

**CUSTODIAL SERVICES**  
**City of Ankeny, Iowa**

**EXHIBIT C**  
**CLEANING SCHEDULES**

<b>Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times</b>					
Schedule	Address	Est. Sq. Ft.	# Days/ Week	Days of the Week	Clean Before, After or Between Hrs.
City Hall	410 W First Street	8,679	2	<b>T, F</b>	5:15 p.m. - 10:00 p.m.
Fire Station	120 NW Ash Drive	7,762	1	<b>S</b>	Before 10:00 p.m.
Kirkendall Library	1210 NW Prairie Ridge Drive	26,000	6	<b>M, T, W, Th, F, Sun</b>	M, T, W, Th: After 9:00 p.m. F, Sun: After 5:30 p.m.
Police Headquarters	411 SW Ordnance Road	46,714	5	<b>M, T, W, Th, F (S, Su: On-call)</b>	1:00 p.m. – 7:00 p.m.
Public Services	220 W First Street	17,000	2	<b>T, Sun</b>	5:15 p.m. – 10:00 p.m.
Lakeside Center	400 NW Lakeshore Drive	5,604	On-call	<b>S, Sun</b>	6:00 a.m. - 8:00 a.m.
Outdoor Education Center	610 NE 36 <sup>th</sup> Street	1,919	On-call	<b>S, Sun</b>	6:00 a.m. - 8:00 a.m.

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# City Hall

Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times					
Schedule	Address	Est. Sq. Ft.	# Days/Week	Days of the Week	Clean Between the Hours of
City Hall	410 W First Street	8,679	2	<b>T, F</b>	5:15 p.m. - 10:00 p.m.

- Work schedule will be on a 2-day basis (Tuesday and Friday).
- Work to be completed between the hours of 5:15 p.m. and 10:00 p.m.
- Monthly meetings with the contractor supervisor and the building representative, or if requested by the building representative.
- Contractor will provide all cleaning equipment, appropriate cleaning supplies and trash liners.
- The City will provide all paper products (hand towels, toilet tissue and sanitary bags), along with hand soap. Contractor will complete an inventory slip when these supplies are low, to be turned in to building representative in a timely manner.

**DAILY: The daily cleaning services are those services to be performed each time the contractor cleans at the City facility.**

<b>DAILY</b>
<b>T, F</b>

- Lobby:
  - Spot clean all fingerprints and smudges from both sides of all entrance doors and glass, using glass cleaner and cloth.
  - Dust mop and sweep all tile and hard surface floors in lobby area and hallway; clean and dust corners, edges and baseboards. Damp mop areas, taking caution to rinse so that no streaks are visible.
  - Clean and disinfect drinking fountain in lobby.
- Breakroom:
  - Damp wipe and disinfect tables, counter and sink area.

- Clean and polish outside of refrigerator and microwave surfaces.
- Damp wipe cabinets.
- Dust thoroughly.
- Vacuum carpeting.
- Restrooms:
  - Damp mop floor areas thoroughly with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
  - Clean, disinfect and wipe dry entire stool and stool seat. Interior and exterior of stool and urinal should be de-scaled and free of streaks, stains, urine deposits and rust marks.
  - Damp wipe stall dividers.
  - All sinks and vanities should be damp wiped, disinfected and wiped free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning will not be used for cleaning sinks or other surfaces.
  - All dispensers, fixtures and exposed pipe work shall be cleaned and polished keeping them free of streaks and spots.
  - All mirrors will be cleaned with glass cleaner keeping them free of streaks and spots.
  - Empty sanitary sac receptacles. Remove trash from waste can, disinfecting outside of waste can with appropriate cleaner.
  - Restroom areas need to be properly supplied with the necessary toilet tissue, hand towels, sanitary sac liners and hand soap.
- All areas:
  - Empty all waste cans and replace with clean liners. All trash removed should be placed in proper outside receptacle on the north side of the building. Return waste cans to same locations under desks.
  - Empty all recycling bins and place recycling materials in proper outside receptacle on north side of the building. Return recycling bins to same locations under desks.
  - Vacuum all carpeting, including under desks.
  - Vacuum mats and return to same locations.

- Spot clean all fingerprints and smudges from doors, door jambs and walls as needed.
- Dust all tables, desk tops, counters, equipment, book shelves, etc.
- Damp wipe desk tops if stains and spills are present.

