

**Attachment B**

**Facility Services Task and Frequency Chart**

U.S. Customs and Border Protection

Property name: Whitefish BPS, Whitefish MT

<b>Custodial Tasks</b>	<b>NA</b>	<b>2D</b>	<b>D</b>	<b>W</b>	<b>2W</b>	<b>3W</b>	<b>4W</b>	<b>M1</b>	<b>2M</b>	<b>M3</b>	<b>M6</b>	<b>A</b>
Vacuum Carpet					X							
Shampoo Carpet											X	
Sweep Floors			X									
Mopping			X									
Spray Buffing									X			
Strip Wax and Apply New Wax												X
Clean Walk-Off Mats			X									
Remove Trash			X									
Perform Low Dusting				X								
Clean Glass					X							
Clean Exercise Room Equipment			X									
Clean Drinking Fountains			X									
Perform Spot Cleaning			X									
Sweep and Damp Mop Restroom, Locker Rm., Exercise Rm., Shower Floors, Holding Cells, & Other			X									
De-scale Restrooms, Showers, & Holding Cells								X				
Supply Restrooms, Locker Rooms, Kitchen/Break Areas, & Holding Cells			X									
Apply Floor Finish – Restrooms & Locker Room Floors												X
Perform High Dusting										X		
Clean Window Surfaces									X			
Clean Light Fixtures										X		
Check and Replace Light Bulbs									X			
Wash Venetian Blinds												X
Dust Venetian Blinds										X		
Clean Air Conditioning Vents									X			
Sweep Parking Garage & Sallyport										X		
Power wash Parking Garage & Sallyport										X		

***Identify the total estimated labor hours needed to complete the proposed frequencies \_\_\_\_\_  
Add or deduct required tasks as applicable. Change frequencies as needed.***

**Land and Grounds Maintenance – Task and Frequency Chart**

**Grass height will be kept at a uniform height between 1 ½”to 3”**

<b>L &amp; G Maint. Tasks</b>	<b>NA</b>	<b>2D</b>	<b>D</b>	<b>W</b>	<b>2W</b>	<b>3W</b>	<b>4W</b>	<b>M1</b>	<b>2M</b>	<b>M3</b>	<b>M6</b>	<b>A</b>
Perform Grounds Cleaning			XX									
Mowing of Non-landscaped Areas					XX							
Grass Edging					XX							
Shrubbery Trimming										XX		
Weed Control			XX									
Fertilizing											XX	
Watering												
Rake and Remove Leaves											XX	
Sweep Parking Lots, and Driveways								XX				

***Identify the total estimated labor hours needed to complete the proposed frequencies \_\_\_\_  
Add or deduct required tasks as applicable.***

Frequency	
2D	Twice Daily
D	Daily
W	Weekly
2W	Twice Weekly
3W	Three Times Weekly
4W	Four Times Weekly
M1	Monthly
2M	Twice Monthly
M3	Every Three Months
M6	Every Six Months
A	Annual

***NOTE:*** For tasks to be performed more frequently than twice a day, the second cleaning shall be performed no earlier than six hours after the first cleaning, and no later than twelve hours after the first cleaning. For tasks required less frequently than once a month, the Contractor is required to perform each listed task within the first month of contract performance and then on a regular schedule thereafter as stipulated in the task and frequency chart for the individual allocations.

Service Location as follows: Property name, address, contact person and number.

COTR: \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_