ATTACHMENT "E"

PARKS AND RECREATION ADMINISTRATIVE OFFICE

12300 NE 8th Avenue
(Approximately 1,500 sq. ft.)

Service Times:

- Monday through Friday; 6:00pm – 7:00am

Restrooms:

- Two (2) restrooms

Services Required in Accordance with Section 2.4:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Weekly Services:

- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.

- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. 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.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator, if applicable

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wipe vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows