any rights to proceed against COUNTY should SCERS modify or terminate retirement benefits based on CONTRACTOR's provision of services under this Agreement.

XIV. CONFLICT OF INTEREST

CONTRACTOR and CONTRACTOR's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any

business, property or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

XV. LOBBYING AND UNION ORGANIZATION ACTIVITIES

- A. CONTRACTOR shall comply with all certification and disclosure requirements prescribed by Section 319, Public Law 101-121 (31 U.S.C. § 1352) and any implementing regulations.
- B. If services under this Agreement are funded with state funds granted to COUNTY, CONTRACTOR shall not utilize any such funds to assist, promote or deter union organization by employees performing work under this Agreement and shall comply with the provisions of Government Code Sections 16645 through 16649.

XVI. GOOD NEIGHBOR POLICY

- A. CONTRACTOR shall comply with COUNTY's Good Neighbor Policy. CONTRACTOR shall establish good neighbor practices for its facilities that include, but are not limited to, the following:
 - 1. Provision of parking adequate for the needs of its employees and service population;
 - 2. Provision of adequate waiting and visiting areas;
 - 3. Provision of adequate restroom facilities located inside the facility;
 - 4. Implementation of litter control services;
 - 5. Removal of graffiti within seventy-two hours;
 - 6. Provision for control of loitering and management of crowds;
 - 7. Maintenance of facility grounds, including landscaping, in a manner that is consistent with the neighborhood in which the facility is located;
 - 8. Participation in area crime prevention and nuisance abatement efforts; and

9. Undertake such other good neighbor practices as determined appropriate by COUNTY, based on COUNTY's individualized assessment of CONTRACTOR's facility, services and actual impacts on the neighborhood in which such facility is located.
- B. CONTRACTOR shall identify, either by sign or other method as approved by the DIRECTOR, a named representative who shall be responsible for responding to any complaints relating to CONTRACTOR's compliance with the required good neighbor practices specified in this Section. CONTRACTOR shall post the name and telephone number of such contact person on the outside of the facility, unless otherwise advised by DIRECTOR.
- C. CONTRACTOR shall comply with all applicable public nuisance ordinances.
- D. CONTRACTOR shall establish an ongoing relationship with the surrounding businesses, law enforcement and neighborhood groups and shall be an active member of the neighborhood in which CONTRACTOR's site is located.
- E. If COUNTY finds that CONTRACTOR has failed to comply with the Good Neighbor Policy, COUNTY shall notify CONTRACTOR in writing that corrective action must be taken by CONTRACTOR within a specified time frame. If CONTRACTOR fails to take such corrective action, COUNTY shall take such actions as are necessary to implement the necessary corrective action. COUNTY shall deduct any actual costs incurred by COUNTY when implementing such corrective action from any amounts payable to CONTRACTOR under this Agreement.
- F. CONTRACTOR's continued non-compliance with the Good Neighbor Policy shall be grounds for termination of this Agreement and may also result in ineligibility for additional or future contracts with COUNTY.

XVII. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS AND FACILITIES

- A. CONTRACTOR agrees and assures COUNTY that CONTRACTOR and any subCONTRACTORS shall comply with all applicable federal, state, and local Anti-discrimination laws, regulations, and ordinances and to not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of COUNTY, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability.

CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of COUNTY employees and agents, and recipients of services are free from such discrimination and harassment.

- B. CONTRACTOR represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code §§ 12900 et seq.), and regulations and guidelines issued pursuant thereto.
- C. CONTRACTOR agrees to compile data, maintain records and submit reports to permit effective enforcement of all applicable antidiscrimination laws and this provision.
- D. CONTRACTOR shall include this nondiscrimination provision in all subcontracts related to this Agreement.

XVIII. INDEMNIFICATION

CONTRACTOR shall indemnify, defend, and hold harmless COUNTY, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder, but only to the extent of the negligent acts, errors, omissions, recklessness or willful misconduct on the part of CONTRACTOR or the CONTRACTOR's SubContractors or subcontractors.

XIX. INSURANCE

Without limiting CONTRACTOR'S indemnification, CONTRACTOR shall maintain in force at all times during the term of this Agreement and any extensions or modifications thereto, insurance as specified in Exhibit B. It is the responsibility of CONTRACTOR to notify its insurance advisor or insurance carrier(s) regarding coverage, limits, forms and other insurance requirements specified in Exhibit B. It is understood and agreed that COUNTY shall not pay any sum to CONTRACTOR under this Agreement unless and until COUNTY is satisfied that all insurance required by this Agreement is in force at the time services hereunder are rendered. Failure to maintain insurance as required in this agreement may be grounds for material breach of contract.

XX. SECURITY

Contract work within the Security Identification Display Area (SIDA) of the airport requires that personnel obtain appropriate airport security ID badges issued by Sacramento International Airport Access Control Office or be under the escort of appropriately badged individuals. The contractor will be responsible for the badging of a sufficient number of its personnel to provide escort for its workers on at three-to-one basis. All personnel under escort must remain within eye contact of the badged individual who is providing the escort.

Badge issuance is subject to successful completion of fingerprint-based criminal history background check, TSA security threat assessment, and completion of security training. The contractor is responsible for completing and submitting all necessary documentation required for badge issuance. This process can take up to 6 weeks to complete. The fee to obtain an ID badge is \$42, and the replacement fee for lost badges is \$70. The contractor will be responsible for the return of all ID badges at the completion of the project. The Access Control Office is located in Terminal A on the mezzanine level. Office hours are 7:00am-4:00pm Monday to Thursday, and 7:00am-2:00pm Friday.

To access the airfield (SIDA) by vehicle, the driver and all passengers will be required to have in their possession a valid U.S. Government issued photo ID. Drivers must be aware of, and report, their vehicle height prior to accessing the airfield. The Driver of the vehicle must have a current valid driver's license and the vehicle being driven must have current registration and insurance as required by Sacramento County Airport System.

Contractors are responsible for full compliance with all security regulations pursuant to current and future local, state and federal law, including, but not limited to, any and all directives issued by the Director. Violations of TSA regulations are punishable with fines of up to \$10,000 per occurrence. Civil penalties levied by TSA for failure to comply on the part of the contractor or its employees will be passed on to the contractor.

XXI. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS

- A. Compensation under this Agreement shall be limited to the Maximum Total Payment Amount, as set forth in Exhibit C, or Exhibit C as modified by COUNTY in accordance with express provisions in this Agreement.
- B. CONTRACTOR shall submit an invoice on the forms and in accordance with the procedures prescribed by COUNTY monthly, upon completion of services. Invoices shall be submitted to COUNTY no later than the fifteenth (15th) day of the month following the invoice period, and COUNTY shall pay CONTRACTOR within thirty (30) days after receipt of an appropriate and correct invoice.

- C. COUNTY operates on a July through June fiscal year. Invoices for services provided in any fiscal year must be submitted no later than July 31, one month after the end of the fiscal year. Invoices submitted after July 31 for the prior fiscal year shall not be honored by COUNTY unless CONTRACTOR has obtained prior written COUNTY approval to the contrary.
- D. CONTRACTOR shall maintain for four years following termination of this agreement full and complete documentation of all services and expenditures associated with performing the services covered under this Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; applicable overhead and indirect expenditures.
- E. In the event CONTRACTOR fails to comply with any provisions of this Agreement, COUNTY may withhold payment until such non-compliance has been corrected.

XXII. SUBCONTRACTS, ASSIGNMENT

- A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any CONTRACTOR SUBCONTRACTOR whether approved by COUNTY or not.
- B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

XXIII. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and counsel for COUNTY.

XXIV. SUCCESSORS

This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named.

XXV. TIME

Time is of the essence of this Agreement.

XXVI. INTERPRETATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

XXVII. DIRECTOR

As used in this Agreement, "DIRECTOR" shall mean the Director of Airports, or his/her designee.

XXVIII. DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. Pending resolution of any such dispute, CONTRACTOR shall continue without delay to carry out all its responsibilities under this Agreement unless the Agreement is otherwise terminated in accordance with the Termination provisions herein. COUNTY shall not be required to make payments for any services that are the subject of this dispute resolution process until such dispute has been mutually resolved by the parties. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in this Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

XXIX. TERMINATION

- A. COUNTY may terminate this Agreement without cause upon TEN (10) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).

- B. COUNTY may terminate this Agreement for cause immediately upon giving written notice to CONTRACTOR should CONTRACTOR materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.
- C. COUNTY may terminate or amend this Agreement immediately upon giving written notice to CONTRACTOR, 1) if advised that funds are not available from external sources for this Agreement or any portion thereof, including if distribution of such funds to the County is suspended or delayed; 2) if funds for the services and/or programs provided pursuant to this Agreement are not appropriated by the State; 3) if funds in COUNTY's yearly proposed and/or final budget are not appropriated by COUNTY for this Agreement or any portion thereof; or 4) if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by COUNTY as a result of mid-year budget reductions.
- D. If this Agreement is terminated under paragraph A or C above, CONTRACTOR shall only be paid for any services completed and provided prior to notice of termination. In the event of termination under paragraph A or C above, CONTRACTOR shall be paid an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of CONTRACTOR covered by this Agreement, less payments of compensation previously made. In no event, however, shall COUNTY pay CONTRACTOR an amount which exceeds a pro rata portion of the Agreement total based on the portion of the Agreement term that has elapsed on the effective date of the termination.
- E. CONTRACTOR shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expenses obligations to a third party that CONTRACTOR can legally cancel.

XXX. REPORTS

CONTRACTOR shall, without additional compensation therefor, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

XXXI. AUDITS AND RECORDS

Upon COUNTY's request, COUNTY or its designee shall have the right at reasonable times and intervals to audit, at CONTRACTOR's premises, CONTRACTOR's financial and program records as COUNTY deems necessary to determine CONTRACTOR's compliance with legal and contractual requirements and the correctness of claims submitted by CONTRACTOR. CONTRACTOR shall maintain such records for a period of four years following termination of the Agreement, and shall make them available for copying upon COUNTY's request at COUNTY's expense. COUNTY shall have the right to withhold any payment under this Agreement until CONTRACTOR has provided access to CONTRACTOR's financial and program records related to this Agreement.

