

**TETON SYSTEM SUPPORT CENTER
JANITORIAL - FREQUENCY OF SERVICE**

SERVICE IS: ☒ New ☐ Deletion ☐ Addition

START OF SERVICE: OCTOBER 1, 2023 PERFORM WORK BETWEEN HOURS OF: 6:00 a.m. to 5:30 p.m., M - F

FOR ADDITIONAL INFORMATION CONTACT: FAA Representative: LYNETTE MURRAY (208) 823-8359 X 223

IDAHO FALLS ADMINISTRATIVE OFFICE
4022 PROFESSIONAL WAY, IDAHO FALLS, ID 83402

(Address)

(Telephone Number)

A. GENERAL CLEANING	FREQUENCY OF SERVICE			REMARKS
	TIMES WEEKLY	TIMES MONTHLY	TIME YEARLY	
1. Empty wastebaskets and place for disposal. Reline with plastic bags.	1			
2. Clean and disinfect wastebaskets.		1		Or as needed
3. Dust all ledges and other flat surfaces within reach (LOW CLEANING – less than 7' above floor)	1			
4. Dust all office furniture	1			
5. Wash furniture to remove scuff marks			2	Oct and Apr
6. Dust counters and telephones.	1			
7. Dust high partition ledges and moldings (HIGH CLEANING – over 7' above floor)			1	Apr
8. Clean all mental hardware through out offices.	1			
9. Remove fingerprints from all interior glass, mirrors and adjacent rims.	1			
10. Spot clean walls, partitions, and panels	1			
11. Polish door kick plates and thresholds.	1			
12. Dust off or vacuum air grilles.		1		
13. Clean walk-off mats.	1			
14. Clean counters, sinks, and other fixtures	1			
15. Vacuum carpeted areas.	1			
16. Clean rest room fixtures and mirrors.	1			
17. Clean and refill all rest room dispensers.	1			
18. Sanitize toilets, toilet seats, and urinals.	1			
19. Spot wash rest room walls, partitions and doors.	1			
20. Clean rest room walls, partitions and doors.		1		
21.	1			
23. Clean easily removable light fixtures.			4	Oct, Jan, Apr, Jul
24. Spot clean window shades	1			

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	FREQUENCY OF SERVICE			REMARKS
	TIMES WEEKLY	TIMES MONTHLY	TIMES YEARLY	
B. WINDOW CLEANING				
1. Window and mirror cleaning, interior	1			
2. Window cleaning, exterior			2	Oct, Apr
3.				
C. FLOOR CARE AND MAINTENANCE				
1. Sweep or dust mop floor surfaces.	1			
2. Mop/scrub rest room floors.	1			
3. Clean spots on carpet.	1			
4. Mop entryway and hall tiles	1			
5. Strip, wax and machine polish floors			2	Oct, Apr N/A
6. Shampoo carpet			2	Oct, Apr - this has previously been sub-contracted out and was with a commercial truck
7.				
8.				
D. SPECIALIZED SERVICES				
1. Replace flourescent bulbs	1			As needed
2. Spot clean and vacuum upholstered furniture	1			
3. Defrost and clean refrigerator, inside and out		1		*Post notice 24 hrs. prior to cleaning so employees can remove personal items.
4. Clean microwave, inside and out	1			
5.				
6.				
E. COMMENTS: (Include room numbers, usage, footage's, requirements for safety, employee and plant security matters, precautions in certain areas, etc.)				
1.	COR to approve work day, Government holidays scheduled.			
2.				
3.				