

CONTRACT CUSTODIAL PERFORMANCE SPECIFICATIONS FOR THE CITY OF FULLERTON

The attached specifications are divided into two sections. Section I's specifications include tasks for spaces common to most City buildings and facilities; the contractor is to perform all the listed tasks for each type of space unless stated otherwise in Section II. The purpose of Section I is to describe general requirements for most facilities without repeating them throughout the specification document.

Section II contains facility-specific requirements. Each facility's section is sub-divided into two parts:

- A. Modifications to standard services: Where a facility requires a modification to the standard specifications in Section I, the modification is detailed here. For example, a heavily-used meeting room may require carpet cleaning more often than required by the general specifications in Section I.
- B. Unique Services/Facilities: Most City buildings have at least one space dedicated to a unique use. The specifications for these spaces are detailed in these sub-sections.

Together, Sections I and II provide a complete description of all the scheduled work to be done at each facility. The contractor will be given a checklist-style version of these specifications, combining all of the tasks in Sections I and II into one list for each facility. This checklist can be used by supervisory and cleaning personnel to ensure all facility requirements are met.

SECTION I: CITY-WIDE REQUIREMENTS

The items in Section I will be required in all City facilities in addition to those noted in Section II, *Facility-Specific Requirements*. Contractor will perform all items in Section I as appropriate for each type of facility and surface to be cleaned.

Item	SECTION I-A: HALLWAYS/STAIRWAYS/LOBBY AREAS/EXIT STAIRWELLS/PATIO AREAS
All of the tasks listed below will be performed in all City facilities in addition to those noted in the facility-specific tasks in Section II. Cleaning methods and agents appropriate to the type of surfaces will be used in all facilities.	
	A. DAILY SERVICE
1	Sweep vinyl, tiled, and concrete surfaces.
2	Wipe handrails clean.
3	Spot clean wall surface to remove accumulated dust, handprints, kick marks, graffiti, etc.
4	Clean and sanitize telephones in public areas.
5	Clean counters and reception facilities. Polish wooden portions of counters and reception facilities.
6	Clean inside and outside stairways.
7	Empty and clean trash containers and replace plastic liners, as necessary.
8	Clean drinking fountains with <u>approved</u> cleaner, polish fountains.
9	Clean floor mats and sweep all entrance and exit areas. Clean entrance door kick plates.
10	Empty, clean, and add clean sand to exterior ashtrays.
11	Sweep patio areas.
	B. WEEKLY SERVICE
1	Thoroughly vacuum carpet (move furniture as necessary, vacuum corners, etc.)
2	Clean interior and exterior window surface on the first floor.
3	Wet mop vinyl, tiled, and concrete surfaces with <u>approved</u> cleaning agent.
4	Clean interior and exterior glass on all first floor entrance/exit doors. Clean interior windowsills.
	C. MONTHLY SERVICE

Item	SECTION I-A: HALLWAYS/STAIRWAYS/LOBBY AREAS/EXIT STAIRWELLS/PATIO AREAS
1	Clean, wax and power buff vinyl and tile floor surfaces as needed or every month.
2	Brush clean upholstered furniture.
3	Clean baseboards.
4	Damp mop inside stairs
5	Clean fire hose/fire extinguisher wall boxes.
6	Power buff floor surfaces.
	D. EVERY SIX MONTHS
1	Strip, clean, and wax all vinyl and terrazzo floors.
2	Shampoo upholstered furniture.
3	Shampoo/deep clean all carpets.
4	Clean ceiling light fixtures and covers.

	SECTION I-B: OFFICE SPACES
All of the tasks listed below will be performed in all City facilities in addition to those noted in facility-specific tasks in Section II. Cleaning methods and agents appropriate to the type of surfaces will be used in all facilities.	
Item	A. DAILY SERVICE
1	Sweep vinyl and concrete surfaces.
2	Clean countertops, tables, furniture, file cabinets and front counters. City employees will be responsible for keeping their assigned desks and telephones dusted and clean. The contractor will be responsible for all other furniture.
3	Empty and clean trash containers and replace plastic liners as necessary.
	B. WEEKLY SERVICE
1	Thoroughly vacuum carpet (move furniture as necessary, vacuum corners, etc.)
2	Wet mop vinyl and concrete surface with <u>approved</u> cleaning agent.
3	Spot clean walls, doors, and door hardware to remove accumulated dust, handprints, kick marks, etc.
4	Brush clean upholstered furniture.
5	Wipe clean seat and backrest of vinyl/plastic furniture.
6	Wipe clean wooden, vinyl covered, and metal chairs.
7	Clean both sides of glass windows in partitioned offices including windowsills and frame as applicable.
8	Clean dirt and lint from ceiling and wall vents as required.
9	Spot clean carpet with approved cleaners as needed.
10	Clean office equipment and interior windowsills.
11	Dust the tops of high file cabinets and other office furniture.

	SECTION I-B: OFFICE SPACES
	C. MONTHLY SERVICE
1	Clean interior and exterior window glass (see special page for cleaning 3M-window film at City Hall and the Museum).
2	Polish wooden furniture.
3	Vacuum clean upholstered furniture.
4	Dust clean glass covers on display cases and pictures in public areas (except in Museum Gallery).
5	Clean baseboards.
6	Dust or vacuum air vents.
7	Clean window blinds.
8	Where present, spot clean all fabric cubicle/office dividers and overhead units.
	D. EVERY SIX MONTHS
1	Strip, clean, wax, and power buff vinyl and tile floor surfaces as needed or every six months.
2	Shampoo carpet.
3	Shampoo upholstered furniture.
4	Clean ceiling light fixtures and covers as required.
	E. ONCE PER YEAR
1	Where present, deep clean all fabric cubicle/office dividers and overhead units.

SECTION I-C: RESTROOMS	
All of the tasks listed below will be performed in all City facilities in addition to those noted in facility-specific tasks in Section II. Cleaning methods and agents appropriate to the type of surfaces will be used in all facilities.	
Item	A. DAILY SERVICE
1	Clean and sanitize toilets, urinals, sinks and fixtures, and hardware with <u>approved</u> cleaners. Clean and polish chrome or stainless steel if present.
2	Clean mirrors, shelves, benches, trash cans, paper towel dispensers, and sink counters with <u>approved</u> cleaning agents.
3	Sweep and wet mop floor with <u>approved</u> cleaning agents.
4	Spot clean walls, partitions, doors, and door hardware, and remove graffiti.
5	Replenish toilet tissue, paper hand towels, hand soap, hand cleaner, toilet seat covers, urinal screen deodorant, waterless urinal cartridges, and sanitary napkins as necessary.
6	Empty and clean trash containers and replace plastic liners as necessary.
7	Some facilities use waterless urinals. These will be cleaned per manufacturer specifications or industry standards. The cost of replacement cartridges or other devices will be paid by the City.
	B. WEEKLY SERVICE
1	Clean dirt and lint from ceiling and wall vents as required.
2	Clean all wall surfaces. Remove accumulated dust, handprints, fingerprints, kick marks, etc.
3	Check gel air fresheners, refill cartridges and batteries and replace as needed.
	C. MONTHLY SERVICE
1	Clean all ceramic tile surfaces with <u>approved</u> cleaners.
2	Clean ceiling light fixtures and covers as required.
	D. EVERY THREE MONTHS
1	Scrub floors and wax where appropriate.

SECTION I-D: EMPLOYEE LUNCHROOMS/LOUNGES & KITCHENS

All of the tasks listed below will be performed in all City facilities in addition to those noted in facility-specific tasks in Section II. Cleaning methods and agents appropriate to the type of surfaces will be used in all facilities.

Item	A. DAILY SERVICE
1	Vacuum carpet every other day .
2	Sweep and wet mop vinyl floor with <u>approved</u> cleaning agents.
3	Clean and sanitize sinks, counters, and sink hardware with <u>approved</u> cleaning agents.
4	Wipe clean vending machines, refrigerators, microwaves, and cabinets.
5	Clean tables and chairs.
6	Wipe clean all furniture not specifically identified in Nos. 5 and 6.
7	Empty and clean trash containers and replace plastic liners, as necessary.
8	Clean and sanitize telephones.
9	Clean glass windows and doors.
	B. WEEKLY SERVICE
1	Clean food preparation/heating appliances. Clean stove and hooded vent.
2	Spot clean walls, doors, and door hardware.
3	
4	Clean coffeepots.
5	Spot clean carpet with approved cleaners.
6	Clean dirt and lint from ceiling and wall vents as required.
7	Clean window blinds where present.
	C. MONTHLY SERVICE
1	Clean and sanitize exterior and interior of refrigerators.

SECTION I-D: EMPLOYEE LUNCHROOMS/LOUNGES & KITCHENS	
2	Strip, clean, and wax tile floors with <u>approved</u> product.
3	Vacuum upholstered furniture.
4	Clean legs and seats of all tables and chairs.
5	Clean ceiling light fixtures and covers.
6	Clean inside and outside of microwave ovens where present.
	D. EVERY SIX MONTHS
1	Strip and wax floors.
2	Clean oven interior.
3	Shampoo carpet.
4	Shampoo upholstered furniture.

SECTION I-E: MEETING & CONFERENCE ROOMS	
All of the tasks listed below will be performed in all City facilities in addition to those noted in facility-specific tasks in Section II. Cleaning methods and agents appropriate to the type of surfaces will be used in all facilities.	
Item	A. DAILY SERVICE
1	Vacuum carpet every other day .
2	Sweep and wet mop vinyl and concrete surface with <u>approved</u> cleaning agents every other day .
3	Dust/clean tables and counters.
4	Spot clean upholstered chairs.
5	Clean sinks and counter tops and stock as needed.
6	Empty and clean trash containers and replace plastic liner, as necessary.
7	Clean and sanitize telephone(s).
	B. WEEKLY SERVICE
1	Spot clean walls, doors, and door hardware to remove accumulated dust, handprints, kick marks, etc.
2	Clean vinyl, plastic, and leather chair seats and backrests with <u>approved</u> cleaning agents.
3	Clean wall and pedestal mounted writing boards.
4	Dust office furniture and equipment.
5	Spot clean carpet with approved cleaners,
6	Clean baseboards.
	C. MONTHLY SERVICE
1	Polish conference room tabletop and other wooden furniture.
2	Clean table and chair leg assemblies.
3	Clean interior and exterior of windows.
4	Vacuum upholstered furniture and draperies.

SECTION I-E: MEETING & CONFERENCE ROOMS	
5	Clean ceiling lighting fixtures and covers, as required.
6	Clean dirt and dust from ceiling and wall vents as required.
7	Clean window blinds if present.
	D. EVERY SIX MONTHS
1	Shampoo/deep clean carpet as needed or every six months.
2	Shampoo upholstered furniture as needed or every six months.

SECTION I-F: ELEVATORS	
All of the tasks listed below will be performed in all City facilities in addition to those noted in facility-specific tasks in Section II. Cleaning methods and agents appropriate to the type of surfaces will be used in all facilities.	
Item	A. DAILY SERVICE
1	Sweep floor surfaces.
2	Wipe clean handrails, instrument panels, and telephone panel. Remove graffiti.
3	Spot clean walls, doors, and door tracks on each floor.
4	Clean stainless steel with <u>approved</u> cleaner.
	B. WEEKLY SERVICE
1	Wet mop floor surfaces.
	C. MONTHLY SERVICE
1	Power buff floors.
2	Clean and polish wall surface.
3	Clean overhead light fixtures and covers.
	D. EVERY SIX MONTHS
1	Strip and wax floors as needed or every six months.

SECTION I-G: OUTSIDE TRASH ENCLOSURES	
All of the tasks listed below will be performed in all City facilities in addition to those noted in facility-specific tasks in Section II. Cleaning methods and agents appropriate to the type of surfaces will be used in all facilities.	
Item	A. DAILY SERVICE
	Clean up trash from ground in and around dumpsters.
	B. MONTHLY SERVICE
	Pull dumpsters out of enclosures and sweep interior floors and walls. Wash down enclosure area with approved sanitizing/deodorizing agent. Recover all waste water to prevent runoff into storm drain system per NPDES requirements.

City Facility Specification Application Matrix								
Facility Name	Applicable Specification Sections							
	I-A	I-B	I-C	I-D	I-E	I-F	I-G	Unique Facilities
City Hall	X	X	X	X	X	X	X	X
Basque Yard	X	X	X	X	X			X
Garnet Center		X	X	X				
Gilbert Center		X	X				X	
Hunt Branch Lib.	X	X	X	X	X			
Independence Park		X	X	X				X
Main Library	X	X	X	X	X	X	X	X
Museum	X	X	X	X	X	X		X
Park Restrooms & Tennis Center		X	X					
Police Dept.	X	X	X	X	X	X	X	X
Recreation Centers	X	X	X	X			X	X
Richman Center		X	X				X	
Senior Center	X	X	X	X			X	

I-A: Hallways/Stairways/Lobby Areas/Exit Stairwells/Patio Areas

I-B: Office Spaces

I-C: Restrooms

I-D: Employee Lunchrooms, Lounges, and Kitchens

I-E: Meeting and Conference Rooms

I-F: Elevators

I-G: Outside Trash Enclosures

SECTION II: FACILITY-SPECIFIC REQUIREMENTS

The items in Section II will be required as described for each City facility. Contractor will perform all items in Section II as appropriate for each type of facility and surface.

CITY HALL

MODIFICATIONS TO STANDARD SERVICES

Note special window cleaning instructions at the end of the City Hall section

Item	HALLWAYS/STAIRWAYS/LOBBY AREAS/EXIT STAIRWELLS AND MAINTENANCE ROOM 7 (City Hall)
	<u>Contractor will perform all of the requirements in Section I-A with the following modifications:</u>
	A. EVERY SIX MONTHS
1	Wash outside and inside high windows second and third floor. (Add/Alt per Section II-A of the Invitation for Bid)
2	Clean interior and exterior window surface on the first floor. See special instructions for sun control coating on windows at the end of this section.
3	Clean outside catwalks second and third floor.
4	<p>The glass at the Utility Services front counter on the first floor is special safety glass. Please observe the following when cleaning:</p> <ul style="list-style-type: none">Do not use Windex or similar products. A soft dish soap-like product should be used as a cleaning agent. Standard paper towels may scratch the glass. The manufacturer recommends a chamois or similar cloth.

Item	OFFICE SPACES (City Hall)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications:</u>
1	Perform all tasks listed in Section I-B

Item	RESTROOMS (City Hall)
1	Perform all tasks listed in Section I-C

	EMPLOYEE LUNCHROOM/LOUNGE/RECREATION (City Hall)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications:</u>
Item	A. EVERY SIX MONTHS
1	Shampoo/deep clean carpet in women's lounge in basement as needed or every six months.
2	Shampoo sofas, chair, and loveseat as needed or every six months including inside basement women's lounge.

Item	CONFERENCE ROOMS (City Hall)
1	Provide all services listed in Section I-E

Item	ELEVATORS (City Hall)
1	Provide all services listed in Section I-F

Item	OUTSIDE TRASH ENCLOSURES (City Hall)
1	Provide all services listed in Section I-G

UNIQUE SERVICES/FACILITIES

Item	COUNCIL CHAMBER AND CONFERENCE ROOM (City Hall)
	A. DAILY SERVICE
1	Clean tabletops and dais table top every other day to include Tuesdays and Thursdays.
2	
3	Clean restroom, kitchenette, and stock paper goods.
4	Clean microwave, coffeepots, and exterior of refrigerator in kitchenette.
	B. WEEKLY SERVICE
1	Vacuum carpet every Monday.
2	Spot clean upholstered seats/chairs.
3	Damp wipe clean leather covered chairs.
4	Spot clean walls, doors, and door hardware.
5	Spot clean carpet with approved cleaner, as needed.
6	Clean windows and remove spider webs inside and out before Tuesday Council meetings.
	C. MONTHLY SERVICE
1	Clean vinyl covered chairs with <u>approved</u> vinyl cleaner. Clean chair leg assemblies.
2	Vacuum upholstered furniture.
3	Polish all wooden furniture.
4	Clean interior of refrigerator in kitchenette.
	D. EVERY SIX MONTHS
1	Shampoo/deep clean carpet as needed or every six months.
2	Shampoo upholstered furniture as needed or every six months.

Item	CENTRAL SERVICES (City Hall)
	A. MONTHLY SERVICE
1	Empty and clean trash containers and replace plastic liners, as necessary.
2	Clean sink.
3	Sweep and damp mop floors.
4	Replenish paper towels and soap.
5	Clean wood doors with <u>approved</u> cleaner.
6	Clean glass windows.

CITY HALL SPECIALTY GLASS CLEANING INSTRUCTIONS:

A. INSIDE WINDOWS AT CITY HALL ARE COATED WITH A SUN CONTROL FILM AND THE FOLLOWING INSTRUCTIONS MUST BE FOLLOWED:

DO – Ammonia and water are the two ingredients 3M advises.

Mix 2 ounces ammonia in a 1 quart clean water plus 10 or so drops of liquid detergent (dish washing type).

1. Clean the windows when the sun is not directly shining on them. Lay a towel at the base of the window to catch runoff cleaning solution and soil.
2. Wet the entire window with cleaning solution using a hand pump spray bottle on a clean soft synthetic sponge. The entire window should be dripping wet.
3. Run a squeegee across the window horizontally at the top first; and then finish with vertical strokes, wiping squeegee with a dry cloth after each stroke. If you have any squeegee marks or runs on the glass, dab off gently with a clean, soft cotton cloth.

The key words are Wet and Slippery. If the squeegee drags or bounces on the surface, add more liquid detergent and rewet window.

DO NOT – No paper towels (wood fiber) and any brushes or abrasives.

B. SAFETY GLASS AT UTILITY SERVICES DEPARTMENT COUNTER (1ST FLOOR LOBBY)

CAUTION: WINDEX WILL RUIN THE GLASS

Cleaning Instructions:

1. Contractor will purchase and use cleaning solution as specified by the manufacturer.
2. Paper towels may damage the glass, use soft paper towels or a chamois cloth

BASQUE MAINTENANCE YARD

MODIFICATIONS TO STANDARD SERVICES

Item	HALLWAY AND LOBBY AREAS (Basque Yard)
	<u>Contractor will perform all of the requirements in Section I-A with the following modifications:</u>
	A. DAILY SERVICE
1	Wipe clean exterior ice machine and vending machines.
2	Wipe clean counter in lobby area.
	B. MONTHLY SERVICE
1	Clean exterior walls at all first floor entrance areas.
2	Power buff vinyl and tile floor.

Item	OFFICE SPACES AND MEETING ROOMS (Basque Yard) (Includes offices in trade shop areas: north shops, east shops, and garage, but not shop work areas)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications:</u>
	A. DAILY SERVICE
1	Clean sinks, water dispensers, exterior of refrigerator, and coffeepots.
	B. MONTHLY SERVICE
1	Clean interior of refrigerators.
	C. ANNUAL SERVICE
1	Clean drapes and provide State Fire Certification.

Item	BASQUE YARD RESTROOMS, LOCKERS, AND SHOWER ROOMS
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications:</u>
	A. DAILY SERVICE
1	Clean locker room and showers: Clean benches. Clean and sanitize all shower hardware.
	B. WEEKLY SERVICE
1	Detail clean shower fixtures and drain covers.
2	Clean locker exteriors, including tops.

Item	KITCHEN (Basque Yard)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications:</u>
	A. BI-WEEKLY SERVICE
1	Power buff vinyl floor.
	B. MONTHLY SERVICE
1	Clean microwave, toaster, and toaster oven.

UNIQUE SERVICES/FACILITIES

Item	EMPLOYEE ASSEMBLY ROOM (Basque Yard)
	A. DAILY SERVICE
1	Sweep vinyl floor
2	Clean and sanitize sinks, sink counters, and sink hardware with <u>approved</u> cleaning agent.
3	Clean food preparation/heating appliances.
4	Wipe clean exterior of refrigerator and cabinets.
5	Empty and clean trash containers and replace plastic liners, as necessary.
6	Clean and sanitize telephones.
	B. WEEKLY SERVICE
1	Wipe clean all furniture.
2	Wet mop vinyl floor with <u>approved</u> cleaning agent.
3	Clean tabletops and seats.
4	Spot clean walls, doors, and door hardware.
5	Clean interior of glass windows and doors.
	C. BI-WEEKLY SERVICE
1	Power buff vinyl floor.
	D. MONTHLY SERVICE
1	Clean tile and vinyl floors with <u>approved</u> product.
2	Clean all tables and chairs thoroughly.
3	Clean dirt and lint from ceiling and wall vents, as required.
4	Clean ceiling lighting fixtures and covers, as required.
	E. EVERY FOUR MONTHS

Item	EMPLOYEE ASSEMBLY ROOM (Basque Yard)
1	Strip and wax floor.
	F. EVERY SIX MONTHS
1	Clean departmental Emergency Operations Room: Dust work surfaces and cabinet tops, sweep and mop floor, spot clean overhead bin fabric.

GARNET COMMUNITY CENTER

MODIFICATIONS TO STANDARD SERVICES

Item	MEETING AREAS, PATIO, AND OFFICE SPACES (Garnet)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications:</u>
	A. DAILY SERVICE
1	Clean mats and sweep all entrance and exit areas.
2	Sweep patios.
3	Spot clean windows.
	B. WEEKLY SERVICE
1	Clean dirt and lint from ceiling and wall vents, as required.
	C. MONTHLY SERVICE
1	Strip, clean, wax, and power buff vinyl and tile floor surfaces.

Item	RESTROOMS (Garnet Center)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications:</u>
	A. MONTHLY SERVICE
1	Strip and wax vinyl floors.

Item	KITCHEN (Garnet)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications:</u>
	A. BI-WEEKLY SERVICE
1	Power buff vinyl floor.
	B. MONTHLY SERVICE
1	Clean microwave and toaster.

GILBERT COMMUNITY CENTER

MODIFICATIONS TO STANDARD SERVICES

Item	OFFICE SPACES (Gilbert)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications:</u>
	A. DAILY SERVICE
1	Clean mats and sweep all entrance and exit areas.
2	Spot clean windows.
	B. MONTHLY SERVICE
1	Clean window blinds, exterior window covers, and remove cobwebs.
2	Strip, clean, wax, and power buff vinyl and tile floor surfaces.
	C. EVERY THREE MONTHS—JAN, APRIL, JUL, AND OCT
1	Shampoo carpet.

Item	OPEN AREAS, KITCHEN, AND RESTROOMS (Gilbert Center)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications:</u>
	A. DAILY SERVICE
1	Clean kitchen sinks, countertops, microwave, and refrigerator.
2	Clean folding tables.
	B. MONTHLY SERVICE
1	Strip and wax vinyl floors.

Item	OUTSIDE TRASH ENCLOSURES (Gilbert)
1	Provide all services listed in Section I-G

HUNT BRANCH LIBRARY

MODIFICATIONS TO STANDARD SERVICES

Item	HALLWAYS/STAIRWAYS/LOBBY AREAS/ENTRANCE AREAS (Hunt Branch)
	<u>Contractor will perform all of the requirements in Section I-A with the following modifications:</u>
	A. DAILY SERVICE
1	High dust.
2	Polish wooden portions of counters and reception facilities.
3	Sweep outside stairways.
4	Sweep patio areas and loading dock.
	B. WEEKLY SERVICE
1	Clean book drop box.
	C. MONTHLY SERVICE
1	Shampoo carpet as needed or every month.
	D. EVERY FOUR MONTHS
1	Pressure wash front concrete porch to remove gum and stains with <u>approved</u> cleaner as needed. Recover waste water or take other steps necessary to ensure waste water does not enter the City storm drain system per NPDES requirements.
2	Deep clean/shampoo carpet.

Item	OFFICE SPACES AND PUBLIC AREAS (Hunt Branch)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. WEEKLY SERVICE
1	High dust book cases and dust shelves.
2	Clean wood and metal railings.
	B. MONTHLY SERVICE
1	Shampoo carpet as needed or every month.

Item	OFFICE SPACES AND PUBLIC AREAS (Hunt Branch)
2	Clean inside courtyard walls.
	C. EVERY SIX MONTHS
1	Clean interior and exterior high windows.

Item	RESTROOMS (Hunt Branch)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. DAILY SERVICE
1	Clean graffiti. Report graffiti that cannot be cleaned to Maintenance Services.
	B. MONTHLY SERVICE
1	Replace wall mounted deodorant.

Item	EMPLOYEE LUNCHROOM/LOUNGE/PATIO (Hunt Branch)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications</u>
	A. DAILY SERVICE
1	Sweep and remove trash/debris from outside lunchroom patio. Clean furniture located on adjacent patios.

Item	MEETING ROOMS (Hunt Branch)
	<u>Contractor will perform all of the requirements in Section I-E with the following modifications</u>
	A. DAILY SERVICE
1	Do any set ups that are on scheduled calendar.
	B. WEEKLY SERVICE
1	High dust and clean ceiling and wall vents.

Item	OUTSIDE TRASH ENCLOSURES (Hunt Branch)
1	Provide all services listed in Section I-G

INDEPENDENCE PARK

MODIFICATIONS TO STANDARD SERVICES

Item	OFFICE SPACES (Independence Park)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. DAILY SERVICE
1	Clean drinking fountains.
	B. MONTHLY SERVICE
1	Strip, clean, wax, and power buff vinyl and tile floor surfaces.
2	Polish brass on doors.
	C. EVERY THREE MONTHS JAN, APRIL, JULY, & OCT.
1	Strip, clean, wax, and power buff vinyl tile floor surfaces.

Item	RESTROOMS (Independence Park)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. WEEKLY SERVICE
1	Gym restrooms - check gel air fresheners refill cartridges and batteries and replace as needed.
	B. MONTHLY SERVICE
1	Scrub floors and wax if needed or every month.
2	All areas to be cleaned a second time each month by the Half-Day Porter.

Item	KITCHEN IN GYM (Independence Park)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications</u>
	A. DAILY SERVICE
1	Check soap and paper towel dispensers.
	B. EVERY FOUR MONTHS
1	Clean air vents and light fixtures

UNIQUE SERVICES/FACILITIES

Item	CHILDREN'S ROOM (Independence Park)
	A. DAILY SERVICE
1	Vacuum area rug.
2	Clean and sanitize toilet, urinal, sink fixtures, ceramic grout, and hardware with <u>approved</u> cleaner.
3	Clean mirrors, shelves, sink counters with <u>approved</u> cleaning agent.
4	Spot clean walls, partitions, doors, and door hardware.
5	Empty and clean trash containers and replace plastic liners, as necessary.
6	Replenish toilet tissue, paper hand towels, and soap.
7	Sweep and wet mop floor with <u>approved</u> cleaner.
8	Clean inside windows and windowsills.
	B. WEEKLY SERVICE
1	Clean dirt and lint from ceiling and vents.
2	Clean all wall surfaces. Remove accumulated dust, hand and fingerprints, kick marks, graffiti, etc.
3	Spot clean area rug.
4	Power buff floor.
	C. MONTHLY SERVICE
1	Clean all ceramic tile with <u>approved</u> cleaners.
2	Clean ceiling light fixtures and covers.
3	Power buff floor.
	D. EVERY SIX MONTHS
1	Shampoo carpet.

Item	CHILDREN'S ROOM (Independence Park)
2	Strip and wax floors.

Result	HANDBALL COURTS, GYM, AND MEETING ROOM (Independence Park)
	A. DAILY SERVICE
1	Sweep and vacuum daily.
2	Clean drinking fountain.
3	Sweep and wet mop concrete floor with <u>approved</u> cleaning agent.
4	Wipe clean and disinfectant telephone instruments.
5	Sweep and wet mop gym floor with <u>approved</u> cleaning agent.
6	Clean counters, tables, furniture, equipment, and windowsills.
7	Spot clean walls, doors, and door hardware to remove accumulated dust, handprints, kick marks, etc.
8	Brush clean upholstered furniture.
9	Wipe clean vinyl/plastic furniture.
10	Wipe clean wooden, vinyl, and metal chairs.
11	Empty and clean trash containers and replace plastic liners, as necessary.
12	Clean drinking fountains.
	B. WEEKLY SERVICE
1	Clean both sides of glass windows including windowsills and frame.
2	Clean window blinds.
3	Polish wooden desk tops and wooden furniture.
4	Vacuum clean upholstered furniture.
5	Clean ceiling light fixtures and covers, as required.

Result	HANDBALL COURTS, GYM, AND MEETING ROOM (Independence Park)
6	Dust pictures frames (wall mounted) and clean glass cover.
7	Strip, clean, wax, and power buff vinyl, tile, and gym floor surfaces.
8	Polish brass on doors.
	C. EVERY SIX MONTHS
1	Deep clean carpet on second level of handball courts

Item	ENTIRE FACILITY (Independence Park)
	A. DAILY SERVICE
1	Half-day Porter to clean all available areas a second time, especially restrooms.

Item	FACILITY EXTERIOR (Independence Park)
	A. EVERY THREE MONTHS
1	Steam clean concrete area between pool complex building and gym, out to curb line at parking lot.

MAIN LIBRARY

MODIFICATIONS TO STANDARD SERVICES

Item	HALLWAYS/STAIRWAYS/LOBBY AREAS/ENTRANCES AND PATIOS (Main Library)
	<u>Contractor will perform all of the requirements in Section I-A with the following modifications</u>
	A. DAILY SERVICE
1	High dust fixtures.
2	Clean and polish wooden portions of counters and reception facilities.
3	Sweep, clean and vacuum outside entrance and exit areas, including exit stairwells.
	B. WEEKLY SERVICE
1	Clean exterior walls at all first floor entrance areas.
2	Clean and polish wood handrails and shelving.
	C. MONTHLY SERVICE
1	Clean art fixture with <u>approved</u> method.
2	High dust bookcases and suspended lighting pergola in lobby.
	D. EVERY FOUR MONTHS
1	Pressure wash all concrete areas on north and south sides of building.

Item	OFFICE SPACES AND PUBLIC AREAS (Main Library) (Includes Passport Office, Book Stacks, Local History Room, and Bookstore on 300 level)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. DAILY SERVICE
1	Dust countertops at help desk and concierge desk.
	B. WEEKLY SERVICE
1	High dust book shelves.
2	Clean wood and metal railings.

Item	OFFICE SPACES AND PUBLIC AREAS (Main Library) (Includes Passport Office, Book Stacks, Local History Room, and Bookstore on 300 level)
3	Clean outside book return slot.
4	Clean windowsills and window bays.
5	Clean wall-mounted light fixtures, including tops.
6	Vacuum shades
7	Wipe down wood furniture with approved cleaner.
8	Clean whiteboards in study rooms
	C. MONTHLY SERVICE
1	Shampoo carpet as needed or every month.
	D. EVERY SIX MONTHS
1	Clean interior and exterior high windows .
2	Clean and add preservatives to natural wood surfaces.
3	<u>NOTE:</u> Due to high traffic areas, entrance area will need to be shampooed every two weeks .
4	<u>NOTE:</u> Café area will be cleaned by the café operator and is not part of this specification.

Item	RESTROOMS (Main Library)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. DAILY SERVICE
1	Clean graffiti. If unable to remove all graffiti, contact Maintenance Services.
2	Clean and sanitize baby changing stations.
	B. MONTHLY SERVICE

Item	RESTROOMS (Main Library)
1	Clean floors and wax, where appropriate.

Item	EMPLOYEE LUNCH ROOM/LOUNGE (Main Library)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications</u>
	A. DAILY SERVICE
1	Sweep and remove trash/debris from outside lunchroom patio (400 Level)
2	Sweep and mop linoleum floor.
	B. WEEKLY SERVICE
1	Clean interior and exterior of Administration building lunchroom windows, glass doors, and walls.
	C. EVERY SIX MONTHS
	Strip, clean, and wax floor.

Item	MEETING ROOMS (Main Library—200 and 300 Levels)
	<u>Contractor will perform all of the requirements in Section I-E with the following modifications</u>
	A. DAILY SERVICE
1	Clean ceilings, as required.
2	Clean kitchen area, sinks, counters, and add paper supplies.
	B. MONTHLY SERVICE
1	Shampoo carpet as needed or every month.

Item	ELEVATORS (Main Library)
1	Provide all services listed in Section I-F

Item	OUTSIDE TRASH ENCLOSURES (Main Library)
1	Provide all services listed in Section I-G

UNIQUE SERVICES/FACILITIES

Item	BOOKMOBILE (Main Library)
	Bookmobile is used very rarely—all services listed below will be on an “as needed” basis. The City’s representative will notify the contractor when any or all of these services are required.
1	Vacuum inside carpet and spot clean carpet with <u>approved</u> cleanser.
2	Dust and polish wood.
3	Clean interior and exterior windows.
4	Empty trash.
5	Shampoo carpet.

Item	BASEMENT STORAGE AREA (Main Library)
	A. DAILY SERVICE
1	Empty trash.
2	Clean and sanitize phone.
	B. WEEKLY SERVICE
1	Sweep floor
2	Clean vents.
3	Clean windows

Item	COMPUTER AREA—400 LEVEL (Main Library)
	A. DAILY SERVICE
1	Dust counters and tops of partitions.
2	Vacuum carpet.
	B. WEEKLY SERVICE

Item	COMPUTER AREA—400 LEVEL (Main Library)
1	Clean windowsills and mullions.
2	Brush clean upholstered furniture.
3	Spot clean carpet as necessary.
4	Spot clean windows and walls.
	C. EVERY SIX MONTHS
	Deep clean carpet.

Item	TEEN ROOM—400 LEVEL (Main Library)
	A. DAILY SERVICE
1	Dust counters and tops of partitions.
2	Vacuum carpet.
3	Clean whiteboards in study rooms
	B. WEEKLY SERVICE
1	Clean windowsills and mullions.
2	Brush clean upholstered furniture.
3	Spot clean carpet as necessary.
4	Spot clean windows and walls.
	C. EVERY SIX MONTHS
	Deep clean carpet.

Item	LOCAL HISTORY ROOM --300 LEVEL (Main Library)
	Perform all daily and period services for office spaces, plus:
	WEEKLY SERVICE
1	Wipe clean rolling archive file surface and turn handles.
2	Clean countertops and sinks
3	Dust wood casements
4	Clean glass in bookcase doors

Item	SORTING ROOM --300 LEVEL (Main Library)
	Perform all daily and period services for office spaces.
	Warning: the sorting machine in this area is automated and may start at any time
	WEEKLY SERVICE
	Dust top of Plexiglas cover over conveyor belt on sorting machine

Item	CHILDREN'S ROOM—200 LEVEL (Main Library)
	A. DAILY SERVICE
1	Clean cobwebs from brick walls in children's area near north windows and all exposed brick areas.
2	Dust top of bookshelves around perimeter of room
3	Clean baby changing stations in family bathrooms
4	Clean top of service desk
	B. WEEKLY SERVICE
1	Clean windowsills and mullions.

Item	CHILDREN'S ROOM—200 LEVEL (Main Library)
2	Brush clean upholstered furniture.
3	Spot clean carpet as necessary.
4	Spot clean windows and walls.
	C. EVERY SIX MONTHS
	Deep clean carpet.

Item	TECHNICAL SERVICES--100 LEVEL (Main Library)
	Perform all daily and period services for office spaces.

MUSEUM

MODIFICATIONS TO STANDARD SERVICES

	HALLWAYS/STAIRWAYS/AUDITORIUM/CLASSROOM (FMC)
Item	<u>Contractor will perform all of the requirements in Section I-A with the following modifications</u>
	A. WEEKLY SERVICE
1	Clean tables and chairs.
	B. EVERY SIX MONTHS—MARCH & SEPT.
1	Shampoo carpets.
2	Clean interior and exterior high windows.
	C. EXTRA SERVICE
1	Above schedule may vary due to exhibition schedule.
2	Strip and wax tile and vinyl floor surfaces and shampoo carpets with <u>approved</u> cleaning product before each exhibit opening. There are approximately four exhibits per year.
3	Above schedule may vary due to exhibition schedule.

	GALLERY/GIFT SHOP (FMC)
	NOTE: Do not dust or disturb any displays or art in the Gallery or Gift Shop area.
Item	<u>Contractor will perform all of the requirements in Section I-A with the following modifications</u>
	A. DAILY SERVICE
1	Sweep and wet mop floors in Gift Shop.
2	Empty trash and replace plastic liners.
	B. WEEKLY SERVICE
1	Dry mop floor in Gallery.

	OFFICE SPACES (FMC)
Item	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. DAILY SERVICE
1	Clean sink and counter in Director's office.
2	Do NOT dust or clean any display cases or pictures at the Museum

	RESTROOMS (FMC)
Item	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. WEEKLY SERVICE
1	Spot clean walls, partitions, doors, and door hardware with approved cleaner.
	B. MONTHLY SERVICE
1	Replace wall mounted deodorant spray cans, as required.
<u>NOTE:</u> Outside restroom shall be cleaned prior to, during, and after special events. Contractor will be supplied with an annual schedule of events.	

	KITCHEN (FMC)
Item	Perform all tasks as listed in Section I-D with the following exceptions:
1	Do NOT clean coffeepots at the Museum.
2	Do NOT clean exterior or interior of refrigerator at the Museum.

Item	ELEVATORS (FMC)
1	Provide all services listed in Section I-F

UNIQUE SERVICES/FACILITIES

Item	FARMER'S MARKET SEASON (at the Museum Plaza)	
1	Extra cleaning will be required on Thursday nights between mid-April and mid-October from 4:30 p.m. to 9:30 p.m.	
2	Areas to clean: Hallways, patio, interior and Plaza restrooms.	
3	Fridays: Mop floors in Plaza restrooms, clean sink and toilet, and empty trash.	

PARK RESTROOMS AND TENNIS CENTER

MODIFICATIONS TO STANDARD SERVICES

Item	TENNIS CENTER—OFFICE AREA
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. DAILY SERVICE
1	Spot clean interior and exterior window glass.
2	Dust office equipment and furniture.
	B. MONTHLY SERVICE
1	High dust for cobwebs as needed or every month.
	C. PROVIDE “EVERY SIX MONTH SERVICE” AS DESCRIBED IN SECTION I-B IN THE MONTHS OF MARCH & SEPT.

Item	RESTROOMS (Parks)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. DAILY SERVICE
1	Remove graffiti. If unable to remove all graffiti, contact Maintenance Services
2	Hose down restrooms with <u>approved</u> disinfectant cleaner. Recover water and debris per NPDES requirements.
	B. WEEKLY SERVICE
1	Hose down outside restrooms with germicidal cleaner. Recover water and debris
2	Clean lockers inside and outside.
3	Remove spider webs inside and outside the building.

Item	RESTROOMS (Parks)
	<u>ADDITIONAL CLEANING BETWEEN MARCH AND JULY</u> (See Attachment F)
1	Valencia Park – clean morning and afternoon Lions' Field - clean morning and afternoon Fullerton Sports Complex - clean morning and afternoon Bastanchury Sports Complex - clean morning and afternoon
	<u>ADDITIONAL CLEANING BETWEEN JUNE AND SEPTEMBER</u> (See Attachment F)
1	Maple Center outside restroom - clean morning and afternoon Adlena Park restroom - clean morning and afternoon Valencia Park restroom – clean morning and afternoon

Item	TENNIS CENTER RESTROOMS
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. DAILY SERVICE
1	Clean shower tile, fixtures, and floor drain.
2	Clean all lockers on the outside and the inside of any unlocked lockers.
	B. MONTHLY SERVICE
1	Clean ceiling light fixtures and covers, as required.
	C. EVERY SIX MONTHS
1	Deep clean carpet.
2	Strip and seal shower.

POLICE DEPARTMENT

MODIFICATIONS TO STANDARD SERVICES

Item	HALLWAYS/STAIRWAYS/LOBBY AREAS AND ENTRANCE (PD)
	<u>Contractor will perform all of the requirements in Section I-A with the following modifications</u>
	A. DAILY SERVICE
1	Clean interior and exterior glass on all first floor entrance/exit doors (Administration building).
2	Wipe clean exterior of vending machines and ice machines.
	B. WEEKLY SERVICE
1	Clean interior and exterior walls at all first floor entrance areas of <u>the Administration building</u> .
	C. BIWEEKLY SERVICE
1	Power buff lobbies and hallways.
	D. MONTHLY SERVICE
1	Damp mop inside stairs.
	E. EVERY THREE MONTHS
	Strip, clean, reseal and wax lobby floor
	F. EVERY SIX MONTHS
1	Wash inside and outside high windows.

Item	OFFICE SPACES AND DISPATCH AREA (PD)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. DAILY SERVICE
	Clean Chief of Police's restroom and kitchen (refer to restroom and lunchroom specs).
	Clean dispatch restroom and kitchen (refer to restroom and lunchroom specs).
	B. WEEKLY SERVICE

Item	OFFICE SPACES AND DISPATCH AREA (PD)
	Clean exterior of lockers.
	C. EVERY THREE MONTHS
	Shampoo carpet as needed or every three months.
1	Clean windows inside and out as needed or every three months.

Item	RESTROOMS (PD)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
1	A. WEEKLY SERVICE
	Clean metal lockers.

Item	EMPLOYEE LUNCHROOM/LOUNGE/OLD P.D. PATIO
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications</u>
	A. DAILY SERVICE
1	Empty and clean ashtrays.
	B. WEEKLY SERVICE
1	Clean interior and exterior of Administration building lunchroom windows.

Item	CONFERENCE/MEETING AND WEIGHT ROOMS (PD)
	<u>Contractor will perform all of the requirements in Section I-E with the following modifications</u>
	A. DAILY SERVICE
1	Clean ceilings, as required.
2	Spot clean mirrors and windows.
	B. EVERY SIX MONTHS

Item	CONFERENCE/MEETING AND WEIGHT ROOMS (PD)
1	Thoroughly clean windows, inside and out.

Item	ELEVATORS (PD)
	<u>Contractor will perform all of the requirements in Section I-E with the following modifications</u>
	A. MONTHLY SERVICE
1	Strip and wax floors.

Item	OUTSIDE TRASH ENCLOSURES (PD)
1	Provide all of the services listed in Section I-G

UNIQUE FACILITIES/SERVICES

Item	JAIL (PD)
	A. DAILY SERVICE
1	Clean and sanitize toilet, sink fixtures, and shower.
2	Sweep and wet mop floor with <u>approved</u> cleaner.
3	Replenish toilet tissue, towels, and soap.
4	Empty and clean trash containers and replace liners when needed, as necessary.
5	Wet mop hallways.
6	Clean kitchen.
7	Clean and sanitize tables, benches, counters, and phones.
	B. WEEKLY SERVICE
1	Clean wall surfaces – remove accumulated dust, hand and finger prints, kick marks, graffiti, finger print cleaner, etc.
2	High dust vents and pipes.
	C. EVERY THREE MONTHS
1	Scrub and buff concrete floor upstairs.
2	Strip and wax floors downstairs.
	D. CELLS
1	Cells are to be cleaned ONLY at the direction of the Jailer. <u>NO COMMUNICATION OF ANY KIND IS ALLOWED WITH THE INMATES</u>

Item	LOCKER ROOM (PD)
	A. DAILY SERVICE
1	High dust lockers.
2	Sweep and wet mop floor.
3	Clean and sanitize toilets, urinals, sink fixtures, and hardware with <u>approved</u> cleaner.
4	Clean mirrors, shelves, and benches.
5	Clean and sanitize showers, fixtures, and floor drains.
6	Empty and clean trash containers and replace plastic liners, as necessary.
7	Replenish toilet tissue, paper hand towels, bar soap, urinal screen deodorant, and sanitary napkins, as necessary.
	B. MONTHLY SERVICE
1	Strip and wax vinyl floors.
	C. EVERY SIX MONTHS
1	Strip and seal floor in showers.

POLICE PISTOL RANGE	
A.	Cleaning procedure must be followed at all times. Sweep, mop, dust, clean windows, wax when needed, and spray buff weekly.
B.	Range is to be cleaned twice a week on Tuesday and Thursday morning.
1.	Caution! Make sure the door to the filter air return room (located behind employees' coffee room) is closed before cleaning range.
2.	Never attempt to clean the range without the exhaust fan on.
3.	Never attempt to clean the range without wearing protective clothing.
4.	Store range cleaning equipment and protective clothing in storage area (room B-7) only. Use cleaning equipment in the range only.
<u>PROCEDURE</u>	
1.	Wear protective clothing (cloth coveralls, respirator, and rubber gloves).
2.	Turn on range exhaust fan.
3.	Pick up large debris from floor such as wood chips, paper, etc. <u>Important!</u> Do not rake or sweep up debris from floor. Put debris in metal disposal container with plastic liner.
4.	Using a portable water sprayer, spray the floor with a light mist so dust can settle.
5.	Using the wet/dry vacuum with a small amount of water in the tank, vacuum floor starting at the shooters, and work toward the exhaust vents. After vacuuming is completed, empty the debris from the vacuum tank into the disposable container. Tie the plastic liner securely at the top.
6.	Damp mop floor (almost dry).
7.	Remove plastic liner and discard in parking lot disposal bin
<u>CARE AND STORAGE OF CLEANING EQUIPMENT</u>	

POLICE PISTOL RANGE	
1.	Range cleaning equipment will be stored in room B-7 only. This equipment will be used for range cleaning only. <u>Important!</u> At no time will this equipment be used in any other City facility.
2.	Rinse out and dry tank of wet/dry vacuum.
3.	Empty portable water sprayer.
4.	Rinse wet mop and squeeze dry as possible.
5.	Empty mop bucket and rinse.
6.	Clean respirator with disinfectant cleaner.
<u>EQUIPMENT NEEDED</u>	
1.	Portable water sprayer
2.	Wet/dry vacuum
3.	Respirator
4.	Paper coveralls
5.	Rubber gloves
6.	Mop bucket
7.	Metal container with lid
8.	Plastic liner
Wash hands with soap and water after cleaning range.	

RECREATION CENTERS

**CHAPMAN
HILLCREST
IZAAK WALTON CABIN
LIONS'
ORANGETHORPE
RED CROSS BUILDING**

MODIFICATIONS TO STANDARD SERVICES

Item	HALLWAYS/STAIRWAYS/LOBBY/PATIO/PUBLIC ACTIVITY AREAS (REC CENTERS)
	<u>Contractor will perform all of the requirements in Section I-A with the following modifications</u>

Item	OFFICE SPACES
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. WEEKLY SERVICE
1	Dust any and all office equipment – furniture and hanging pictures.
	B. MONTHLY SERVICE
1	Clean upholstery with <u>approved</u> cleaning method.
2	Clean and power buff vinyl and tile floor surfaces.
	C. EVERY SIX MONTHS
1	Clean interior and exterior high windows.

Item	RESTROOMS (OUTDOORS AND INDOORS) REC CENTERS
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. DAILY SERVICE
1	Hose down outside restrooms with approved disinfectant cleaner. Recover water and debris.
	B. WEEKLY SERVICE
1	Clean baseboards.
2	Remove cobwebs and high dust inside and outside of building.
	C. MONTHLY SERVICE

1	Strip and wax vinyl floors as needed or every month (except Izaak Walton floor).
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Item	KITCHEN (REC CENTERS)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications</u>
	A. DAILY SERVICE
1	Empty and clean trash containers and replace plastic liners twice daily .
	B. MONTHLY SERVICE
1	Clean oven.
2	Clean interior and exterior windows.
3	Clean walls and floor surfaces behind refrigerator.
	C. EVERY SIX MONTHS
1	Strip and wax floors with <u>approved</u> cleaner (except Izaak Walton floor) .

Item	OUTSIDE TRASH ENCLOSURES
1	Provide all services listed in Section I-G

UNIQUE SERVICES/FACILITIES

Item	IZAAK WALTON CABIN
	A. DAILY SERVICE
	Sweep and wet mop cement floor at Izaak Walton (keep log stage dry).
1	Sweep and wet mop vinyl floor with <u>approved</u> cleaning agent moving tables and chairs.

1	HILLCREST RECREATION CENTER
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	*** Ask Parks & Rec. about specific requirements for wooden dance floor and mirrors upstairs
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	ADDITIONAL CLEANINGS
1	Hillcrest Recreation Center requires a second cleaning in the afternoon from mid-June until before Labor Day in September.
2	Hillcrest Recreation Center and Chapman Recreation Center require detailed cleaning before mid-June and again after Labor Day in September.
3	Orangethorpe Recreation Center requires a second cleaning by the Half-Day Porter at 1:30 p.m. during the summer season.
4	Chapman Recreation Center requires a second cleaning by the Half-Day Porter between 4:30 p.m. and 5:30 p.m. during the summer season.

MAPLE SENIOR CENTER

Item	LUNCHROOM AND LOUNGE/RECREATION/DINING ROOM/ ACTIVITY AREA
	A. DAILY SERVICE
1	Vacuum carpet.
2	Sweep and wet mop vinyl floor with <u>approved</u> cleaning agent moving tables and chairs.
3	Clean and sanitize sinks, sink counters, and sink hardware with <u>approved</u> cleaning agent.
4	Clean food preparation/heating appliances including microwave.
5	Wipe clean, refrigerators, and cabinets.
6	Clean tabletops and seats including legs and bases.
7	Spot clean walls, doors, and door hardware.
8	Wipe clean and polish all furniture, dust and clean picture frames magazine racks and bulletin board, not specifically identified in Nos. 6 and 7.
9	Empty and clean trash containers and replace plastic liners twice daily and once after lunch.
10	Sweep and remove trash/debris from outside lunchroom patio.
11	Clean interior of windows and doors.
12	Clean water fountains.
	B. WEEKLY SERVICE
1	Clean and sanitize interior and exterior of refrigerators in lunchroom.
2	High dust and clean baseboards, removing clean vents to get deep cleaning.
3	Dust cobwebs from floor to ceiling.
	C. BIWEEKLY SERVICE

Item	LUNCHROOM AND LOUNGE/RECREATION/DINING ROOM/ ACTIVITY AREA
1	Wax and power buff floor.
	D. MONTHLY SERVICE
1	Clean and buff tile, vinyl, or wood floors with <u>approved</u> cleaning product.
2	Vacuum upholstered furniture.
3	Clean tables and chairs.
4	Clean window blinds.
5	Clean dirt and lint from ceiling and wall vents, as required.
6	Clean ceiling lighting fixtures and covers, as required.
7	Clean interior and exterior windows.
8	Shampoo carpet as needed or every month.
	E. EVERY SIX MONTHS
1	Strip and wax tile, vinyl, or wood floors with <u>approved</u> cleaners.
	F. ADDITIONAL CLEANINGS
1	Maple Community Center requires a third cleaning by the Half-Day Porter at 4:00 p.m. during the summer season.

RICHMAN COMMUNITY CENTER

MODIFICATIONS TO STANDARD SERVICES

Item	OFFICE SPACES (RICHMAN)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. DAILY SERVICE
1	Clean mats and sweep all entrance and exit areas.
2	Spot clean windows.
	B. MONTHLY SERVICE
1	Strip, clean, wax, and power buff vinyl and tile floor surfaces.
2	Wash windows.
	C. EVERY THREE MONTHS—JAN, APRIL, JUL, AND OCT
1	Shampoo carpet.
	D. EVERY SIX MONTHS—MARCH AND SEPT.
1	Clean upholstered furniture.

Item	OPEN AREAS, KITCHEN, AND RESTROOMS (Richman)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. DAILY SERVICE
1	Clean kitchen sinks, countertops, microwave, and refrigerator.
2	Clean folding tables.
	B. MONTHLY SERVICE
1	Strip and wax vinyl floors.

Item	OUTSIDE TRASH ENCLOSURES (Richman)
	<u>Contractor will perform all of the requirements in Section I-G with the following modifications</u>
	A. DAILY SERVICE
1	Clean trash from ground in and around dumpsters, sanitize, and hose off area. Recover water and debris.

SENIOR MULTI SERVICE CENTER*

AND

AMERIGE HOUSE

**(*TEMPORARILY HOUSED IN ST. MARY'S SCHOOL AND TWO
MODULAR UNITS UNTIL OCTOBER 1, 2012)**

MODIFICATIONS TO STANDARD SERVICES

Item	HALLWAYS/STAIRWAYS/LOBBY/LOUNGE/ENTRANCE/EXIT AREAS (Senior Center)
	<u>Contractor will perform all of the requirements in Section I-A with the following modifications</u>
	A. DAILY SERVICE
1	Clean kitchenette area.
2	Clean outside entryway benches.
	B. WEEKLY SERVICE
1	Clean interior and exterior windows including display cases.
2	Clean exterior walls at all first floor entrance areas.
3	High dust and clean vents.
4	Clean and polish lobby furniture.
5	High dust skylights and ledges.
6	Shampoo carpet as needed or every week.
	C. EVERY SIX MONTHS—MARCH & SEPT.
1	Clean interior and exterior high windows
2	Pressure wash front entrance concrete to remove gum and stains with <u>approved</u> cleaner as needed.
	D. ADDITIONAL CLEANING.
1	Clean twice on Sundays; once before 8:00 a.m. and once after 5:30 p.m.
2	Clean after any special event, as directed by the City.

Item	OFFICE SPACES, MEETING AREAS, KITCHEN, CRAFT ROOM, AND PATIO (Senior Center)
	<u>Contractor will perform all of the requirements in Section I-B with the following modifications</u>
	A. DAILY SERVICE
1	Perform daily set-ups.
	B. WEEKLY SERVICE
1	Dust and polish room equipment including pool tables and kitchen equipment.
2	Wash down and clean patio and kitchen service area flooring. Wash down with a sanitizing cleaning agent.
3	Clean patio furniture and umbrellas.
	C. MONTHLY SERVICE
1	Buff floors monthly or more often if needed.
2	Clean partitions and movable walls.
	D. AS NEEDED
1	Strip and wax vinyl floors.
2	Shampoo carpet as determined by the City.
3	Shampoo upholstered furniture.
	E. ADDITIONAL CLEANING
1	Clean twice on Sundays; once before 8:00 a.m. and once after 5:30 p.m.

Item	RESTROOMS (Senior Center)
	<u>Contractor will perform all of the requirements in Section I-C with the following modifications</u>
	A. MONTHLY SERVICE
1	Clean and deodorize floor drains due to sewer gas.
	B. EVERY SIX MONTHS
1	Clean, strip, and seal floors.
	C. ADDITIONAL CLEANING
1	Clean twice on Sundays; once before 3:30 a.m. and once after 10:00 p.m. or closing time
2	Clean twice on Monday through Friday ; once at approximately 2:00 p.m. and once between 10:00 p.m. and 7:30 a.m.

Item	KITCHEN (Senior Center)
	<u>Contractor will perform all of the requirements in Section I-D with the following modifications</u>
	A. DAILY SERVICE
1	Wipe clean icemaker and floor drain.
2	Clean and polish aluminum roll top in kitchen.
	B. WEEKLY SERVICE
1	Clean outside cabinets.
2	Clean and polish aluminum roll top in kitchen.
	C. EVERY THREE MONTHS – JAN, APRIL, JULY, & OCT.
1	Clean filter and hood on stove.
2	Clean oven and knobs on stove.
3	Clean cabinets inside and out.
	D. EXTRA CLEANING

Item	KITCHEN (Senior Center)
1	Clean twice on Sundays; once before 8:00 a.m. and once after 8:00 p.m.

Item	OUTSIDE TRASH ENCLOSURES (Senior Center)
	<u>Contractor will perform all of the requirements in Section I-G with the following modifications</u>
	A. DAILY SERVICE
1	Clean up trash from ground in and around dumpsters and hose down concrete. Recover water and debris.
2	Clean outside entry.
	B. EVERY THREE MONTHS
1	Water blast outside entry as needed. Recover water and debris.

CUSTODIAL BUILDING INVENTORY

<u>BUILDING</u>	<u>ITEM</u>
ADLENA PARK 300 N. Adlena Dr.	Restroom
BASQUE MAINTENANCE YARD 1580 W. Commonwealth Ave.	Corporation Yard
BASTANCHURY PARK 177 W. Bastanchury Rd.	Restroom
BREA DAM Harbor Blvd. and Bastanchury Rd	Restroom
CHAPMAN PARK 2515 San Carlos Dr.	Restroom
CHAPMAN RECREATION CENTER 2515 San Carols Dr.	Restroom
CITY HALL 303 W. Commonwealth Ave.	Municipal Building
DUANE WINTERS FIELD 340 W. Commonwealth Ave.	Restroom
FULLERTON MUSEUM 301 N. Pomona Ave.	Historic Cultural Center
FULLERTON RECREATION RIDERS Euclid St. and Lakeview Dr.	Restroom
GARNET COMMUNITY CENTER 3021 Garnet Ln.	Neighborhood center located in apartment complex
GILBERT COMMUNITY CENTER 2120 E. Orangethorpe Ave.	Neighborhood center
HILLCREST PARK 1200 North Harbor Boulevard	Restrooms (1) Hillcrest Plaza (2) Upper Lot
HILLCREST RECREATION CENTER 1155 N. Lemon St.	Neighborhood center
HUNT LIBRARY 201S. Basque Ave.	Branch library building
INDEPENDENCE PARK 801 W. Valencia Dr.	(1) Gym/Kitchen/Office (2) Handball Courts

CUSTODIAL BUILDING INVENTORY

<u>BUILDING</u>	<u>ITEM</u>
IZAACK WALTON CABIN Hillcrest Park	Historic building for meetings and events
LAGUNA LAKE PARK 3120 Lakeview Dr.	Restroom
LEONARD ANDREWS TENNIS CENTER 2080 Youth Wy.	(1) Restroom/Showers (2) Offices
LIONS RECREATION 1440 N. Brea Blvd.	Restroom
MAIN LIBRARY 353 W. Commonwealth Ave.	Main Branch Library
MAPLE COMMUNITY CENTER 701 S. Lemon St.	Neighborhood center
NICHOLAS PARK Euclid St. at Hill Ave.	Restroom
ORANGETHORPE RECREATION CENTER 1400 S. Brookhurst Rd.	Neighborhood center
PACIFIC DRIVE PARK 222 Pacific Dr.	Restroom
POLICE DEPARTMENT 237 W. Commonwealth Ave.	Public safety 24/7 operation
RED CROSS BUILDING 1207 N. Lemon St.	Neighborhood center
RICHMAN COMMUNITY CENTER 320 E. Elm Ave.	Neighborhood center
RICHMAN PARK 700 S. Richman Ave.	Restroom
COMMUNITY CENTER AND AMERIGE HOUSE 340 W. Commonwealth Ave.	Senior center, Boys & Girls Club, pool
SPORTS COMPLEX 560 E. Silver Pine	Restroom
VALENCIA PARK 3441 W. Valencia Dr.	Restroom

CUSTODIAL BUILDING INVENTORY

BUILDING

ITEM

WOODCREST PARK
450 W. Orangethorpe Ave.

Restroom