

## SCOPE OF WORK

**C00L. Location:**

Federal Aviation Administration  
Tucson Air Traffic Control Tower (ATCT)  
1865 E. Aero Park Blvd  
Tucson, AZ, 85756

**C002. GENERAL INFORMATION:**

The Air Traffic Control Tower Cab is approximately 2202 square feet. The base building is approximately 14937 square feet. The Smoking **Building** is approximately 84 square feet. These approximates contain unserviceable cleaning space. The entire Air Traffic Control Tower including the base building consist of administrative spaces, operational spaces, restrooms, break rooms, kitchens, locker rooms, equipment rooms, and stairwells.

**C003. SERVICE REQUIREMENTS:**

- A. All services shall be performed on a one-shift basis seven (7) days a week for the areas that are occupied seven (7) days a week, and five (5) days a week for the administration areas that are occupied during administrative hours Monday-Friday. Days of week and time to be coordinated with Contracting Officer's Representative (COR).
- B. Holiday work is required in the seven (7) day week areas but not in the five (5) day week areas. 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, Memorial Day, **Juneteenth**, 4<sup>th</sup> of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the day of service falls on a holiday, then the service will be the preceding day for those five (5) day week areas.

**C004. CONDUCT OF EMPLOYEES:**

- A. The contractor and his/her employees shall be subject to all rules and regulations relative to entering and leaving the building.
- B. All employees shall be physically able to do their assigned work and shall be free of communicable diseases.
- C. Contractor employees shall not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.
- D. Contractor employees shall report fires, hazardous conditions, and items in need of repair, such as dead lights, leaking faucets, toilet stoppage, etc.
- E. Specified rooms shall be locked after cleaning.
- F. All personal articles found by contractor employees shall be given to the COR.

**COOS. EQUIPMENT AND MATERIALS:**

- A. The contractor shall furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
- B. The equipment used shall be in safe condition and be of suitable grade for the purpose intended.

**C006. 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 not be adjusted by the contractor or his/her employees.

**C007. STORAGE SPACE AND JANITOR'S CLOSETS:**

- A. Space may be assigned to the contractor by the COR for storage of bulk supplies and equipment used in the performance of the work. Must provide SOS sheets to the COR for all items stored in this space.
- 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 COR, may result in withdrawal of the privilege of using them.

**COOS. SPECIFICATIONS:**

The following are specifications of the services required. Services shall be performed as noted on the frequency schedule.

- 1. REMOVE ALL WASTE: All waste (wastepaper, 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 by the FAA. Dumpster lid is to be closed at all times. All trash cans shall have plastic liners. Liners to be replaced as necessary. Ash tray containers shall also be emptied and cleaned (smoke structure and outside break areas).
- 2. REMOVE ALL RECYCLABLES: All recyclables shall be placed in designated dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trash cans shall have plastic liners. Liners to be replaced as necessary.
- 3. WASH ALL WASTEBASKETS: Wastebaskets shall be washed (when needed), dried, and returned to their original location.
- 4. DUST ALL FURNITURE: All desks, chairs, stands bookcases, consoles, and other related equipment shall be dusted. Dust, lint, and dry 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.
- 5. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, and related type furniture shall be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing).
- 6. 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.
- 7. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. shall be removed with a germicidal detergent from washable surfaces of walls, vents, hardware, partitions, lockers, doors, fixtures, elevator doors/panels, stairwell handrails/guards, ceiling fans, and panels. After spot cleaning, surfaces shall have a uniform appearance and be free of streaks, spots and other evidence of removed soil.
- 8. CLEAN DRINKING FOUNTAINS: The tops and sides of the drinking fountains shall be cleaned. The adjacent walls shall also be cleaned. Surfaces shall be free of streaks, spots, or smudges.
- 9. 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.
- 10. CLEAN RESTROOMS:
  - A. Clean toilets, toilet seats, urinals, 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 a commercial deodorizer.

- B. The restroom floors shall be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors shall have a uniform appearance, with no streaks, swirls, residue, 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 daily to assure a constant, adequate supply of soap and paper products **to include disposable toilet seat covers.**
  - E. Mirrors shall be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
  - F. The shower area will be cleaned including walls.
11. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, shall receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, 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, desks, 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. Other floor areas will require scrubbing to achieve appearance free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. **Areas having carpet will have carpet cleaning performed twice yearly.**
  12. 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, bums, unraveling's, and other carpet damage shall be brought to the attention of the COR.
  13. EXTERIOR 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 glass. **NOTE: This does not include 9<sup>th</sup> Floor nor Tower Cab Window Cleaning.**
  14. INTERIOR GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears. **NOTE: This does not include Tower Cab Window Cleaning.**
  15. SPOT CLEAN SHADES/BLINDS: Shades shall be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades shall be free of streaks and smudges. **NOTE: This does not include Tower Cab Shade Cleaning.**
  16. DEFROST AND CLEAN REFRIGERATOR: Defrost, clean, and deodorize the refrigerator. Wash the outside of refrigerator removing handprints, dirt, and scuff marks.
  17. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil, and food particles.
  18. CLEAN STOVE/OVEN: Clean oven to manufacturer instructions.
  19. CLEAN RANGE HOOD: Wipe surface of range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
  20. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: A commercial solution shall be used to remove streaks, stains, smudges, food residue, and other obvious soils. Clean and fill all soap and paper towel dispensers in all breakrooms. Dispensers shall be free of soil and caked on residue. Dispensers shall have constant supply of soap and paper products.
  21. WALKOFF MAT CLEANING: Entrance mats shall be swept, vacuumed, or washed to remove soil and grit.

22. EMPTY AND WASH ASHTRAYS: Empty and wash all ash trays in Smoking Building, patios, and other smoking areas. Store butts and ashes in metal containers until it is safe to include in the trash or dumpster. Clean all pedestal receptacles outside of the building to include patios and other smoking areas.
23. ELECTRICAL AND MECHANICAL ROOMS: Vacuum, sweep and mop.
24. STAIRWELLS. Clean banisters, stairs, and landings. Stair and landing floor maintenance includes sweeping, dust mopping, damp mopping, as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. Clean banisters to remove smudges, fingerprints, marks, streaks, etc. shall be removed with a germicidal detergent.
25. ELEVATOR CAR. Cleaning includes sweeping, dust mopping, damp mopping of elevator floors as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. Wash elevator walls, doors (interior and exterior), and call keys using a nonabrasive cleaner. Surfaces shall have a clean, uniform appearance, free of spots, streaks, and other evidence of removed soil.