**MONTHLY: The monthly cleaning services are those services to be performed once a month when the contractor cleans at the City facility.**

<b>MONTHLY</b>
<b>1<sup>st</sup> F</b>

- Thoroughly dust and clean all sills, ledges, heat registers, grills, blinds, cubicle overheads, etc. Remove all cobwebs with high dusting.
- Clean all partition glass with streak-free glass cleaner.
- Disinfect desktops and telephone handsets.
- Spot clean any carpet stains with appropriate spray carpet cleaner.
- Thoroughly vacuum any areas missed (behind desks, in corners and hard to reach places).
- Wash and disinfect breakroom trash can.
- Vacuum lobby and breakroom upholstered furniture.
- Sweep and damp mop copy room floor.
- Straighten custodial closet, keeping all supplies and cleaning equipment tidy.
- Pour water/disinfectant down restroom floor drains to prevent odors.

**ANNUAL: The annual cleaning services are those services to be performed at the City facility once a year during the designated month.**

<b>ANNUAL</b>
<b>July</b>

- Shampoo all carpeting using wet extraction machine method or dry encapsulation carpet cleaning method. All spots should be pre-treated with appropriate cleaner. Contractor to set-up carpet cleaning date/time in advance with building representative.

## Fire Station

Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times					
Schedule	Address	Est. Sq. Ft.	# Days/Week	Days of the Week	Clean before the Hour of
Fire Station	120 NW Ash Drive	7,762	1	<b>S</b>	Before 10:00 p.m.

- Work schedule will be on a 1-day basis (Saturday).
- Work to be completed before 10:00 p.m.
- Emergency cleaning services are periodically needed on an on-call basis. Services would include vacuuming, trash removal, paper product restock in restrooms and disinfecting of soiled areas.
- Monthly meetings with the contractor supervisor and the building representative, or if requested by the building representative.
- Contractor will provide all cleaning equipment, appropriate cleaning supplies and trash liners.
- The City will provide all paper products (hand towels, toilet tissue and sanitary bags), along with hand soap. Contractor will complete an inventory slip when these supplies are low, to be turned in to building representative in a timely manner.

**DAILY: The daily cleaning services are those services to be performed each time the Contractor cleans at the City facility.**

<b>DAILY</b>
<b>S</b>

- Lobby:
  - Spot clean all fingerprints and smudges from both sides of all entrance doors and glass, using glass cleaner and cloth.
  - Dust mop and sweep all tile and hard surface floors in lobby area and hallway; clean and dust corners, edges and baseboards. Damp mop areas, taking caution to rinse so that no streaks are visible.

- Clean and disinfect drinking fountains, located in lobby and in administrative offices hallway.
- Kitchen:
  - Damp wipe and disinfect tables, counter and sink area (polish sink and fixtures free of spots)
  - Clean and polish outside of refrigerator and microwave surfaces.
  - Damp wipe cabinets.
  - Dust thoroughly.
  - Vacuum carpeting.
- Classrooms:
  - Damp wipe and disinfect all tables, counter and sink area (polish sink and fixtures free of spots).
  - Dust thoroughly.
  - Vacuum carpeting.
- Restrooms:
  - Damp mop floor areas thoroughly with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
  - Clean, disinfect and wipe dry entire stool and stool seat. Interior and exterior of stool and urinal should be de-scaled and free of steaks, stains, urine deposits and rust marks.
  - Damp wipe stall dividers.
  - All sinks and vanities should be damp wiped, disinfected and wiped free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning will not be used for cleaning sinks or other surfaces.
  - All dispensers, fixtures and exposed pipe work shall be cleaned and polished keeping them free of streaks and spots.
  - Empty sanitary sac receptacles. Remove trash from waste can, disinfecting outside of waste can with appropriate cleaner.
  - All mirrors will be cleaned with glass cleaner keeping them free of streaks and spots.

- Restroom areas need to be properly supplied with the necessary toilet tissue, hand towels, sanitary sac liners and hand soap.
- All areas:
  - Empty all waste cans and replace with clean liners. All trash removed should be placed in proper outside receptacle. Return waste cans to same locations.
  - Vacuum all carpeting in classrooms and administrative offices, including under desks and tables.
  - Vacuum mats and return to same locations.
  - Spot clean all fingerprints and smudges from doors, door jambs and walls as needed.
  - Dust all tables, desk tops, counters, equipment, book shelves, etc.
  - Damp wipe desk tops if stains and spills are present.

