

SCOPE OF WORK  
TETON SYSTEM SUPPORT CENTER  
JANITORIAL SERVICE

FACILITY LOCATION:

Federal Aviation Administration  
Teton System Support Center  
4022 Professional Way  
Idaho Falls, ID 83402

GENERAL INFORMATION:

The building space has approximately 3,000 square feet of floor space consisting of a hallway, closets, storage area, administrative offices, operational offices, two bathrooms, shower room, conference area, and kitchen.

SERVICE REQUIREMENTS:

- A) All services shall be performed on a one-shift basis once a week, after normal business hours. Normal business hours are Monday-Friday, 6:00 a.m. to 5:30 p.m. excluding holidays. Day of week to be coordinated with Contracting Officer's Representative, and any deviations from agreed upon day and time shall be pre-approved. Window cleaning and carpet cleaning shall be coordinated with the Contracting Officer's Representative.
- B) Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Emancipation Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
- C) FAA Point of Contact (POC): Lynette Murray, Telephone: (208) 823-8359 ext. 223

Cell Phone: (208) 357-6090

CONDUCT OF EMPLOYEES:

- A) The contractor and his/her employees will be subject to all rules and regulations relative to entering and leaving the building.
- B) **3.14-2 Contractor Personnel Suitability Requirements** (April 2021) Full text version of this clause can be found at <https://fast.faa.gov/contractclauses.cfm>.
- C) All employees shall be physically able to do their assigned work and shall be free of communicable diseases.

- D) Contractor employees shall not disturb papers on desk, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.
- E) Contractor employees shall report fires, hazardous conditions, and items in need of repair, such as burned out lights, leaking faucets, toilet stoppage, etc.
- F) Specified rooms will be locked after cleaning and keys will be returned to POC.
- G) All personal articles found by contractor employees shall be given to the POC.

#### EQUIPMENT AND MATERIALS

- A) The contractor shall furnish all supplies, materials, and equipment necessary to provide the services call for in this contract. These items shall be stored on-site in limited, minimal supply so when spot cleaning is necessary before the next cleaning, the POC can access the necessary supplies.
- B) Materials shall include, but shall not be limited to the following: Cleaners, Deodorants, Detergents, Dust Control Rags, Floor Wax, Hand Soap, Polishes, Tile Cleaner, Paper Hand Towels (good quality), Toilet Tissue (good quality), Plastic Bags for trash receptacles and sanitary napkins receptacles. Commercial Grade UL listed Floor Vacuum.
- C) The contractor shall use appropriate supplies for existing dispensers.
- D) The contractor shall provide Material Data Safety Sheets (MSDS) to the POC for all cleaning supplies that will be stored on-site. Any materials that are marked flammable will be stored in the approved flammable storage locker. A small quantity of such materials, less than two (2) cubic feet may be stored in the existing flammable storage locker with prior approval and accompanied by the appropriate MSDS.

#### UTILITIES:

- A) Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
- B) The contractor and his/her employees shall be responsible for conserving utilities.
- C) Mechanical equipment controls for heating, ventilation, and air conditioning will be not be adjusted by the contractor or his/her employees.

#### STORAGE SPACE, JANITOR'S CLOSETS, AND LOCKER ROOMS

- A) Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.

- B) The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident or otherwise.
- C) Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

#### SPECIFICATIONS:

- A) REMOVE ALL WASTE: All waste (waste paper, bottles, cups, packing materials, garbage, etc.) shall be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided. Dumpster lid is to be closed at all times. All trashcans shall have plastic liners, which will be replaced as necessary.
- B) WASH WASTEBASKETS: Wastebaskets will be washed (when needed), dried, and returned to their original location.
- C) DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, and other related equipment shall be dusted. Dust, lint, and dusty soil shall be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner shall be used for fabric furniture.
- D) WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, consoles, and related type equipment shall be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing).
- E) DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil shall be removed from ledges, counters, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
- F) SPOT CLEAN: Smudges, fingerprints, marks, steaks, etc. shall be removed from washable surfaces of walls, partitions, doors, fixtures, and panels. Germicidal detergent shall be used in the restrooms, break rooms and kitchen area. Doors, hardware, shall be polished with a polishing compound. After spot cleaning, surfaces shall have a uniform appearance and be free of streaks, spots and other evidence of removed soil.
- G) CLEAN LIGHT FIXTURES: Easily removable (not requiring tools) light fixtures shall be cleaned to remove bugs, dirt, dust, grease, and other foreign matter. Permanently attached fixtures shall be dusted and cleaned in place.
- H) CLEAN RESTROOMS: a) Clean toilets, toilet seats, wash basins, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant shall be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or commercial deodorizer acceptable to

the facility manager. b) The restroom floors shall be wet mopped or damp mopped using a solution contain a mild disinfectant, which does not leave a strong, lasting odor. Floors shall have a uniform appearance with no streaks, swirls, residue, and evidence of soil, stains, film or standing water. c) Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces shall have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil. d) Clean and fill all restroom dispensers. Dispensers shall be free of soil and caked on residue and shall be filled with adequate supply of soap and paper product. e) Mirrors shall be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.

- I) FLOOR MAINTENANCE: All areas not having carpet or not specified elsewhere as having special flooring, shall receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks detergent residue, and other stains or discoloring. All floor maintenance solutions shall be removed from baseboards walls, furniture, trash receptacles, etc. Chairs, desk, trash receptacles, and easily moveable items shall be tilted or moved to perform floor maintenance underneath. All moved items shall be returned to their proper position when all operations have been completed. Wet floors shall be identified with appropriate signs for employee safety.
- J) VACUUM CARPET: After being vacuumed, the carpet shall be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots shall be removed as soon as noticed. Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts shall be used. All tears, burns, unraveling, and other carpet damage shall be brought to the attention of the facility manager.
- K) SHAMPOO CARPET: The carpet shall be shampooed twice yearly via a wet extraction method (truck mount preferred) Shampoo shall be commercially approved solution and shall be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager.
- L) GLASS CLEANING: All interior glass windows, mirrors, and adjacent rim. Glass will be thoroughly cleaned, as necessary, to keep it free of finger prints, smudges, streaks and smears.
- M) INTERIOR WINDOW CLEANING: Glass windows shall be washed using such instruments as to assure the cleaning is thorough. Windows shall be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter shall be removed from the frames, casings, sills, and other foreign matter.
- N) EXTERIOR WINDOW CLEANING: All exterior windows, casings, sills, and frames shall be cleaned in a manner utilizing the proper equipment to insure that cleaning is thorough. Windows shall be free of all traces of film, dirt, smudges, water deposits, and other foreign matter.

- O) SPOT CLEAN SHADES: Shades shall be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades shall be free of streaks and smudges.
- P) DEFROST AND CLEAN REFRIGERATOR: Defrost, clean and deodorize the refrigerator. Wash the outside of refrigerator removing handprints, dirt and scuff marks.
- Q) CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven to remove handprints, soil and food particles.
- R) CLEAN COUNTERTOPS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution shall be used to remove streaks, stains, smudges, food residue, and other obvious soils.