

Administration Building Facility Cleaning Requirements

Item No.	Location	Cleaning required at this location - refer to PWS Part 5 for definitions.	Weekly	Semi-Annually - May & Nov.	Annually - Basic Year	Annually - Option 1	Annually - Option 2	Annually - Option3	Annually - Option 4
1	Interior & Misc. - Garbage	Trash	X						
2	Interior & Misc. - Garbage cans	Clean the inside and outside of all garbage cans		X					
3	Hallway	General Cleaning.	X						
		Floors: Strip/Wax.			X	X	X	X	X
		Deep Cleaning		X					
4	Interior- Kody Office	General Cleaning	X						
		Steam Clean Carpet			X	X	X	X	X
		Deep Cleaning.		X					
5	Interior- Nick Office	General Cleaning.	X						
		Steam Clean Carpet.			X	X	X	X	X
		Deep Cleaning		X					
6	Interior- Ameen/KaitlynOffice	General Cleaning.	X						
		Deep Cleaning.		X					
		Floors: Strip/Wax.			X	X	X	X	X
7	Interior- Restroom	General Cleaning.	X						
		Deep Cleaning.		X					
		Floors: Strip/Wax.			X	X	X	X	X
8	Interior- Conference Room	General Cleaning.	X						
		Ceramic Tile Floor: Polish, Clean and Seal Grout			X	X	X	X	X
		Deep Cleaning.		X					
10	Exterior- Doorways & Lights	Clean exterior and interior light fixtures and wash down entire door (interior and exterior)		X					
11	Exterior/Interior	Window Washing		X					

Note: Option Year 3 - Annual Floor Care shall include a complete strip and wax of vinyl and tile flooring.