**MONTHLY: The monthly cleaning services are those services to be performed once a month when the contractor cleans at the City facility.**

<b>MONTHLY</b>
<b>1<sup>st</sup> S</b>

- Thoroughly dust and clean all sills, ledges, heat registers, grills, window blinds, cubicle overheads, etc. Remove all cobwebs with high dusting.
- Clean glass display cases in museum area by dusting and using streak free glass cleaner.
- Clean all office partition glass with streak-free glass cleaner.
- Disinfect desktops and telephone handsets.
- Spot clean any carpet stains with appropriate spray carpet cleaner.
- Thoroughly vacuum any areas missed (behind desks, in corners and hard to reach places).
- Wash and disinfect breakroom trash can(s).
- Vacuum lobby and breakroom upholstered furniture.
- Sweep and damp mop copy room floor.



- Straighten custodial closet, keeping all supplies and cleaning equipment tidy.
- Pour water/disinfectant down restroom floor drains to prevent odors.

**The annual cleaning services are those services to be performed at the City facility once a year during the designated month.**

<b>ANNUAL</b>
<b>July</b>

- Shampoo all carpeting using wet extraction machine method or dry encapsulation carpet cleaning method. All spots should be pre-treated with appropriate cleaner. Contractor to set-up carpet cleaning date/time in advance with building representative.

## Kirkendall Library

Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times					
Schedule	Address	Est. Sq. Ft.	# Days/ Week	Days of the Week	Clean after the Hour of
Kirkendall Library	1210 NW Prairie Ridge Drive	26,000	6	<b>M, T, W, Th, F, Sun</b>	M, T, W, Th: After 9:00 p.m. F, Sun: After 5:30 p.m.

- Work schedule will be on a 6-day basis (Monday – Friday, Sunday).
- Work to be completed after 9:00 p.m. on M, T, W and Th.
- Work to be completed after 5:30 p.m. on F and Su.
- Emergency on-call service will periodically be needed for cleaning and disinfecting of soiled area.
- Monthly meetings with the contractor supervisor and the building representative, or if requested by the building representative.
- Contractor will provide all cleaning equipment, appropriate cleaning supplies and trash liners.
- The City will provide all paper products (hand towels, toilet tissue and sanitary bags), along with hand soap. Contractor will complete an inventory slip when these supplies are low, to be turned in to building representative in a timely manner.

**DAILY: The daily cleaning services are those services to be performed each time the contractor cleans at the City facility.**

<b>DAILY</b>
<b>M, T, W, Th, F, Su</b>

- Lobby:
  - Spot clean all fingerprints and smudges from both sides of all entrance doors and glass, using glass cleaner and cloth.
  - Dust mop and sweep all tile and hard surface floors in lobby area and hallway; clean and dust corners, edges and baseboards. Damp mop these areas, taking caution to rinse so that no streaks are visible.
  - Clean and disinfect drinking fountain in hallway.
- Breakroom:
  - Damp wipe and disinfect tables, counter and sink area.
  - Clean and polish outside of refrigerator and microwave surfaces.
  - Damp wipe cabinets.
  - Dust thoroughly.
- Restrooms:
  - Damp mop floor areas thoroughly with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners. Clean, disinfect and wipe dry entire stool and stool seat. Interior and exterior of stool and urinal should be de-scaled and free of steaks, stains, urine deposits and rust marks.
  - Damp wipe stall dividers.
  - All sinks and vanities should be damp wiped, disinfected and wiped free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning will not be used for cleaning sinks or other surfaces.
  - All dispensers, fixtures and exposed pipe work shall be cleaned and polished keeping them free of streaks and spots.
  - All mirrors will be cleaned with glass cleaner keeping them free of streaks and spots.

- Empty sanitary sac receptacles. Remove trash from waste can, disinfecting outside of waste can with appropriate cleaner.
- Restroom areas need to be properly supplied with the necessary toilet tissue, hand towels, sanitary sac liners and hand soap.
- All areas:
  - Empty all waste cans and replace with clean liners. All trash removed should be placed in proper outside receptacle on the north side of the building. Return waste cans to same locations.
  - Empty all recycling bins and place recycling materials in proper outside receptacle on north side of the building. Return recycling bins to same locations.
  - Vacuum all carpeting, including under desks.
  - Vacuum mats and return to same locations.
  - Spot clean all fingerprints and smudges from doors, door jams and walls as needed.
  - Dust all tables, desk tops, counters, equipment, book shelves, etc.
  - Damp wipe desk tops if stains and spills are present.

