

ATTACHMENT "B"

POLICE STATION

700 NE 124 Street
(Approximately 37,000 sq.ft.)

Service Times:

- Monday through Friday (Twice/Day). Morning four (4) Hours: One (1) Porter 9:00 AM – 1 PM; Afternoon three (3) Hours: Two (2) Porters 6:00 – 9:00 PM.
- Saturday, Sunday & Holidays (Once/Day): Morning four (4) Hours: One (1) porter 9:00 AM – 1:00 PM.

Restrooms:

- Two (2) public and eight (8) employee-only restrooms; Holding Cell Area – five (5) lav-toilet combination units; One (1) private shower / restroom in Chief's office. The 2nd Floor Locker Rooms (Male & Female) must be serviced before 11:30 AM.

Services Required in Accordance with Section 2.4:

Daily Services:

- Clean inside and outside all entrances (including mats) and entrance glass doors (front and 2nd floor balcony door). Areas, including sally port must be cleaned and made free of debris. Empty & clean ashtrays & other waste containers, inserting liners as required, empty & sift sand urns and place waste in dumpster.
- Dust & clean all level surfaces of desks, telephones, tables, filing cabinets; other office furniture, window sills, audio/visual & magazine racks & exposed book stack areas where applicable. (Papers on desk, items on window sills & other furniture must not be moved).
- Full vacuum including spot cleaning of carpet where necessary. Vacuuming shall be done when office is not occupied, unless otherwise requested.
- Sweep and/or dust and damp mop all non-carpeted floors including elevators, rubber floor areas in gymnasium, and replace all tables and chairs (when applicable).
- Clean counter tops, glass, chrome handrails, mailboxes & filing cabinets.
- Spot clean walls, baseboards, light switches & door moldings.
- Clean and disinfect drinking fountains.
- Clean and polish all metal, including entrance doors, kick plates and elevators.
- Clean and disinfect public telephone.
- Thoroughly clean all kitchen and lunch areas, including 2nd floor patio area. Clean lunch/kitchen counter tops, cabinets, tables and chairs, stovetop, microwaves, refrigerators & sinks. Mop and disinfect floors. (Dishwashing and refrigerator clean-out is not included).
- Mirrors in restrooms and gymnasium shall be kept free of streaks and cleaned daily.
- Remove any trash from stairwells and landings.
- Mop elevator floors and clean elevator panel boards and threshold.
- Exercise equipment cleaned and disinfected daily.
- Restrooms cleaned and disinfected daily (toilets, urinals, sinks and showers.) Spray shower curtains for mildew as needed.
- Maintain janitorial closet so it is clean and orderly.
- Leave notice advising of any irregularities noted during servicing the facility.
- Turn off all lights except those required to be left on. Report any lights or plumbing fixtures that are not working to the building Maintenance Mechanic.
- Jail/Holding Areas- clean and disinfect each cell to include any bodily fluids utilizing Blood Borne Pathogen clean-up kits as needed. Cleaning personnel must be trained in Bio-hazardous cleanups by their employer and proof of certification to handle bio-hazardous clean ups must be submitted annually to the Administrative and Support Services Major. Any new cleaning company employee must show proof of certification prior to working at this facility.

- Clean toilet/sinks in each holding cell, using only those chemicals recommended by the manufacturer. NO BLEACH PRODUCTS CAN BE USED ON STAINLESS TOILETS.

Weekly Services:

- Clean interior and exterior windows within reach.
- Wipe down outdoor tables and sweep the outdoor tile floor on the 2nd floor balcony.

Monthly Services:

- Clean and polish fronts and tops of counters.
- Vacuum upholstered furniture including fabric office partitions.
- Clean and machine polish all non-carpeted floor areas.
- Dust and wipe exposed air conditioning grills, vents.
- Clean floor drains using a cream cleanser, scrub pads and floor drain brush to remove corrosion and tarnish. After cleaning, fill drain trap with germicidal detergent to prevent escape of sewer gas. Cleansers will be those appropriate for tile floors and stainless drains.
- De-scale toilets & urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits, rust stains, etc. from the inside and outside of toilet bowls & urinals
- Machine scrub all bathroom floors
- Treat heavy traffic on carpeted areas.

Quarterly Services:

- Pressure clean & remove soil, grease, oil, gum, tar, etc. by use of high-pressure hot water sprayer/washer in conjunction with degreaser, scrapers, brushes, etc. on all concrete floors, walls, overhangs, & adjacent surfaces to entryways, including sally port. All locations/facilities perimeter walkways and walkway overheads are to be cleaned by same method. If the high-pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Thoroughly machine strip, seal, wax and polish, all non-carpeted floor areas, moving desks and furniture to one side, whenever possible, to insure uniform maintenance of all floor areas. Non-skid wax shall be used. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
- Dust and wipe clean, all window treatments (blinds).