XXXII. PRIOR AGREEMENTS

This Agreement constitutes the entire contract between COUNTY and CONTRACTOR regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between COUNTY and CONTRACTOR regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

XXXIII. SEVERABILITY

If any term or condition of this Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

XXXIV. FORCE MAJEURE

Neither CONTRACTOR nor COUNTY shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

XXXV. SURVIVAL OF TERMS

All services performed and deliverables provided pursuant to this Agreement are subject to all of the terms, conditions, price discounts and rates set forth herein,

notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

XXXVI. DUPLICATE COUNTERPARTS

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

XXXVII. AUTHORITY TO EXECUTE

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

COUNTY OF SACRAMENTO, a political
subdivision of the State of California

"COUNTY"

By: _____
Chair, Board of Supervisors
the County of Sacramento

(SEAL)

ATTEST: _____
Clerk of the
Board of Supervisors

"CONTRACTOR"

Date: _____

By: _____

APPROVED AS TO TERMS
AND CONDITIONS:

REVIEWED AND APPROVED:

By: _____
Director of Airports

By: _____
Supervising Deputy County Counsel

Attachment H

Minimum Insurance Requirements

Without limiting CONTRACTOR' indemnification, CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the CONTRACTOR, its agents, representatives or employees. COUNTY shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of the COUNTY's Risk Manager, insurance provisions in these requirements do not provide adequate protection for COUNTY and for members of the public, COUNTY may require CONTRACTOR to obtain insurance sufficient in coverage, form and amount to provide adequate protection. COUNTY's requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

Verification of Coverage

CONTRACTOR shall furnish the COUNTY with certificates evidencing coverage required below. Copies of required endorsements must be attached to provided certificates. The COUNTY's Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of the COUNTY and the general public are adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by the COUNTY before performance commences. The COUNTY reserves the right to require that CONTRACTOR provide complete, certified copies of any policy of insurance offered in compliance with these specifications.

Scope and Limits of Insurance

General Liability

General Liability insurance including, but not limited to, protection for claims of bodily injury and property damage for premises and operations liability, personal and advertising injury liability, products and completed operations liability, contractual liability, and XCU coverages (explosion, collapse and underground). Coverage shall be at least as broad as "Insurance Services Office Commercial General Liability Coverage Form CG 0001" (occurrence). The limits of liability shall be not less than:

Each Occurrence	Five Million Dollars (\$5,000,000)
Personal & Advertising Injury	One Million Dollars (\$1,000,000)
Products and Completed Operations Aggregate	Five Million Dollars (\$5,000,000)

Attachment I

SACRAMENTO AIRPORT TERMINAL B CLEANING TASK REPORT INCLUDING THE TASKS, CLEANING TECHNIQUES, REQUIRED EQUIPMENT, CHEMICALS AND EXPECTED RESULTS

Task, Technique and Results Summary

TASK: **3** REMOVE TRASH

DESCRIPTION: REMOVE ALL COLLECTED TRASH TO DESIGNATED AREA.

TECHNIQUE: As the trash pick-up container bags are filled they should be taken to a pre-determined pick-up spot. This could be by the freight or a designated passenger elevator or other designated area. The bags should be placed on a mat to protect the floor.

Equipment: Trash Pick-Up Container, Plastic Bags.

Chemicals: None.

RESULTS: Collected trash bags will have been taken to the designated area for disposal.

TASK: **4** EMPTY/REMOVE TRASH

DESCRIPTION: EMPTY ALL WASTE RECEPTACLES AND REMOVE TRASH TO DESIGNATED AREA.

TECHNIQUE: The trash pick-up container must move with the cleaner to the closest point possible to the waste basket. Empty the wastebasket into the pick-up container by placing the waste basket into the pick-up tube and shake to dislodge the trash. The liner then should be checked and changed if soiled with moisture or ash. Generally the liner should last for approximately five days. The liner should be tied around the top of the waste basket to hold it in place. Caution, do not leave office doors open or unlocked if locking is possible. As the trash pick-up container bags are filled they should be taken to a pre-determined pick-up spot. This could be by the freight or a designated passenger elevator or other designated area. The bags should be placed on a mat to protect the floor.

Equipment: Trash Pick-Up Container, Plastic Bags, Waste Can Liners.

Chemicals: None.

RESULTS: All trash containers will be empty and contain no obvious litter. Unlined containers will have been wiped to remove obvious soil. Containers lined with plastic liners will appear clean but will only have been changed if soiled with damp or wet substances. Liners will normally be changed weekly.

TASK: **7** HORIZONTAL DUST

DESCRIPTION: DUST ALL HORIZONTAL SURFACES.

TECHNIQUE: Dusting should be done with a microfiber wipe folded at least three times. In this way the wipe can be turned to provide clean surfaces. When dusting desks the papers should not be touched. Credenzas, file cabinets, tables and book cases are all included in horizontal dusting.

Equipment: Microfiber Wipe and/or Dusting Wand.

Chemicals: None.

RESULTS: All horizontal surfaces will be free of all dust that was present at the time the dusting was performed. Frequencies of dusting will affect the microscopic amount of dust that could be present.

Task, Technique and Results Summary

TASK: **8** DUST FURNITURE, FIXTURES, EQUIP.

DESCRIPTION: DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.

TECHNIQUE: Dusting should be done with a microfiber wipe folded at least three times. In this way the cloth can be turned to provide clean surfaces. When dusting desks the papers should not be touched. Credenzas, file cabinets, tables and book cases are all included in horizontal dusting.

Equipment: Microfiber Wipe. or Dusting Wand.
icro Fiber Dusting Cloth and/or Dusting Wand.

Chemicals: None..

RESULTS: All furniture, fixtures and equipment will be free of dust that was present prior to the time dusting was performed.

TASK: **9** HI/LO DUST

DESCRIPTION: DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS). USING MICROFIBER WIPES.

TECHNIQUE: Using either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach, the cleaner will dust the high and low reach areas. The high reach areas would include picture frame tops, tops of partitions and door frames. Low reach areas include base boards, chair rails, and any item close to the floor. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

Equipment: Microfiber Wipe and/or Dusting Wand.

Chemicals: None..

RESULTS: High and low dusting will have removed dust from the tops frames, mirrors, partitions and other areas above five (5) feet. will also have removed dust from baseboards, chair rails, and other surfaces below eye level.

TASK: **11** LO/DUST

DESCRIPTION: DUST ALL LOW REACH AREAS USING MICROFIBER WIPES.

TECHNIQUE: The same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a cloth to provide for extra reach. The cleaner will dust all low reach items including: chair rungs, baseboards (i.e., any item close to the floor). The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

Equipment: Microfiber Wipe.
and/or Dusting Wand.

Chemicals: None.

RESULTS: Areas such as base boards, chair rails, hand rails and other horizontal surfaces, below eye level, will be as dust free as possible considering the frequency, which in many cases will be between weekly and every two weeks.

Task, Technique and Results Summary

TASK: 12 HI/DUST

DESCRIPTION: DUST ALL HIGH REACH AREAS USING MICROFIBER WIPES.

TECHNIQUE: The same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach. The cleaner will dust all high reach items such as picture tops, rails, door frames, partition tops, etc. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

Equipment: Microfiber Wipe.
and/or Dusting Wand.

Chemicals: None.

RESULTS: High dusting will have removed dust from the tops of frames, mirrors, partitions and other areas above five (5) feet. High dusting frequencies are usually lower than low dusting as less dust will accumulate above eye level.

TASK: 13 LO/DUST DETAIL

DESCRIPTION: DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS USING MICROFIBER WIPES.

TECHNIQUE: The same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach. The cleaner will dust all high reach items such as picture tops, rails, door frames, partition tops, etc. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

Equipment: Trash Pick-Up Container, Plastic Bags. Microfiber Wipe.
and/or Dusting Wand.

Chemicals: None.

RESULTS: Areas such as base boards, chair rails, hand rails and other horizontal surfaces, below eye level, will be as dust free as possible considering the frequency, which in many cases will be between weekly and every two weeks.

TASK: 14 HI/DUST DETAIL

DESCRIPTION: DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS USING MICROFIBER WIPES.

TECHNIQUE: The same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach. The cleaner will dust all high reach items such as picture tops, rails, door frames, partition tops, etc. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

Equipment: Microfiber Wipe.
and/or Dusting Wand.

Chemicals: None.

RESULTS: High dusting will have removed dust from the tops of frames, mirrors, partitions and other areas above five (5) feet. High dusting frequencies are usually lower than low dusting as less dust will accumulate above eye level.

Task, Technique and Results Summary

TASK: **15** SPOT CLEAN DETAIL

DESCRIPTION: SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING FINGERPRINTS, SMUDGES AND STAINS USING MICROFIBER WIPES.

TECHNIQUE: Using a microfiber wipe and a suitable general purpose cleaner remove the spots and spills from all visible surfaces. These would include: door frames, push plates, furniture, glass, and other surfaces where marks and soil are deposited. Do not spray on the spot. Spray on the wipe and work from the center of the spot out applying gentle pressure.

Equipment: Microfiber Wipe.

Chemicals: General Purpose Cleaner.

RESULTS: All obvious, fresh spots and stains will be removed from the partitions, entry areas, around switches, vents, and other surfaces intended to be covered in the cleaning program.

TASK: **18** DRINKING FOUNTAINS

DESCRIPTION: CLEAN AND POLISH ALL DRINKING FOUNTAINS USING MICROFIBER WIPES.

TECHNIQUE: Cleaning the top of a drinking fountain requires spraying a microfiber wipe with a suitable cleaner. Brushed metal surfaces must always be wiped in the direction of the grain. Water salts can be removed using a cream cleaner, however, powder cleaners should not be used. Care must be taken to clean the spigot and leave no cleaners behind. The base of the fountain can be wiped with a microfiber wipe.

Equipment: Microfiber Wipe.

Chemicals: General Purpose Cleaner, Disinfectant Cleaner, Metal Polish.

RESULTS: The entire drinking fountain will be free of soil and water stains. Salt deposits and verdigris will be removed from the spigot depending on the condition of the top of the fountain.

TASK: **19** CLEAN SINKS(* Private)

DESCRIPTION: CLEAN AND SANITIZE ALL SINKS AND WIPE DRY USING MICROFIBER WIPES.

TECHNIQUE: Spray microfiber wipe with restroom cleaner and wipe the counter tops and sinks. Flush with clean water and be sure to remove any stains around the drain. Include the wiping of the metal fixtures.

Equipment: Microfiber Wipe, Spray Bottles, Gloves.

Chemicals: Disinfectant Detergent.

RESULTS: All dispensers will be at least 80% full and stainless surfaces will be streak free and shine. Mirrors will be clean to the top and have no streaks or dust. Counter will be clean and dry as will sinks and taps clean and bright.

Task, Technique and Results Summary

TASK: **20** DUST WINDOW BLINDS

DESCRIPTION: DUST ALL WINDOW BLINDS USING MICROFIBER WIPES.

TECHNIQUE: Using either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach the cleaner will dust the blinds. The blind should be closed and wiped down. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

Equipment: Microfiber Wipe and/or Dusting Wand.

Chemicals: None..

RESULTS: Blinds will be free of dust when observed from the front or back.

TASK: **22** TRAFFIC VACUUM

DESCRIPTION: VACUUM ALL FLOOR TRAFFIC LANE AREAS USING A BATTERY POWERED VACUUM.

TECHNIQUE: Using an upright, tank or back-pack vacuum cleaner you will vacuum the main walk ways of the area. When possible the movement of the vacuum should be in a lawn mower motion. The vacuum bag should be empty before you start, and the cord should be checked to insure it has not been damaged.

Equipment: Battery Powered Upright Vacuum, or Tank Vacuum, or Back-pack.

Chemicals: None.

RESULTS: Carpet in all the walking areas will be soil, debris and dust free. Carpet capable of showing vacuum patterns will have the tell tale tracks. Floors will be clean up to, and including, the outer edges.

TASK: **23** DETAIL VACUUM

DESCRIPTION: USING A BATTERY POWERED TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL FLOOR AREAS.

TECHNIQUE: Using a battery powered Tank, Back-pack, or Upright with a separate hose for tools concentrate on the carpet edges and corners and the fabric covered furniture. Corners and edges will need the use of crevice tools and edging tools. Detail vacuuming also includes the vacuuming of the narrow traffic lane areas. The vacuum bag should be empty before you start,

Equipment: Upright Vacuum, or Tank Vacuum, or Back-pack. Battery Powered.

Chemicals: None.

RESULTS: This task normally in combination with another vacuuming task will clean the corners and edges and the fabric covered chairs. It will also vacuum the main walking areas to insure a clean vacuumed appearance.

Task, Technique and Results Summary

TASK: **24** FULL VACUUM

DESCRIPTION: FULLY VACUUM ALL CARPETS FROM WALL TO WALL.

TECHNIQUE: Using a Tank, Back-pack or Upright Vacuum with full vacuuming the entire carpet area is vacuumed. In office areas as an example it would include all open areas from wall to wall. Wide open areas should be vacuumed with a lawn mower action while in confined areas the cleaner would use the back and forth motion. The vacuum bag should be empty before you start, and the cord should be checked to insure it has not been damaged.

Equipment: Battery Powered Upright Vacuum, or Tank or Back-pack Cleaner.

Chemicals: None.

RESULTS: All carpet surfaces, not covered by furniture, will be clean of visible soil, debris, surface dust and foot prints. Pile that capable of being moved will show vacuum tracks. Corners and edges will also be dust and litter free. Note: As with all types of vacuuming, full vacuuming will normally be performed with one or more other vacuuming tasks.

TASK: **25** SPOT CLEAN CARPET

DESCRIPTION: USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.

TECHNIQUE: Carpet spots should be removed with the mildest chemical available. Use a tamping brush to apply the spotter beginning from the outside of the spot and working to the center. Use a liberal amount of water on synthetic carpet and blot dry using an absorbent pad. Before using any chemical on carpet for the first time test the product in an inconspicuous spot.

Equipment: Tamping Brush, Spotting Pads.

Chemicals: General Spotting Chemical.

RESULTS: Carpet will be free of as many spots as possible, based on the ability to remove them and that they are in the cleaners line view.

TASK: **26** POLICE HARD SURFACE FLOORS

DESCRIPTION: POLICE HARD FLOOR AREA, REMOVING ALL OBVIOUS LITTER AND DEBRIS.

TECHNIQUE: The aim of this task is to remove the debris and litter from hard surface floors. The method will differ from picking up by hand to using a long handle broom and pan. The important point is to insure that litter is not missed as the cleaners and management pass through the areas.

Equipment: Dust Pan and Broom, Trash Container.

Chemicals: None.

RESULTS: By specifically targeting obvious litter and debris all removable litter will be removed.

Task, Technique and Results Summary

TASK: **28** SPOT MOP

DESCRIPTION: USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS, ESPECIALLY COFFEE AND DRINK SPILLS.

TECHNIQUE: Spot mopping is the removal of spills and stains using a microfiber flat mop and approved cleaning solution. The cleaner must be mixed at the correct use dilution and placed in spray container of flat mop machine. Carry the flat mop to the spill to be removed and pick up the spill or spot by moving the mop over the spot in a side to side motion. .

Equipment: Two Foot Microfiber Flat Mop.

Chemicals: General Floor Cleaner, or Disinfectant Detergent.

RESULTS: By specifically targeting obvious spills and stains all areas covered will be spot and stain free.

TASK: **29** DAMP MOP

DESCRIPTION: DAMP MOP ENTIRE AREA. USING A MICROFIBER FLAT MOP

TECHNIQUE: Damp mopping is the complete wetting of the hard surface floor using a microfiber flat mop and approved cleaning solution. The cleaner must be mixed at the correct use dilution and placed in a dispensing system. . Beginning at the edge of the area, pull the mop flat on the floor outlining an area no larger in size than ten feet square. Then fill in the center of the square or rectangle with a side to side action. If splashing occurs, wipe off any moisture immediately with a microfiber wipe.

Equipment: Microfiber Flat Mop, Microfiber Wipe Liquid Sprayer.

Chemicals: General Floor Cleaner, or Disinfectant Detergent.

RESULTS: Since this task means covering the entire area with a mop, all spills, marks and soil, capable of being removed with a mop, will be gone. Some stubborn marks may need to be removed by a more aggressive process.

TASK: **32** SPRAY BUFF (HIGH)

DESCRIPTION: USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREAS.

TECHNIQUE: Spray buffing is the removal of the top layer of finish, stains and marks on the floor surface and the replacement of the finish with fresh material. Typically the cleaner will mix the floor finish at a one part product to ten parts water in a trigger spray container. The floor should first be vacuumed, then using a high speed floor machine (600 to 1200 R.P.M.) and a red pad correctly placed on the drive disk. Spray the floor with the spray buff material using a straight shot from the spray container. The floor machine will spread the material evenly. By using a pattern of spraying every other tile you will find an even coat of finish will be applied. The side to side machine action should be used if using a swing buffer, and the lawn mower action for corridors. Do not spray near baseboards or furniture legs and should spray hit these areas wipe off with clean microfiber wipe.

Equipment: High Speed Floor Machine, Spray Container, Microfiber Wipe, Gum scraper.

Chemicals: Spray Buff Solution

RESULTS: Since this task is the removal of the soil layer and the replacement with a new finish coat. The floor surface will be both clean and crisp with a strong shine depth relative to the depth of the finish.

Task, Technique and Results Summary

TASK: 33 MACHINE SCRUB (RECOAT)

DESCRIPTION: MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.

TECHNIQUE: This task is normally done using a slow speed (165 R.P.M.) floor machine. A higher speed machine could be used if it contains a spray guard. The first step would be to vacuum the floor. Then using a microfiber flat mop and sprayer lay down a general purpose cleaner. Scrubbing would be done by using a mildly aggressive pad, either a green, brown or blue pad. The idea is to remove one or more layers of finish and the embedded dirt so that a fresh coat of finish can be applied. The cleaning solution should be picked up using a wet vacuum or flat mop. Then a new coat of finish can be applied.

Equipment: Standard Floor Machine, Microfiber Flat Mop, Chemical Sprayer, Gum Scraper, Finish Container.

Chemicals: General Purpose Cleaner, Floor Finish.

RESULTS: Hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to clean the polished surface and replace the top coat that has probably been removed by traffic and/or other dry polishing methods. Note: This task is probably performed in combination with other floor finishing and renovation tasks.

TASK: 34 STRIP/REFINISH

DESCRIPTION: STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.

TECHNIQUE: Stripping is normally done using a slow speed (165 R.P.M.) floor machine. A higher speed machine could be used if it contains a spray guard. The first step would be to vacuum the floor. Then using a flat mop and sprayer lay down a stripper using a wet flat mopping process. Scrubbing would be done by using an aggressive pad, either a brown or black pad. The idea is to remove all layers of finish and the embedded dirt so that a fresh coat of finish can be applied. The stripper should be picked up using a wet vacuum or mop. To prepare the surface to receive finish, the corners and edges need to be scrubbed to insure the entire floor is free from old finish. This can be done by hand or a pad under the cleaner's foot. The stripped surface will need to be damp mopped to remove every trace of stripper and then finally neutralized with a mild acidic solution. Running a buffer over the floor will help it receive finish, seal the floor, and warm the floor to improve drying. Floor finish is applied using a clean mop and the damp mopping technique.

Equipment: Hard Surface Floor Vacuum, Standard Floor Machine, Microfiber Flat Mop, Sprayer, Gum Scraper, Finish Container, Wet Vacuum, Microfiber Wipes..

Chemicals: Stripper, Neutralizing Solution, Floor Finish.

RESULTS: Hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to remove all finish from the surface and coat with three coats of polish. Note: This task is probably performed in combination with other floor finishing and renovation tasks. It must also be noted that this task can and should be avoided by following other floor programs.

TASK: 35 RECOAT ONE COAT

DESCRIPTION: LAY ONE COAT OF FLOOR POLISH.

TECHNIQUE: The floor must be prepared correctly to accept floor finish. By lightly scrubbing the floor and removing all detergent, and dirt the floor can be buffed and then coated using a mop or applicator. If several coats are already on the floor the new coat can be applied one foot out from the baseboards. The coat should be applied in squares by drawing out a perimeter and then filling in the square. This process helps to insure none of the surface is missed.

Equipment: Hard Surface Floor Vacuum, Floor Machine, Flat Mop and Sprayer, Gum Scraper, Finish Bucket.

Chemicals: Floor Finish.

RESULTS: The floor will have a gloss and be free of stains and marks. The corners and edges will be clean and any wall, adjacent to the floor, will have been wiped and free of finish marks.

Task, Technique and Results Summary

TASK: **36** MACHINE SCRUB

DESCRIPTION: MACHINE SCRUB HARD SURFACE FLOOR.

TECHNIQUE: This task is normally done with a slow speed (165 R.P.M.) floor machine. A higher speed machine could be used if it contains a spray guard. The first step would be to vacuum the floor. Then using a flat mop and a general purpose cleaner, or a disinfectant cleaner. Scrubbing would be done by using a mildly aggressive pad, either a green, brown or blue pad. Corners and edges and the area around pillars may well need to be scrubbed by hand. The cleaning solution should be picked up using a wet vacuum or mop.

Equipment: Standard Floor Machine, Microfiber Flat Mop, Chemical Dispensing System.

Chemicals: General Purpose Cleaner, Floor Finish.

RESULTS: Hard surface floors will have a dull but clean look and be free of scrapes and marks. Note: This task is probably performed in combination with other floor finishing and renovation tasks.

TASK: **38** VACUUM MATS (*)

DESCRIPTION: VACUUM WALK-OFF MATS.

TECHNIQUE: The cleaner may use any standard vacuum cleaner when vacuuming mats. Periodic use of a beater bar head will help to dislodge embedded dirt. Mats can be vacuumed in place using a top to bottom action followed by a side to side action. In this way the mat is vacuumed in two directions providing a cross hatch effect.

Equipment: Industrial Vacuum Cleaner.

Chemicals: None..

RESULTS: Matting will be free of lint, debris, foot prints and surface dust.

TASK: **46** CLEAN RESTROOM VENTS

DESCRIPTION: DUST AND CLEAN ALL RETURN AIR VENTS USING A MICROFIBER WIPE.

TECHNIQUE: Vents need to be wiped using either a hand held microfiber wipe or a dust wand covered with a cleaning microfiber wipe. The dust needs to be held in the wipe and not spread around. Care must be taken to insure each vent crevice is dusted by placing the tip of the duster in the crevice and moving it back and forth.

Equipment: Dust Wand, Microfiber Wipe.

Chemicals: None.

RESULTS: The vent will be dust free and soil and smudges will be removed from both the vent and the surrounding surface.

Task, Technique and Results Summary

TASK: **47** CLEAN PARTITIONS

DESCRIPTION: WASH ALL RESTROOM PARTITIONS ON BOTH SIDES.

TECHNIQUE: Using a microfiber wipe the sides of all partitions in the restrooms. The action should be from the top to the bottom and not in a circular motion. The wipe should be sprayed with the approved germicidal detergent.

Equipment: Microfiber Wipe, Spray Container.

Chemicals: Disinfectant Cleaner.

RESULTS: The partitions will be dust and streak free. This would be true both from a distance and from close-up.

TASK: **48** CLEAN RESTROOM (SQ.FT.)

DESCRIPTION: REFILL DISPENSERS, EMPTY TRASH, CLEAN AND SANITIZE ALL RESTROOM FIXTURES, WIPE ALL COUNTERS, CLEAN MIRRORS, WIPE CHROME, SPOT WIPE PARTITIONS, SWEEP AND DAMP MOP FLOORS USING A GERMICIDAL CLEANER AND A MICROFIBER FLAT MOP. EMPTY ALL SANITARY WASTE RECEPTACLES.

TECHNIQUE: Restroom cleaning requires the following steps.

Preparation: The cleaning cart should be taken into the restroom if possible and a sign placed on the door showing the restroom is being cleaned.

Step 1. Place small amount of bowl cleaner in the toilets and urinals. This will give the chemicals time to work while other cleaning processes are being performed.

Step 2. Empty all waste hand towel containers, and sanitary napkin containers. Refill all dispensers. Hand Towel, Toilet Paper, Seat Covers, Hand Soap and Sanitary Products.

Step 3. Spray microfiber wipe with restroom cleaner and wipe the counter tops and sinks. Include the wiping of the metal fixtures.

Step 4. Using a bowl swab clean the inside of the toilets and urinals. Use a smooth circular motion so as not to splash the cleaning chemical. Wipe the outside of the toilets and urinals using a microfiber wipe and dry with a separate wipe.

Step 5. Spot wipe the partitions and dust the tops. Wipe the towel holders and spot clean the walls light switches and doors. Cleaning material should be sprayed onto the microfiber wipe.

Step 6. Clean the mirrors using the glass cleaner and a lint free cloth.

Step 7. Vacuum the restroom floor using a vacuum and hard surface floor tool to move debris from the corners and edges and behind the toilets and partitions. Then vacuum the center of the floor.

Step 8. Damp mop the entire restroom floor using a disinfectant cleaner and a microfiber flat mop. Mop out from behind the toilet stalls and then use a side to side action for the open areas.

Equipment: Restroom Cart, Microfiber Flat Mop, Chemical Sprayer, Bowl Swab, Microfiber Wipes, Battery Powered Vacuum Cleaner, Spray Bottles, Gloves, Paper Supplies, Liquid Soap, Gum Scraper.

Chemicals: Disinfectant Detergent, Glass Cleaner Restroom Cleaner, Non-Acid Bowl Cleaner.

RESULTS: The restroom should have a clean scent or no odor at all. Toilets and Urinals should be free of stains and water spots. Sinks and hardware will be clean and bright. Counters will be clean and dry. All dispensers will be at least 80% full and stainless surfaces will shine and be streak free. Mirrors will be clean to the top and have no streaks or dust. Partitions will be smudge and dust free. Floor will be clean and dry. Corners and edges will show minimal signs of film and mop marks. Vents should look clean and have little or no dust. Note: Two assumptions must be made. 1. These conditions exist immediately after cleaning and allowance is made for any usage. 2. Dust can accumulate between scheduled cleaning and therefore dust may be present in a totally acceptable area.

Task, Technique and Results Summary

TASK: **49** CLEAN SHOWER (*)

DESCRIPTION: FULLY CLEAN ALL SHOWERS.

TECHNIQUE: Walls should be wiped down with a disinfectant cleaner on a microfiber wipe. Floor need to be mopped or sprayed using a flat mop and dried with a squeegee. The shower heads need to be wiped and the soap holders wiped down. Glass doors need to be spray cleaned using glass cleaner and a glass squeegee.

Equipment: Spray Bottle, Squeegee, Microfiber Wipe, Flat Mop.

Chemicals: Disinfectant Detergent, Glass Cleaner.

RESULTS: Spots, stains and marks would be removed from the walls and both sides of the door. The metal trim around the doors would also be included.

TASK: **51** CLEAN DOOR GLASS (*)

DESCRIPTION: CLEAN BOTH SIDES OF ALL GLASS DOORS AND SIDE GLASS.

TECHNIQUE: Entry door glass may be cleaned using either of two methods. Either use a microfiber wipe and glass cleaner or a window brush and blade. The level of soil or skill of the cleaner will determine the most suitable method. Glass cleaner can be sprayed directly onto the glass and then beginning at the bottom of the door wipe toward the top using a circular motion. When using the brush, apply the cleaning solution to the door and blade in a swirling motion to catch liquid as it runs down the glass. Care should be taken to insure that liquid does not run down the frame and should this happen it should be wiped with a microfiber wipe.

Equipment: Microfiber Wipe, Spray Bottle, and/or Squeegee Blade.

Chemicals: Glass Cleaner.

RESULTS: Both sides of all glass as well as the side and transom glass will show no spots, stains or marks. The metal/wood trim around the doors will also be equally smudge free.

TASK: **52** CLEAN PARTITION GLASS

DESCRIPTION: CLEAN ALL PARTITION GLASS.

TECHNIQUE: Partition glass may be cleaned using either of two methods. Use of a microfiber wipe and glass cleaner or a window brush and blade. The level of soil or skill of the cleaner will determine the most suitable method. Glass cleaner can be sprayed directly onto the glass and then beginning at the bottom of the partition wipe toward the top using a circular motion. When using the brush, apply the cleaning solution to the partition and blade on to as to catch liquid as it runs down the glass. Care should be taken to insure that liquid does not run down the frame. If this happens it should be wiped with a microfiber wipe.

Equipment: Microfiber Wipe, Spray Bottle, and/or Squeegee Blade.

Chemicals: Glass Cleaner.

RESULTS: All glass will be free of dust and soil. Under close examination the glass will be free of lint and any film.

Task, Technique and Results Summary

TASK: **54** CLEAN CARPET ELEVATOR (*)

DESCRIPTION: COMPLETELY CLEAN AND VACUUM CARPETED ELEVATOR.

TECHNIQUE: The walls of the cab must be spot cleaned to remove finger prints and soil. Cleaner should be sprayed directly onto the microfiber wipe. Begin in the center of the soiled area and wipe toward the outer area of the spot. Use a circular motion to blend in the clean area. This method would be used to clean the floor indicator buttons and surrounding area. Using a folded wipe all dust collecting areas need to be wiped. These would include and rails or decorative pieces. The carpet should be vacuumed with an upright, tank, or back-pack vacuum. If an upright is generally used a tank or back-pack will need to be periodically used to vacuum the corners and edges. Carpet spots will need to be removed using the spotting system approved for the building. Vacuuming pattern should be a cross hatch method to move the nap in at least two directions.

Equipment: Microfiber Wipe, Spray Container, Vacuum Cleaner, Carpet Spotting Kit.

Chemicals: General Purpose Cleaner, Spotting Chemicals, Metal Cleaner, Wood Treatment.

RESULTS: Carpet in the entire elevator will be soil, debris and dust free. Carpet capable of showing vacuum patterns will have the tell tale tracks. Carpet will be clean up to, and including, the outer edges.

TASK: **55** CLEAN TILE ELEVATOR (*)

DESCRIPTION: COMPLETELY CLEAN AND DAMP MOP ELEVATOR HARD FLOOR USING A MICROFIBER FLAT MOP;

TECHNIQUE: The walls of the cab must be spot cleaned to remove finger prints and soil. Cleaner should be sprayed directly onto the microfiber wipe. Begin in the center of the soiled area and wipe toward the outer area of the spot. Use a circular motion to blend in the clean area. This method would be used to clean the floor indicator buttons and surrounding area. Using a folded wipe all dust collecting areas need to be wiped. These would include and rails or decorative pieces. The floor would be vacuumed to remove debris and dust from the corners and edges. Finally the floor should be sanitized by damp mopped with a microfiber flat mop along the floor next to the walls. Then a side to side action to fill in the center of the cab. Care must be taken not to wet the baseboards or to allow water or any debris to fall between the cab and the shaft wall.

Equipment: Microfiber Wipe, Spray Container, Vacuum Cleaner, Wet Mop and Bucket, Long Handle Broom.

Chemicals: Germicidal Cleaner.

RESULTS: The entire elevator cab will be free of hand and finger prints. The floor will be clean with no stains or marks that mopping would have removed. Corners and edges will be the same color as the floor center. Bright metal surfaces and walls will be free of stains.

TASK: **56** CLEAN ESCALATOR (*)

DESCRIPTION: CLEAN ESCALATOR INCLUDING SIDES, RAILS AND VACUUM TREADS.

TECHNIQUE: Several separate steps are required to clean an escalator. Using a folded microfiber wipe, wipe the sides and hand rails need to be dusted on both sides. This can best be accomplished by simply riding the escalator. Glass sides need to be cleaned using a glass cleaner. The same product can be used to clean off fingerprints if the surface is suitable for glass cleaner. The treads are best cleaned of dust and other debris by standing at the base and vacuuming the moving treads. Stains or spills will need to be removed using a damp mopping procedure. Base plates will need to be damp mopped or wiped with a microfiber flat mop. In either case a general purpose cleaner will need to be used.

Equipment: Microfiber Flat Mop, Spray Bottle, Wand Type Vacuum Cleaner, Microfiber Wipe.

Chemicals: Glass Cleaner, General Purpose Cleaner.

RESULTS: All the metal and glass surfaces of the escalator will be free of dust, debris, finger and hand prints and stains, removable the standard techniques of damp and/or dry wiping. Streaks caused lubricant and the movement of the treads need the periodic machine scrubbing process for removal.

Task, Technique and Results Summary

TASK: **57** POLICE STAIRS FOR LITTER (*)

DESCRIPTION: POLICE STAIRS AND PICK-UP LITTER.

TECHNIQUE: Policing of stairs refers to the pick-up of obvious debris from the steps and landings. Typically this debris will be picked up by hand. If many pieces of debris are normally present then the cleaner will use a dust pan and long handled broom.

Equipment: Dust Pan, Broom.

Chemicals: None.

RESULTS: Steps and landings will be free of obvious litter. The timing of the inspection relative to the most recent policing should be taken into consideration.

TASK: **58** VACUUM STAIRS (*)

DESCRIPTION: VACUUM STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.

TECHNIQUE: The most convenient method of removing dust from stairs is to vacuum stair. For a single stair case using a battery powered vacuum cleaner is suitable. Part of the dusting procedure will include the wiping of the hand rails.

Equipment: Battery Powered Vacuum Cleaner, Microfiber Wipe.

Chemicals: None.

RESULTS: This task will leave the stairs and landings free of dust litter. Ledges and walls will be free of dust. Stains and soil will be removed by wiping the specific spots.

TASK: **59** DAMP MOP STAIRS (*)

DESCRIPTION: DAMP MOP STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN USING A MICROFIBER FLAT MOP.

TECHNIQUE: Using a microfiber flat mop and a general purpose cleaner. Then mop the landings and stair treads using a normal side to side motion. The mop will need to be rinsed out regularly and the mop water changed periodically depending on the soil level. Wipe the hand rails with a folded microfiber wipe.

Equipment: Microfiber Flat Mop and Wipe.

Chemicals: General Purpose Cleaner.

RESULTS: The entire area is to be mopped and therefore will be free stains and soil.

Task, Technique and Results Summary

TASK: **67** CLEAN BRIGHT METAL

DESCRIPTION: CLEAN AND POLISH ALL BRIGHT METAL WORK USING MICROFIBER WIPES.

TECHNIQUE: The general cleaning of metal surfaces, such as the removal of simple stains and fingerprints, will only require the use of a microfiber wipe and a general purpose or disinfectant cleaner. Salt scale or heavy stain deposits may well require a stronger cleaner and in some cases a metal polish may be used. Powder cleaners or abrasive wiping material should not be used as polished metal will scratch easily. Strong caustic cleaners should never be used. Since metal surfaces have a grain it is important to wipe in the direction of the grain, and not across the grain.

Equipment: Microfiber Wipe, Spray Bottle.

Chemicals: General Purpose Cleaner, Disinfectant Cleaner, Metal Polish.

RESULTS: Metal will be free from marks and stains and have a clean shine.

TASK: **70** CLEAN PUBLIC TELEPHONE (*)

DESCRIPTION: CLEAN PUBLIC TELEPHONES AND SPOT CLEAN BOOTHS USING MICROFIBER WIPES.

TECHNIQUE: Using a microfiber wipe and a general purpose cleaner, wipe the telephone base, the ear and mouthpiece. Stains and fingerprints need to be wiped from the cabinet surrounding the telephone and the wall beside the phone. Stains should be removed or spray cleaner directly on the surface, always spray on the wipe.

Equipment: Microfiber Wipe, Spray Bottle.

Chemicals: General Purpose Cleaner.

RESULTS: The telephone base, mouth and ear piece will be clean and mark free. The side and back panels of the booth will be free of marks, film and stains.

TASK: **73** DAMP DUST

DESCRIPTION: USING A DAMP MICROFIBER CLOTH DUST ALL HORIZONTAL SURFACES.

TECHNIQUE: Dusting should be performed with a microfiber wipe moistened either with a general purpose cleaner or a disinfectant cleaner then folded at least three times. In this way the wipe can be turned to provide clean surfaces. When damp dusting desks the papers should not be touched. Credenzas, file cabinets, tables and book cases are all included in damp dusting.

Equipment: Microfiber Wipe.

Chemicals: General Purpose Cleaner, or Disinfectant Cleaner.

RESULTS: Heavier cleaning may be needed to remove stains and moist dust. These surfaces will be clean and stain and dirt free.

Task, Technique and Results Summary

TASK: **88** SPOT VACUUM

DESCRIPTION: USING A BATTERY POWERED TANK OR BACKPACK VACUUM, SPOT VACUUM TO REMOVE VISIBLE SOIL.

TECHNIQUE: Spot vacuuming requires the use of either a battery powered tank vacuum or a back-pack. Spot vacuuming is the cosmetic removal of obvious debris from the surface of the carpet. It requires that the wand and head be carried above the carpet and not dragged along the carpet. So that the head may be touched down to pick up visible soil. Because of the length of the wand and the cleaners arm, the cleaner is able to move the vacuum head from left to right as he/she moves across the floor and cover a wide area.

Equipment: Tank Vacuum, Back-Pack. Battery Powered Sweeper.

Chemicals: None.

RESULTS: All open carpet areas will be free of visible soil. This includes lint and debris, visible to the naked eye. Using this method of vacuuming, the carpet will pass as being vacuumed. Note: as with all types of vacuuming, spot vacuuming will normally be performed with one or more other vacuuming tasks.

TASK: **92** AUTO SCRUB (36 INCH)

DESCRIPTION: MACHINE SCRUB HARD SURFACE FLOORS WITH AUTOMATIC SCRUBBER.

TECHNIQUE: The auto scrubber should be checked to insure it has been mechanism. Check to be sure the pads are placed correctly on the drive blocks to avoid any vibration. Move the scrubber to the beginning point, and place the "WET FLOOR" signs in place. Begin the machine's forward motion as close to the wall as possible. Adjust the cleaning solution flow to allow total pick-up with the wet vacuuming action. Move the scrubber forward in a straight line so that the blade contains all the cleaning solution. Shut off the cleaning solution at least three steps before making a turn or stopping the machine. In this way the cleaning solution can all be contained by the vacuuming system. Care must be taken when turning not to make too wide a swing and that the cleaning solution is turned off during the turn. Excess cleaning solution will need to be picked up with a mop.

Equipment: Auto scrubber, Micro Fiber Flat Mop..

Chemicals: General Purpose Cleaner.

RESULTS: A freshly scrubbed floor will hold a clean shine, free of soil, stains and scuff marks. Unless a restorer has been placed in the autoscrubber, scratches and gouge marks in the finish will not have been removed. Note: This task is designed to quickly remove soil and scuff marks from the floor.

TASK: **105** POLICE FOR LITTER

DESCRIPTION: PICK UP ALL OBVIOUS LITTER, INCLUDING CIGARETTE BUTTS.

TECHNIQUE: The process of Policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand.

Equipment: Dust Pan and Broom.

Chemicals: None.

RESULTS: The general area should be free of all obvious litter.

Task, Technique and Results Summary

TASK: **109** VACUUM FABRIC FURNITURE

DESCRIPTION: VACUUM ALL FABRIC FURNITURE.

TECHNIQUE: Using a back-pack or tank vacuum and an upholstery brush remove the lint and dust from fabric surfaces. Insure that the crevices are cleaned in chairs and couches. On flat surfaces such as cushions be sure to move the vacuum head in one direction and use gentle strokes so as not to damage the surfaces. The vacuum brush head and the crevice tool are most suitable the furniture faces and the edges respectively.

Equipment: Back-Pack, or Tank Vacuum Cleaner, Upholstery Head.

Chemicals: None

RESULTS: All fabric furniture would be free of dust. Obvious marks on surrounding surfaces would have been removed.

TASK: **111** EMPTY RECYCLABLE TRASH

DESCRIPTION: EMPTY RECYCLABLE AND REGULAR TRASH CONTAINERS; REPLACE CORRECT COLOR LINERS IN CONTAINERS AS NECESSARY.

TECHNIQUE: This task allows the time to empty both the regular trash as well as the recycled trash. Therefore the cleaner will use two trash pick-up containers one for the regular and one for the recycled trash. The trash pick-up container must move with the cleaner to the closest point possible to the waste basket. Empty the waste basket into the pick-up container by placing the waste basket into the pick-up tube and shake to dislodge the trash. The liner then should be checked and changed if soiled with moisture or trash. Generally the liner should last for approximately five days. The liner should be tied around the top of the waste basket to hold it in place. The recycled container may only need to be emptied two or three times per week. Caution, do not leave office doors open or unlocked if locking is possible.

Equipment: Trash Pick-Up Container, Plastic Bags, Waste Can Liners.

Chemicals: None

RESULTS: All trash containers will be empty and contain no obvious litter. Containers lined with colored plastic liners will appear clean but will only be changed if soiled. The exterior and interior of containers will be free of soil.

TASK: **113** FULL VACUUM (27 to 36 INCH VACUUM)

DESCRIPTION: FULLY VACUUM FLOOR FROM WALL TO WALL WITH 27 TO 36 INCH BATTERY POWERED WIDE VACUUM.

TECHNIQUE: Due to the width of a wide track vacuum, the cleaner will normally vacuum the main walkways or other wide open areas. When possible the movement of the vacuum should be in a lawn mower motion. The vacuum bag should be empty before you start,. In large open areas it is important to prepare a vacuuming plan so that the floor is not re-vacuumed unless this is the intention. The most efficient vacuuming method is to move the vacuum cleaner forward as far as possible. Turn and follow the path next to the last with a slight overlap.

Equipment: Battery Powered 27 to 36 Inch Wide Vacuum..

Chemicals: None.

RESULTS: All floor surfaces will be clean of visible soil, debris surface dust and on carpet that would include foot prints. Pile that is capable of being moved will show vacuum tracks. Corners and edges will also be dust and litter free. Note: As with all types of vacuuming full vacuuming will normally performed with one or more other vacuuming tasks.

Task, Technique and Results Summary

TASK: **114** MACHINE SWEEP

DESCRIPTION: POWER SWEEP ALL OPEN AREAS USING A MACHINE SWEEPER.

TECHNIQUE: The appropriate place to use a motor driven sweeper would be basically open areas. Dirt and debris will need to be moved away from confining areas that the machine is unable to reach. The first step is normally to begin on the outer perimeter then move toward the center of the area to be swept. It is best to move in a straight line moving forward. Turn at the end of the area and proceed back. You may also use a circular motion if the area permits. Water should be lightly sprayed in outside areas if dust becomes a problem.

Equipment: Power Sweeper, Yard Broom.

Chemicals: None.

RESULTS: The swept area will be free of litter and soil. It may well leave fine dust and some difficult to reach litter, especially around walls and hard to reach areas.

TASK: **118** CLEAN DRINKING FOUNTAIN (*)

DESCRIPTION: CLEAN AND POLISH DRINKING FOUNTAINS.

TECHNIQUE: Cleaning the top of a drinking fountain requires spraying a microfiber cloth with a suitable cleaner. Brushed metal surfaces be removed using a cream cleaner, however, powder cleaners should not be used. Care must be taken to clean the spigot and leave no cleaners behind. The base of the fountain can be wiped with a microfiber cloth.

Equipment: Microfiber Wipe.

Chemicals: General Purpose Cleaner, Disinfectant Cleaner, Metal Polish.

RESULTS: The entire drinking fountain will be free of soil and water stains. Salt deposits and verdigris will be removed from the spigot depending on the condition of the top of the fountain.

TASK: **119** POLICE ELEVATOR CABS (*)

DESCRIPTION: POLICE ELEVATOR CABS PICKING UP AND REMOVING ALL TRASH. WIPE DOWN PANELS, DOORS AND INTERIOR WALLS TO REMOVE STAINS, HAND PRINTS AND OTHER VISIBLE SOIL.

TECHNIQUE: The policing of an elevator cab is the removal of obvious lint, debris and soil. Since policing is normally performed during open hours the elevator must not be out of service for any long period. Therefore if possible policing should be done by riding in the cab, when empty. Fingerprints need to be removed from the walls and inside the door. Special attention need to be paid to the call panel. The use of a microfiber wipe is best for this policing process.

Equipment: Microfiber Cloth, Spray Bottle, Dust Pan, Broom.

Chemicals: General Purpose Cleaner.

RESULTS: Policing will have removed all trash and debris, along with soil, stains and fingerprints from the walls and doors.

Task, Technique and Results Summary

TASK: **139** MACHINE SCRUB ELEVATOR (*)

DESCRIPTION: MACHINE SCRUB AND RECOAT HARD FLOOR ELEVATOR.

TECHNIQUE: Using key for elevator, turn elevator off while it is being scrubbed. Vacuum the floor first and apply cleaning solution of general purpose detergent. Allow the solution to sit for about five minutes. Using a small piece of pad scrub out the corners and along the edges. Ensure the pad or brush is correctly placed on the machine and starting in the farthest corner scrub the elevator. If using pads, they should be mildly abrasive such as green if nylon, or blue if polyester. Pick up the cleaning solution using a flat mop or wet vacuum. Rinse with clear water. Using a microfiber wipe, wipe down base of elevator to remove any splash marks.

Equipment: Standard Floor Machine (165-175 r.p.m.), Microfiber Flat Mop, Vacuum Cleaner, Microfiber Wipes. Wipes

Chemicals: General Purpose Detergent.

RESULTS: Hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to clean the polished surface and replace the top coat that has probably been removed by traffic and/or other dry polishing methods. Note: This task is probably performed in combination with other floor finishing and renovation tasks.

TASK: **140** CLEAN ELEVATOR CEILINGS (*)

DESCRIPTION: DETAIL CLEAN ELEVATOR CAB CEILINGS.

TECHNIQUE: Using key for the elevator, turn elevator off during cleaning operation. There are numerous types of elevator ceilings and a special technique may be required. Acoustic and soft ceilings should be vacuumed using a back pack or canister vacuum. If the ceiling is washable use a microfiber wipe and general purpose detergent to remove any soil. Care must be taken around light fixtures and electrical connections. Work in a corner to corner motion ensuring entire surface is covered.

Equipment: Vacuum Cleaner, Microfiber Wiper.

Chemicals: General Purpose Cleaner.

RESULTS: The ceiling will be free of dust and stains.

TASK: **141** MACHINE SCRUB RESTROOM

DESCRIPTION: MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DETERGENT.

TECHNIQUE: Lift all movable items from floor and place on counter. Be careful not to scratch or mark counter. If necessary, cover counter first. Vacuum the floor and apply cleaning solution of disinfectant cleaner with microfiber mop. Allow to sit for five minutes and scrub using pads if floor surface is even and brush if ceramic or floor is uneven. Pads should be mildly abrasive and specified for scrubbing. Corners and edges should be scrubbed with a small piece of pad by hand. After scrubbing, pick up solution with a wet vacuum or wet mop. Rinse if necessary.

Equipment: Standard Floor Machine (165-175 r.p.m.), Wet Vacuum, Chemical Dispensing Systemr, Wet Flat Mop

Chemicals: Disinfectant Cleaner.

RESULTS: Hard surface floors will have a deep clean look and a crisp even shine free of scrapes and marks. The aim of this task is to clean the polished surface so that it is free from soil stains and will be free of bacteria that is destroyed by the germicidal detergent used.

Task, Technique and Results Summary

TASK: **157** WASH CERAMIC TILE WALLS (MACH)

DESCRIPTION: MACHINE WASH ALL CERAMIC TILE WALLS.

TECHNIQUE: Place drop cloths on the floor. Attach washing microfiber wipes to machine and mix chemicals in correct dilution. Starting at the bottom of the wall in the corner clean over about ten feet and move up the wall and clean over to the starting point. Continue until the top of the area to be cleaned is completed and move over to the next section. On completion, wipe up excess solution from the floor and wall.

Equipment: Wall Washing/Ceiling Cleaning Machine, Microfiber Wipes, Ladder or Scaffold.

Chemicals: General Purpose Detergent.

RESULTS: The entire wall and any grout will be free of all film, stains and detergent removable marks. The walls will be clean from top to bottom.

TASK: **163** VACUUM PIPES

DESCRIPTION: USING VACUUM TOOL ACCESSORY-- HIGH DUST PIPES, CONDUIT AND RETURN AIR VENTS.

TECHNIQUE: Using a curved tool and canister or back pack vacuum remove dust from overhead pipes, conduit and return air vents. Vacuum any litter that falls to the floor.

Equipment: Canister or Back Pack Vacuum, Curved Pipe or Vacuum Tool.

Chemicals: None.

RESULTS: Pipes shall be free of all dust that was present when the vacuuming was performed.

TASK: **178** DUST LIGHT FIXTURES (*)

DESCRIPTION: DUST CEILING LIGHT LENSES.

TECHNIQUE: Safety rules must be observed to reach the light fixture. This may mean a ladder or a scaffold depending on the height of the fixture. Care must be exercised at all times to insure the safety of the cleaner and that no damage is done to the light or the surrounding area. Insuring that the light is switched off, remove the egg crate if present then the bulb or tube. Wipe the reflector with a the microfiber wipe or a long handled duster covered with a wipe. Wipe the bulb or tube and replace in the fixture. If necessary vacuum the egg crate and then re-latch. Before moving to the next fixture insure that you wipe any finger or hand prints around the fixture.

Equipment: Microfiber Wipe, Long Handled Duster, Ladder.

Chemicals: None.

RESULTS: All light lenses will be dust and cobweb free.

Task, Technique and Results Summary

TASK: **179** CLEAN REFRIGERATOR(*)

DESCRIPTION: CLEAN REFRIGERATOR, AND EMPTY CONTENTS AT CUSTOMER REQUEST.

TECHNIQUE: Remove all of the contents from the refrigerator before cleaning. Using a disinfectant cleaner and microfiber wipe, wipe down the inside of the unit. Wipe all metal grills and inside of any drawers. Replace contents and wipe down exterior of unit including door gasket.

Equipment: Microfiber Wipe.

Chemicals: Disinfectant Cleaner.

RESULTS: The refrigerator shall be free of all marks on the interior and exterior surfaces. The interior shall be empty of all items with the exception of items marked for retention by the occupants. The interior shall be odor free.

TASK: **180** SPRAY BUFF ELEVATOR (*)

DESCRIPTION: SPRAY BUFF HARD SURFACE ELEVATOR.

TECHNIQUE: Turn off elevator and open doors. In spray buffing only the top layer of finish is removed along with any marks. A fresh reconditioning coat is then put down in the process. Either a commercial spray buff solution is used or more commonly, a dilution of floor finish and water diluted fifty/fifty, vacuum the floor first. Using the appropriate floor machine with the correct pad and a trigger sprayer, first spray the floor with a straight shot and in a side to side motion run over the sprayed area until it shines. Wipe any excess from the sides and baseboards on completion of the task.

Equipment: Floor Machine, Trigger Sprayer, Microfiber Wipe, Scraper.

Chemicals: Spray Buff Solution.

RESULTS: The elevator cab floor will be clean and exhibit a shine, of marks and stains. Edging around the cab walls will be clean and show no marks or stains.

TASK: **181** STRIP/REFINISH ELEVATOR (*)

DESCRIPTION: STRIP AND REFINISH HARD FLOOR ELEVATOR.

TECHNIQUE: Open elevator doors and turn elevator off. Vacuum the floor and then using a microfiber flat mop lay down the stripper using the wet mopping process. Wait for about five minutes in order to allow the stripper to work and scrub with a standard speed floor machine(165 R.P.M.) and a black or brown pad. Remove all layers of floor finish and soil in a side to side motion. Use a small piece of the pad to do the corners and along the edges. Use a wet vacuum or flat mop to pick up the excess solution. Damp mop the floor one or two times to remove all traces of the stripper and to neutralize the floor. Run a buffer over the floor to warm the floor and improve drying. Apply sufficient floor finish to completely cover and seal the floor with a floor finish mop.

Equipment: Battery Powered Vacuum Cleaner, Standard Floor Machine, Liquid Application System, Microfiber Flat Mop, Scraper, Finish Bucket and Wringer, Wet Vacuum, Wipes.

Chemicals: Stripper, Floor Finish, Neutralizing Solution (if necessary).

RESULTS: Hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to remove all finish from the surface and coat with three coats of polish. Note: This task is probably performed in combination with other floor finishing and renovation tasks. It must also be noted that this task can and should be avoided by following other floor programs.

Task, Technique and Results Summary

TASK: **182** SHAMPOO CARPET ELEVATOR (*)

DESCRIPTION: SHAMPOO ALL CARPETED ELEVATORS.

TECHNIQUE: Turn elevator off and open doors. The elevator may be shampooed using any of the three standard methods: extraction, spin bonnet or shampoo machine. If carpets are to be walked on before having sufficient time to dry they should be removed and replacement mats put in.

Equipment: Rotary, Hot Water Extraction or Shampoo Machine.

Chemicals: Carpet Shampoo

RESULTS: Carpet is left with a clean and brighter appearance. Most stains and spills will have disappeared. Some may wick back, others may need a second cleaning. Carpet may be damp for up to an hour after cleaning. Note: Although a specific frequency will be stated, it is always intended that this task is performed continuously and therefore some cabs may be cleaned more frequently than shown and some less.

TASK: **188** PRESSURE WASH

DESCRIPTION: USING PRESSURE WASHER REMOVE ALL VISIBLE SOIL.