**MONTHLY: The monthly cleaning services are those services to be performed once a month when the contractor cleans at the City Facility.**

<b>MONTHLY</b>
<b>1<sup>st</sup> Su</b>

- Thoroughly dust and clean all sills, ledges, heat registers, grills, blinds, cubicle overheads, etc. Remove all cobwebs with high dusting.
- Clean all partition glass with streak-free glass cleaner.
- Thoroughly dust and clean all bookshelves.
- Disinfect desktops and telephone handsets.
- Spot clean any carpet stains with appropriate spray carpet cleaner.
- Thoroughly vacuum any areas missed (behind desks, in corners and hard to reach places).
- Wash and disinfect breakroom trash can.

- Vacuum lobby and breakroom upholstered furniture.
- Straighten custodial closet, keeping all supplies and cleaning equipment tidy.
- Pour water/disinfectant down restroom floor drains to prevent odors.

**ANNUAL: The annual cleaning services are those services to be performed at the City facility once a year during the designated month.**

<b>ANNUAL</b>
<b>July</b>

- Shampoo all carpeting using wet extraction machine method or dry encapsulation carpet cleaning method. All spots should be pre-treated with appropriate cleaner. Contractor to set-up carpet cleaning date/time in advance with building representative.

## Police Headquarters

Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times					
Schedule	Address	Est. Sq. Ft.	# Days/ Week	Days of the Week	Clean Between the Hours of
Police Headquarters	411 SW Ordnance Rd.	46,714	5	<b>M, T, W, Th, F</b> <b>(S, Su: On-call)</b>	1:00 p.m. – 7:00 p.m.

- Work schedule will be on a 5-day basis (Monday - Friday).
- Work to be completed between the hours of 1:00 p.m. and 7:00 p.m.
- On-call emergency cleaning services are periodically needed on weekends. Services required are typically vacuuming, trash removal, paper products restocking, along with cleaning and disinfecting soiled areas.
- Monthly meetings with the contractor supervisor and the building representative, or if requested by the building representative.
- Contractor will provide all cleaning equipment, appropriate cleaning supplies and trash liners.
- The City will provide all paper products (hand towels, toilet tissue and sanitary bags), along with hand soap. Contractor will complete an inventory slip when these supplies are low, to be turned in to building representative in a timely manner.

**DAILY: The daily cleaning services are those services to be performed each time the contractor cleans at the City facility.**

<b>DAILY</b>
<b>M, T, W, Th, F</b>

- Lobby:
  - Spot clean all fingerprints and smudges from both sides of all entrance doors and glass, using glass cleaner and cloth.
  - Dust mop and sweep all tile and hard surface floors in lobby area and hallway; clean and dust corners, edges and baseboards. Damp mop areas, taking caution to rinse so that no streaks are visible.
  - Clean and disinfect drinking fountain in lobby.
- Breakroom:
  - Damp wipe and disinfect tables, counter and sink area.
  - Clean and polish outside of refrigerator and microwave surfaces.
  - Damp wipe cabinets.
  - Dust thoroughly.
- Restrooms/Locker Rooms:
  - Damp mop floor areas thoroughly with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
  - Vacuum all carpeted areas.
  - Clean, disinfect and wipe dry entire stool and stool seat. Interior and exterior of stool and urinal should be de-scaled and free of steaks, stains, urine deposits and rust marks.
  - Damp wipe stall dividers.
  - All sinks and vanities should be damp wiped, disinfected and wiped free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning will not be used for cleaning sinks or other surfaces.

- All dispensers, fixtures and exposed pipe work shall be cleaned and polished keeping them free of streaks and spots.
- Empty sanitary sac receptacles. Remove trash from waste can, disinfecting outside of waste can with appropriate cleaner.
- All mirrors will be cleaned with glass cleaner keeping them free of streaks and spots.
- Restroom areas need to be properly supplied with the necessary toilet tissue, hand towels, sanitary sac liners and hand soap.
- Basement Garage:
  - Empty trash can and take all trash out to the dumpster on south side of building. Replace with clean liner.
- Range Hallway:
  - Sweep and damp mop floor.
- Holding facility:
  - Clean and disinfect holding facility cells, cell mattresses and locker rooms when requested by building representative.
- All areas:
  - Empty all waste cans and replace with clean liners. All trash removed should be placed in proper outside receptacle on the south side of the building. Return waste cans to same locations.
  - Empty all recycling bins and place recycling materials in proper outside receptacle. Return recycling bins to same locations.
  - Vacuum all carpeting, including under desks.
  - Vacuum mats and return to same locations.
  - Spot clean all fingerprints and smudges from doors, door jambs and walls as needed.
  - Dust all tables, desk tops, counters, equipment, book shelves, etc.
  - Damp wipe desk tops if stains and spills are present.

**MONTHLY: The monthly cleaning services are those services to be performed once a month when the contractor cleans at the City facility.**

<b>MONTHLY</b>
<b>1<sup>st</sup> F</b>

- Thoroughly dust and clean all sills, ledges, heat registers, grills, blinds, cubicle overheads, etc. Remove all cobwebs with high dusting.
- Clean all partition glass with streak-free glass cleaner.
- Disinfect desktops and telephone handsets.
- Spot clean any carpet stains with appropriate spray carpet cleaner.
- Thoroughly vacuum any areas missed (behind desks, in corners and hard to reach places).
- Wash and disinfect breakroom waste cans.
- Vacuum lobby and breakroom upholstered furniture.
- Sweep and damp mop copy room floor.
- Straighten custodial closet, keeping all supplies and cleaning equipment tidy.
- Pour water/disinfectant down restroom floor drains to prevent odors.

**QUARTERLY: The quarterly cleaning services are those services to be performed at the City facility every three (3) months on the designated month shown below.**

<b>QUARTERLY</b>
<b>Apr/Jul/Oct/Jan</b>

- Shampoo all carpeting using wet extraction machine method or dry encapsulation carpet cleaning method every 3 months. All spots should be pre-treated with appropriate cleaner. Contractor to set-up carpet cleaning date/time in advance with building representative.

## Public Services

Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times					
Schedule	Address	Est. Sq. Ft.	# Days/Week	Days of the Week	Clean Between the Hours of
Public Services	220 W First St.	17,000	2	<b>T, Sun</b>	5:15 p.m. – 10:00 p.m.

- Work schedule will be on a 2-day basis (Tuesday and Sunday).
- Work to be completed between the hours of 5:15 p.m. and 10:00 p.m.
- Monthly meetings with the contractor supervisor and the building representative, or if requested by the building representative.
- Contractor will provide all cleaning equipment, appropriate cleaning supplies and trash liners.
- The City will provide all paper products (hand towels, toilet tissue and sanitary bags), along with hand soap. Contractor will complete an inventory slip when these supplies are low, to be turned in to building representative in a timely manner.

**DAILY: The daily cleaning services are those services to be performed each time the contractor cleans at the City facility.**

<b>DAILY</b>
<b>T, Su</b>

- Front Entrances:
  - Spot clean all fingerprints and smudges from both sides of all entrance doors and glass, using glass cleaner and cloth.
  - Vacuum carpeting thoroughly and spot clean stains as needed.
  - Damp wipe tables.
  - Clean and disinfect drinking fountain in lobby.
- Breakroom:
  - Damp wipe and disinfect tables, counter and sink area.
  - Clean and polish outside of refrigerator and microwave surfaces.



- Damp wipe cabinets.
- Dust thoroughly.
- Vacuum carpeting thoroughly.
- Restrooms:
  - Damp mop floor areas thoroughly with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
  - Clean, disinfect and wipe dry entire stool and stool seat. Interior and exterior of stool and urinal should be de-scaled and free of streaks, stains, urine deposits and rust marks.
  - Damp wipe stall dividers.
  - All sinks and vanities should be damp wiped, disinfected and wiped free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning will not be used for cleaning sinks or other surfaces.
  - All dispensers, fixtures and exposed pipe work shall be cleaned and polished keeping them free of streaks and spots.
  - All mirrors will be cleaned with glass cleaner keeping them free of streaks and spots.
  - Empty sanitary sac receptacles. Remove trash from waste can, disinfecting outside of waste can with appropriate cleaner.
  - Restroom areas need to be properly supplied with the necessary toilet tissue, hand towels, sanitary sac liners and hand soap.
- All areas:
  - Empty all waste cans and replace with clean liners. All trash removed should be placed in proper outside receptacle on the west side of the building. Return waste cans to same locations.
  - Empty all recycling bins and place recycling materials in proper outside receptacle on the west side of the building. Return recycling bins to same locations.
  - Vacuum all carpeting, including under desks.
  - Vacuum mats and return to same locations.

- Spot clean all fingerprints and smudges from doors, door jambs and walls as needed.
- Dust all tables, desk tops, counters, equipment, book shelves, etc.
- Damp wipe desk tops if stains and spills are present.

**MONTHLY: The monthly cleaning services are those services to be performed once a month when the contractor cleans at the City facility.**

<b>MONTHLY</b>
<b>1<sup>st</sup> Su</b>

- Thoroughly dust and clean all sills, ledges, heat registers, grills, blinds, cubicle overheads, etc. Remove all cobwebs with high dusting.
- Clean all partition glass with streak-free glass cleaner.
- Disinfect desktops and telephone handsets.
- Spot clean any carpet stains with appropriate spray carpet cleaner.
- Thoroughly vacuum any areas missed (behind desks, in corners and hard to reach places).
- Wash and disinfect breakroom trash cans.
- Vacuum any upholstered furniture.
- Straighten custodial closet, keeping all supplies and cleaning equipment tidy.
- Pour water/disinfectant down restroom floor drains to prevent odors.

**ANNUAL: The annual cleaning services are those services to be performed at the City facilities once a year during the designated month below.**

<b>ANNUAL</b>
<b>July</b>

- Shampoo all carpeting using wet extraction machine method or dry encapsulation carpet cleaning method. All spots should be pre-treated with appropriate cleaner. Contractor to set-up carpet cleaning date/time in advance with building representative.

## Lakeside Center

Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times					
Schedule	Address	Est. Sq. Ft.	# Days/ Week	Days of the Week	Clean Between the Hours of
Lakeside Center	400 NW Lakeshore Dr.	5,604	On-call	<b>S, Sun</b>	6:00 a.m. - 8:00 a.m.

- Work schedule will be on an on-call, as needed basis on weekends only
- Work to be completed between the hours of 6:00 a.m. and 8:00 a.m., or as decided upon by building representative.
- Contractor supervisor will communicate with building representative each Tuesday to determine weekend cleaning schedule.
- Facility will be cleaned and contractor staff exited a minimum of one (1) hour prior to the next facility rental.
- Monthly meetings with the contractor supervisor and the building representative, or if requested by the building representative.
- Contractor will provide all cleaning equipment, appropriate cleaning supplies.
- The City will provide all paper products (hand towels, toilet tissue, sanitary bags and waste can liners), along with hand soap. Contractor will complete an inventory slip when these supplies are low, to be turned in to building representative in a timely manner.

**DAILY: The daily cleaning services are those services to be performed each time the contractor cleans at the City facility.**

<b>On-Call</b>
<b>DAILY</b>
<b>S, Su</b>

- Pick up outside trash and blow/sweep off exterior main entrance to the facility.
- Empty all waste cans and replace with clean liners. All trash removed should be placed in large trash bags (bags tied shut) and placed outside of the southwest door of the Lakeside Center. Exterior of waste cans should be cleaned and disinfected.

- Restock all dispensers, using paper and soap refill products provided by the City.
- Spot clean all fingerprints and smudges from both sides of entrance doors and glass.
- Vacuum all rugs and entrance mats. Replace mats accordingly.
- Dust mop and sweep all tile and hard surface floors; clean and dust corners, edges and baseboards.
- Machine scrub all floors using contractor's rotary floor machine to remove dirt, soil and contaminants from floor surfaces. The machine scrubbing shall be completed with an approved detergent, followed by a clear water rinse. The result should show a uniformly clean appearance.
- Spot clean all fingerprints and smudges from doors, door jams and walls as needed.
- Dust and damp wipe all tables if they are available.
- Dust and clean all sills, ledges, heat register, grills, etc. Remove all cobwebs with high dusting.
- Interior windows should be cleaned streak-free with glass cleaner.
- Damp wipe kitchen cabinets. Clean and disinfect all counters and sink areas.
- Clean and polish all appliance surfaces.
- Clean inside of coolers and ovens.
- Disinfect telephone handsets.
- Restrooms:
  - Damp mop floor areas thoroughly with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
  - Clean, disinfect and wipe dry entire stool, stool seat and urinal. Interior and exterior of stools and urinals shall be free of streaks, stains, scale, urine deposits and rust marks.
  - Clean and disinfect stall dividers and wipe free of water spots.
  - All sinks and vanities shall be cleaned, disinfected and wiped free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning shall not be used for cleaning sinks or other surfaces.
  - All dispensers, fixtures and exposed pipe work shall be cleaned and polished keeping them free of streaks and spots.
  - Empty sanitary sac receptacles.

- All mirrors shall be cleaned with glass cleaner keeping them free of streaks and spots.
- Restroom areas should be properly stocked with the necessary toilet tissue, hand towels, sanitary sac liners and hand soap products to allow the facility to be properly supplied for a minimum of 48 hours.

## Outdoor Education Center (OEC)

Cleaning Schedules – Estimated Sq. Ft. and Cleaning Days/Times					
Schedule	Address	Est. Sq. Ft.	# Days/ Week	Days of the Week	Clean Between the Hours of
OEC	610 NE 36 <sup>th</sup> St.	1,919	On-call	<b>S, Sun</b>	6:00 a.m. - 8:00 a.m.

- Work schedule will be on an on-call, as needed basis on weekends only
- Work to be completed between the hours of 6:00 a.m. and 8:00 a.m., or as decided upon by building representative.
- Contractor supervisor will communicate with building representative each Tuesday to determine weekend cleaning schedule.
- Facility will be cleaned and contractor staff exited a minimum of one (1) hour prior to the next facility rental.
- Monthly meetings with the contractor supervisor and the building representative, or if requested by the building representative.
- Contractor will provide all cleaning equipment, appropriate cleaning supplies.
- The City will provide all paper products (hand towels, toilet tissue, sanitary bags and waste can liners), along with hand soap. Contractor will complete an inventory slip when these supplies are low, to be turned in to building representative in a timely manner.

**DAILY: The daily cleaning services are those services to be performed each time the contractor cleans at the City facility.**

<b>On-Call</b>
<b>DAILY</b>
<b>S, Su</b>

- Pick up outside trash and blow/sweep off exterior main entrance to the facility.
- Empty all waste cans and replace with clean liners. All trash removed should be placed in large trash bags (bags tied shut) and placed outside of the east door of the Outdoor Education Center. Exterior of waste cans should be cleaned and disinfected.
- Restock all dispensers, using paper and soap refill products provided by the City.
- Spot clean all fingerprints and smudges from both sides of entrance doors and glass.
- Vacuum all rugs and entrance mats. Replace mats accordingly.
- Dust mop and sweep all tile and hard surface floors; clean and dust corners, edges and baseboards.
- Machine scrub all floors using contractor's rotary floor machine to remove dirt, soil and contaminants from floor surfaces. The machine scrubbing shall be completed with an approved detergent, followed by a clear water rinse. The result should show a uniformly clean appearance.
- Spot clean all fingerprints and smudges from doors, door jabs and walls as needed.
- Dust and damp wipe all tables if they are available.
- Dust and clean all sills, ledges, heat register, grills, etc. Remove all cobwebs with high dusting.
- Interior windows should be cleaned streak-free with glass cleaner.
- Damp wipe kitchen cabinets. Clean and disinfect all counters and sink areas.
- Clean and polish all appliance surfaces.
- Clean inside of coolers and ovens.
- Disinfect telephone handsets.
- Restrooms:
  - Damp mop floor areas thoroughly with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.

- Clean, disinfect and wipe dry entire stool, stool seat and urinal. Interior and exterior of stools and urinals shall be free of streaks, stains, scale, urine deposits and rust marks.
- Clean and disinfect stall dividers and wipe free of water spots.
- All sinks and vanities shall be cleaned, disinfected and wiped free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning shall not be used for cleaning sinks or other surfaces.
- All dispensers, fixtures and exposed pipe work shall be cleaned and polished keeping them free of streaks and spots.
- Empty sanitary sac receptacles.
- All mirrors shall be cleaned with glass cleaner keeping them free of streaks and spots.
- Restroom areas should be properly stocked with the necessary toilet tissue, hand towels, sanitary sac liners and hand soap products to allow the facility to be properly supplied for a minimum of 48 hours.