

TUCSON ATCT JANITORIAL
FREQUENCY OF SERVICE

Crew *MUST* be out of the Cab NO LATER THAN 0645. All other work may be performed when Cab is completed

START OF SERVICE: _____ PERFORM WORK BETWEEN HOURS OF: 5x/7x Per Week Schedule

FOR ADDITIONAL INFORMATION CONTACT: FAA Representative: _____ COR: _____

1865 E. Aero Park Blvd, Tucson, AZ 85756

(Address)

(Telephone Number)

A. GENERAL CLEANING		FREQUENCY OF SERVICE			REMARKS
		TIMES WEEKLY	TIMES MONTHLY	TIME YEARLY	
1.	Remove all waste	5/7			7x week - Cab; 9th-10th Floor; 9th Floor Breakroom; Base Bldg Restrooms & Breakroom, Patio and Smoking Bldg 5x week - All other areas
2.	Remove all recyclables	5/7			7x week - Cab; 9th-10th Floor; 9th Floor Breakroom; Base Bldg Restrooms & Breakroom, Patio and Smoking Bldg 5x week - All other areas
3.	Wash wastebaskets		1		Minimum or As Needed
4.	Dust all furniture	1			
5.	Wash furniture			4	Quarterly/As needed
6.	Dust ledges, counters, and other flat surfaces	5/7			7x week - Cab; 9th-10th Floor; 9th Floor Breakroom; Base Bldg Restrooms & Breakroom, Patio and Smoking Bldg 5x week - All other areas
7.	Spot clean	5		4	9th Floor to Cab is 5x week 1 st -8 th Floor Quarterly
8.	Clean drinking fountains	7			
9.	Clean light fixtures		1		
10.	Clean restroom	7			
11.	Vacuum carpet	5/7			7x week - Cab; 9th-10th Floor; 9th Floor Breakroom; Base Bldg Restrooms & Breakroom, Patio and Smoking Bldg 5x week - All other areas
12.	Spot clean shades/blinds		1		Tower Cab NOT included
13.	Defrost and clean refrigerator	7		4	Clean Exterior Daily Clean Interior/Defrost Quarterly
14.	Clean microwave oven	7			Minimum or As Needed
15.	Clean stove/oven	7		4	7x Outside Quarterly Inside
16.	Clean range hood	1	1		1x outside or as needed 1x inside or as needed
17.	Clean counters, sinks, and other fixtures	7			
18.	Clean walk-off mat	5			
19.	Empty and wash ash trays	7			
20.	Stairwells, Landings, Banisters	7/3			7x week. 9 th floor to tower cab. 3x week ground floor to 9 th floor (both East and West)
21.	Elevator	7			

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B. WINDOW CLEANING					
1.	Exterior Window cleaning		1		Exterior - Only base building Tower Cab and 9 th floor not included
2.	Interior Glass cleaning	1			Interior – Only base building/9 th floor Tower Cab not included
C. FLOOR CARE AND MAINTENANCE					
1.	Sweep and mop floor surfaces.	7			
2.	Sweep or dust-mop stairs and landings.	5/7			7x week - Cab; 9th-10th Floor; 9th Floor Breakroom; Base Bldg Restrooms & Breakroom, Patio and Smoking Bldg 5x week - All other areas
3.	Restroom floors shall be wet mopped or damp mopped	7			
4.	Damp mop and machine buff all waxed floors			4	Quarterly
5.	Strip, wax and machine polish floors			2	
D. SPECIALIZED SERVICES					
1.	Shampoo carpet			2	
2.	Electrical/Mechanical Rooms			2	Vacuum, sweep and mop semi-annually – October, May