TECHNIQUE: Sweep area to be cleaned first. Pre-spot or clean any stubborn spots. Use pressure washer in a side to side motion working backwards out of the area. Squeegee any excess water down the drain.

Equipment: Pressure Washer, Brush, Floor Squeegee.

Chemicals: General Purpose Cleaner.

RESULTS: The area will be free of soil that would include oil based marks and stains removable by either a solvent or water based cleaner and water pressure.

TASK: **208** SPOT CLEAN PARTITION GLASS

DESCRIPTION: SPOT CLEAN PARTITION AND DOOR GLASS.

TECHNIQUE: Partition glass may be spot cleaned using a microfiber wipe and glass cleaner. Glass cleaner should be sprayed directly onto the wipe and then beginning in the center of the spot wipe toward the outer area of the spot using a circular motion being sure to blend in the clean area.

Equipment: Microfiber Wipe, Spray Bottle.

Chemicals: Glass Cleaner.

RESULTS: Spots, stains and marks would be removed from both sides of all partitions as well as all door glass. The metal trim around the doors would also be included.

Task, Technique and Results Summary

TASK: **209** VACUUM MATS

DESCRIPTION: VACUUM WALK-OFF MATS.

TECHNIQUE: The cleaner may use any standard vacuum cleaner when vacuuming mats. Periodic use of a beater bar head will help to dislodge embedded dirt. Mats can be vacuumed in place using a top to bottom action followed by a side to side action. In this way the mat is vacuumed in two directions having a cross hatch effect.

Equipment: Battery Powered, Industrial Vacuum Cleaner.

Chemicals: None.

RESULTS: Mats shall be free of visible soil and clean in appearance.

TASK: **224** CLEAN DRY ERASE BOARDS

DESCRIPTION: CLEAN DRY-ERASE MARKER BOARDS AND TRAYS WHEN REQUESTED.

TECHNIQUE: Magic marker boards must be wiped with a felt wiper. Beginning at the top of the board and moving the wiper across the board from left to right. Moving down the board toward the pen tray. Be sure to move the ink powder with the wiper. If the wrong ink pen has been used it can normally be removed using window cleaner.

Equipment: Lint Free Pad or Microfiber Wipe.

Chemicals: None.

RESULTS: The board will be wiped clean and both the board and the tray will be free of marker dust.

TASK: **245** CLEAN COFFEE STATION (*)

DESCRIPTION: CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.

TECHNIQUE: The coffee station is defined as the counter around the coffee machine and the coffee machine. The cleaning of the coffee machine may well vary from damp wiping the exterior with a microfiber wipe to emptying and cleaning the coffee pots. Your supervisor will instruct you as to the extent of your cleaning.

Equipment: Microfiber Wipe, Spray Bottle.

Chemicals: General Purpose Cleaner.

RESULTS: The coffee machine exterior will be clean and stain free. The pot and coffee holder will be clean and stains will have been removed.

Task, Technique and Results Summary

TASK: **249** SPOT CLEAN DOOR GLASS (*)

DESCRIPTION: SPOT CLEAN DOOR GLASS AND SIDE GLASS.

TECHNIQUE: Door and sidelight glass may be spot cleaned using a microfiber wipe and glass cleaner. Glass cleaner should be sprayed directly onto the wipe. Begin in the center of the spot and wipe toward the outer area of the spot. Use a circular motion being sure to blend in the clean area.

Equipment: Microfiber Wipe, Spray Bottle.

Chemicals: Glass Cleaner.

RESULTS: Marks and stains that accumulate would be removed so that glass would be totally clean.

TASK: **266** SPOT CLEAN TELEPHONES

DESCRIPTION: SPOT CLEAN TELEPHONES AND SANITIZE RECEIVERS.

TECHNIQUE: Spot cleaning should be performed with a microfiber wipe folded at least three times. In this way the wipe can be turned to provide clean surfaces. When spot cleaning telephones make sure that the phone hand piece is cleaned as well as the base. Spray the cleaner onto the wipe and not directly onto the surface.

Equipment: Microfiber Wipe and/or Dusting Wand.

Chemicals: General Purpose Cleaner. Disinfectant Cleaner.

RESULTS: Both the ear and mouth piece will be free of stains and film. The hand set will not show any fingerprints. The base of the telephone will be also free of fingerprints and film. An approved disinfectant cleaner is used to sanitize receivers.

TASK: **268** CLEAN SLOP SINKS (*)

DESCRIPTION: CLEAN SLOP SINKS.

TECHNIQUE: Using a microfiber wipe and a general purpose cleaner, wipe the inside and outside of the slop sink. Difficult to remove stains will need to be scrubbed with an abrasive pad. The taps and the back wall will also need to be wiped.

Equipment: Microfiber Wipe, Scrub Pad.

Chemicals: General Purpose Cleaner.

RESULTS: Interior and exterior of slop sink shall be free of marks visible soil. Bright metal faucets shall be clean and streak free without any residue present.

Task, Technique and Results Summary

TASK: **276** REMOVE RECYCLABLE TRASH

DESCRIPTION: REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.

TECHNIQUE: As the recycled trash pick-up container bags are filled they should be taken to a pre-determined pick-up spot. This could be by the freight or a designated passenger elevator or other designated area. The bags should be placed on a mat to protect the floor.

Equipment: Trash Pick-Up Container, Plastic Bags.

Chemicals: None.
Non-Acid Bowl Cleaner.

RESULTS: All recyclable trash containers will be empty and will have been wiped to remove any marks. Recyclable materials will have been removed and stored in the designated area.

TASK: **292** POLISH ELEVATOR THRESHOLDS (*)

DESCRIPTION: POLISH THRESHOLD PLATES IN FRONT OF EACH ELEVATOR ENTRY.

TECHNIQUE: Open elevator doors and turn elevator off. Apply approved cleaner to a micro fiber wipe and apply to the metal being sure to move in the direction of the grain. When the polish dries buff to a shine and remove any excess.

Equipment: Micro Fiber Wipe.

Chemicals: Metal Polish or General Purpose Cleaner.

RESULTS: All elevator threshold plates will be clean and have a reflective shine.

TASK: **295** MACHINE SCRUB ESCALATOR (*)

DESCRIPTION: MACHINE SCRUB ESCALATOR STEPS TO REMOVE SOIL AND GREASE WITHIN THE METAL GROOVES.

TECHNIQUE: Several separate steps are required to machine scrub an escalator. The treads are best cleaned of dust and other debris by standing at the base and vacuuming the moving treads. Stains or spills will need to be removed by the scrubbing process. Base plates will need to be damp mopped or wiped with a damp micro fiber wipe. In either case a general purpose cleaner will need to be used. Using as little moisture as possible and either a Grout Hog or Roto Wash machine scrub each plate by holding the machine at the base step and allowing the machine to run while scrubbing.

Equipment: Cloths, Spray Bottle, Wand Type Vacuum Cleaner, Micro Fiber Flat Mop, Roto Wash or Grout Hog.

Chemicals: Glass Cleaner, General Purpose Cleaner.

RESULTS: The escalator treads will be free of oil streaks and the treads will be clean and reflect a dull shine.

Task, Technique and Results Summary

TASK: **304** POLICE FLOORS (3 TIMES SHIFT)

DESCRIPTION: POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER, INCLUDING CIGARETTE BUTTS THREE TIMES DURING EACH SHIFT.

TECHNIQUE: The process of Policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. This process will be repeated up to three times per shift.

Equipment: Dust Pan and Broom.

Chemicals: None.

RESULTS: By specifically targeting obvious litter and debris all removable litter will be removed. This will be repeated three times per shift.

TASK: **305** POLICE PUBLIC ELEVATOR (* 3X)

DESCRIPTION: POLICE ELEVATOR CABS TO REMOVE LITTER, SPOT CLEAN CAB WALLS AND CALL BUTTONS THREE TIMES DURING EACH SHIFT.

TECHNIQUE: The Policing of elevators is designed to remove the obvious litter and debris that has accumulated during the day on at least three times per shift. Policing would also include the wiping of obvious spots the accumulate on the directory panel during the shift period. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. For spot cleaning a cleaning wipe sprayed with cleaning solution should be used to wipe spots and stains. This process will be repeated up to three times per shift.

Equipment: Dust Pan and Broom.

Chemicals: General Purpose cleaner and/or Glass Cleaner.

RESULTS: Policing will have removed all trash and debris, along with soil, stains and fingerprints from the walls and doors. This will be performed three times during each shift.

TASK: **329** AUTO RIDING SCRUB

DESCRIPTION: SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.

TECHNIQUE: The autoscrubber should be checked to insure it is mechanically correct. Fill solution tank, and check the blade lift mechanism. Check to be sure the pads are placed correctly on the drive blocks to avoid any vibration. Move the scrubber to the beginning point, and place the "WET FLOOR" signs in place. Begin the machine's forward motion as close to the wall as possible. Adjust the cleaning solution flow to allow total pick-up with the wet vacuuming action. Move the scrubber forward in a straight line so that the blade contains all the cleaning solution. Shut off the cleaning solution at least three seconds before making a turn or stopping the machine. In this way the cleaning solution can all be contained by the vacuuming system. Care must be taken when turning not to make too wide a swing and that the cleaning solution is turned off during the turn. Excess cleaning solution will need to be picked up with a micro fiber flat mop.

Equipment: Autoscrubber, Micro Fiber Flat Mop.

Chemicals: General Purpose Cleaner.

RESULTS: Hard surface areas will have a deep clean look. Because of the size of the hard surface area, the aim of this task is to clean the surface of the floor efficiently.

Task, Technique and Results Summary

TASK: **331** AUTOMATIC EXTRACT CARPETS

DESCRIPTION: EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.

TECHNIQUE: The carpet initially needs to be vacuumed using a machine with a power driven head. Next any obvious spots should be pre-spotted using an approved spotter. Place a few drops on the spot and tamp in using a stiff bristle brush. Cleaning solution should be carefully measured into the holding tank and then filled with hot water. The first area to be worked will be the perimeter of the area to be cleaned. By moving the machine over the carpet you are spraying the cleaning solution on the carpet and then vacuuming up the soiled liquid. Care must taken not to apply excessive liquid. Accomplish this by not spraying carpet for the final second of the extractor being dragged over the carpet.

After the entire area is cleaned, the traffic lanes should be vacuumed and pile lifted to pull lingering dirt out of the carpet. Extracting traffic lanes is actually extracting the heavily soiled areas and removing pots and spills using the extraction system.

Equipment: Carpet Extractor, Power Vacuum Cleaner, or Pile Lifter.

Chemicals: Spot Cleaner, Extraction Cleaner.

RESULTS: Carpet is left with a clean and brighter appearance. Most stains and spills will have disappeared. Some may wick back, others may need a second cleaning. Carpet may be damp for up to an hour after cleaning. Note: Although a specific frequency will be stated, it is always intended that this task is performed continuously and therefore some areas may be cleaned more frequently than shown and some less.

Task, Technique and Results Summary

TASK: **332** POLICE RESTROOMS

DESCRIPTION: POLICE RESTROOMS FOUR TIMES DURING THE SHIFT TO CLEAN NORMAL SPILLS, REMOVE STAINS, REPLENISH SUPPLIES AND EMPTY AND REMOVE TRASH.

TECHNIQUE: Preparation: The cleaning caddy should be taken into the restroom, if possible, and a sign placed on the door showing the restroom is being policed.

The floor needs to be vacuumed using a battery powered vacuum cleaner. Next any obvious spots should be spot mopped using a microfiber flat mop. Care must taken not to apply excessive liquid. Policing restrooms requires the following steps.

The Following steps will be performed if Needed:

Step 1. Check the waste paper dispensers and empty all waste hand towel containers, and sanitary napkin containers. Refill all dispensers. Hand Towel, Toilet Paper, Seat Covers, Hand Soap and Sanitary Products.

Step 2. Spray microfiber wipe with restroom cleaner and wipe the counter tops and sinks.

Step 3. Check all toilets and urinals and wipe any stains that are present. If any stains are present, wipe the outside of the toilets and urinals using a wipe and dry with a separate wipe.

Step 4. Spot wipe the partitions and dust the tops. Wipe the towel holders and spot clean the walls light switches and doors. Cleaning materials should be sprayed onto the microfiber wipe.

Step 5. Spot clean the mirrors using the glass cleaner and a wipe.

Step 6. Use a lobby pan and broom to remove debris from the corners, edges and behind the toilets around partitions and from the open floor. The floor needs to be vacuumed using a machine with a power driven head. Next any obvious spots should be spot mopped using a microfiber flat mop. Care must taken not to apply excessive liquid.

Equipment and Chemicals.

Equipment: Battery Powered Vacuum Cleaner, Restroom Caddy, Floor Sign, Microfiber Wipes and Flat mops.

Chemicals: General Purpose Cleaner, Disinfectant Cleaner.

RESULTS: The restroom should have a clean scent or no odor at all. Toilets and Urinals should be free of stains and water spots. Sinks and hardware will be clean and bright. Counters will be clean and dry. All dispensers will be at least 80% full and stainless surfaces will shine and be streak free. Mirrors will be clean to the top and have no streaks or dust. Partitions will be smudge and dust free. Floor will be clean and dry. Corners and edges will show minimal signs of film and mop marks. Vents should look clean and have little or no dust. Note: Two assumptions must be made. 1. These conditions exist immediately after cleaning and allowance is made for any usage. 2. Dust can accumulate between scheduled cleaning and therefore dust may be present in a totally acceptable area.

TASK: **401** VACUUM HARD SURFACE FLOOR

DESCRIPTION: USING A BATTERY POWERED VACUUM AND A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOORS.

TECHNIQUE: It is important to keep the floor tool flat on the floor and not to raise it as the cleaner moves forward. Using a head of appropriate width for the area to be covered is most important.

Equipment: Hard Surface Floor Tool, Tank or Back Pack vacuum. Battery Powered.

Chemicals: None.

RESULTS: All hard surface floors will be free of debris, litter and virtually all dust.

Task, Technique and Results Summary

TASK: **454** POLICE H.S. FLOORS (1XHR)

DESCRIPTION: POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER AND DEBRIS AT LEAST ONCE PER HOUR.

TECHNIQUE: The process of Policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. This task will be repeated hourly.

Equipment: Dust Pan and Broom.

Chemicals: None.

RESULTS: By specifically targeting obvious litter and debris all removable litter will be removed. This will be repeated hourly.

TASK: **519** SPOT CLEAN BAGGAGE CAROUSEL(*)

DESCRIPTION: SPOT CLEAN MOVING BAGGAGE BELTS/METAL SURFACES TAKING CARE TO REMOVE ALL STICKY LABELS AND I.D. TAGS WHICH HAVE TRANSFERRED FROM BAGGAGE.

TECHNIQUE: Spot clean moving baggage belts/metal surfaces taking care to remove all sticky labels and I.D. tags which have transferred from baggage. This task requires coordination with terminal management and the baggage control room prior to beginning task.

Equipment: Microfiber Wipe.

Chemicals: General Purpose Cleaner.

RESULTS: All baggage carousels will be free of stains and trash.

TASK: **630** POLICE FOOD COURT (*)

DESCRIPTION: CONTINUOUSLY POLICE TABLES AND REMOVE ALL TRASH DURING MEAL PERIODS.

TECHNIQUE: The process of Policing an area is designed to remove the obvious litter and debris that has accumulated in the food court. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. Food trays will need to be returned to the cleaning area or wiped with a micro fiber wipe and restacked.

Equipment: Dust Pan and Broom. Micro Fiber Wipe.

Chemicals: Approved detergent.

RESULTS: The general area should be free of all obvious litter.

Task, Technique and Results Summary

TASK: **647** POLICE CARPETS-RETAIL(4XSHIFT)

DESCRIPTION: POLICE CARPETED MERCHANDISE SALES AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.

TECHNIQUE: This could be called cosmetic cleaning as the aim is to remove the obvious debris on top of the carpet. Its purpose is to remove dust and debris from the area. For this reason the equipment of choice is either a battery powered vacuum cleaner or a battery powered sweeper.

Equipment: Battery Powered Vacuum or Power Sweeper..

Chemicals: None

RESULTS: The general area should be free of all obvious litter.

TASK: **655** POLICE (2X DAILY)

DESCRIPTION: PICK UP OBVIOUS LITTER, ONCE IN MID MORNING AND ONCE IN MID AFTERNOON.

TECHNIQUE: The aim of this task is to remove the debris and litter from hard surface floors. The method will differ from picking up by hand to using a vacuum cleaner or sweeper.. The important point is to insure that litter is not missed as the cleaners and management pass through the areas.

Equipment: Vacuum Cleaner or Sweeper, Trash Container.

Chemicals: None.

RESULTS: The general area should be free of all obvious litter.

TASK: **681** POLICE ESCALATOR (* 2X/SHIFT)

DESCRIPTION: POLICE ESCALATORS TO REMOVE LITTER AND DEBRIS AND SPOT CLEAN HAND RAILS AND SIDES AT LEAST TWICE DURING THE SHIFT.

TECHNIQUE: Policing of Escalators refers to the pick-up of obvious debris from the treads and landings. Typically this debris will be picked up by hand. If many pieces of debris are normally present then the cleaner will use a dust pan and long handled broom. While the cleaner is riding on the escalator it is the perfect opportunity to wipe the hand rail and remove simple spots from the sides. This should be done with a folded micro fiber wipe pre-sprayed with general purpose or glass cleaner. This task will be repeated twice per shift.

Equipment: Micro Fiber Wipe, Dust Pan, Broom, Spray Bottle.

Chemicals: General Purpose Cleaner.

RESULTS: All the metal and glass surfaces of the escalator will be free of dust, debris, finger and hand prints and stains, removable the standard techniques of damp and/or dry wiping.

Task, Technique and Results Summary

TASK: **697** POLICE (4X/SHIFT)

DESCRIPTION: PICK UP ALL OBVIOUS LITTER, INCLUDING CIGARETTE BUTTS FOUR TIMES DURING EACH SHIFT.

TECHNIQUE: The process of Policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. This task will be repeated four times per shift.

Equipment: Dust Pan and Broom.

Chemicals: None.

RESULTS: The general area should be free of all obvious litter at virtually all times.

TASK: **770** CLEAN REFRIGERATOR/FREEZER EXTERIOR

DESCRIPTION: USING MICROFIBER WIPES AND A GENERAL PURPOSE DETERGENT WIPE THE EXTERIOR OF THE REFRIGERATOR/ FREEZER TO REMOVE ALL VISABLE SOIL.

TECHNIQUE: Using a microfiber wipe and general purpose detergent wipe the refrigerator surface to remove stains or soil from all visible surfaces. The surfaces will include the front, top and both sides.

Equipment: Microfiber wipe.

Chemicals: General Purpose Cleaner.

RESULTS: All removable soil and stains will be gone from the refrigerator exterior surfaces.

TASK: **827** DAMP MOP WITH GERMICIDE

DESCRIPTION: DAMP MOP HARD SURFACE FLOORS WITH GERMICIDE SOLUTION. CHANGING CONCENTRATION OF CHEMICAL EVERY OTHER CLEANING FREQUENCY.

TECHNIQUE: Damp mopping is the controlled wetting of the hard surface floor using a microfiber flat mop and approved germicidal solution. The cleaner must be mixed at the correct use dilution and placed in a dispensing system. . Beginning at the edge of the area, pull the flat mop on the floor outlining an area no larger in size than ten feet square. Then fill in the center of the square or rectangle with a side to side action. If splashing occurs, wipe off any moisture immediately with a microfiber wipe

Equipment: Microfiber Wipe and Flat Mop, Chemical Dispensing System.

Chemicals: Germicide, or Germicidal Detergent.

RESULTS: All spills, marks and spots shall be been removed and a germicidal solution shall have been used to reduce bacteria counts and odors.

Task, Technique and Results Summary

TASK: **999** SPOT CLEAN LOCKERS

DESCRIPTION: SPOT CLEAN EXTERIOR OF LOCKERS, REMOVING ALL MARKS AND GRAFFITI.

TECHNIQUE: Using a microfiber wipe and a suitable general purpose cleaner, remove the marks and graffiti from the exterior of the lockers. Do not spray on the spot. Spray on the wipe and work from the center of the spot out, applying gentle pressure.

Equipment: Microfiber Wipe, Trigger Spray Container.

Chemicals: General Purpose Cleaner.

RESULTS: Lockers will be free of all visible soil..

TASK: **3,256** POLICE AND FRESHEN CORRIDORS.

DESCRIPTION: POLICE ALL AISLES, CORRIDORS, HALLS AND WALKWAYS INSIDE THE FACILITY TO REMOVE LITTER AND STAINS PRIOR TO A FULL CLEAN: OR FOLLOWING A FULL CLEAN BASED ON A DAILY OR TWICE A DAY FREQUENCY.

TECHNIQUE: The corridors and aisles to a building is the area where many people judge the cleaning quality of the building. For that reason the doors must be spot cleaned and the entry mats need to be vacuumed during the day. Any trash containers should be emptied and the spots on either carpet or hard surface floors need to be vacuumed.

Equipment: Micro Fiber Mops, and Wipes.

Chemicals: .General Purpose Cleaner

RESULTS: By specifically targeting obvious litter and debris all removable litter will be removed. The corridors will be free of soil and litter.

Total Tasks In Report

88