

Janitorial Requirements

- Must submit for approval a complete list of who will be providing services along with contact numbers.
- Minimum Work Requirements to be done during non-business hours.
- Please submit separate quotes- One for Administration/Council and One for the City Court building.

Closing date is July 15, 2015 at 4:00 p.m. All bids will be taken under consideration until awarded by Council.

WEEKLY - Administration Offices & Council Chambers (PUF Building)

*Council Chambers only to be done the weekend before the 1st & 3rd Tuesday of the month.

1. Restrooms-Clean & Sanitize
Wash and disinfect toilet seats, toilet bowl and wash basins:
Damp clean stall walls and doors.
Fill all paper dispensers as needed.
Empty waste baskets.
Sweep and mop restroom floors.
Clean mirrors.
2. Empty all trash cans.
3. Vacuum all carpet areas and area rugs.
4. Wash all entry glass and door glass.
5. Dust and damp wipe hard surfaces.
6. Damp clean counters, tables and open desks.
*NOTE: Desks will be damp cleaned if they are clear of papers and organized.
Otherwise, Contractor will not disturb papers on desks and will dust the open areas on the desks only.*
7. Spot clean walls and doors as needed.
8. Dust window seats.
9. Carpet spot cleaning as needed.
10. Sweep and mop entry floors.
11. Dust chairs.

QUARTERLY

1. Wash all windows inside and outside.
2. Vacuum out window seals.
3. Dust book cases.

SEMI-ANNUALLY

1. Wash blinds.
2. Strip and wax floors.

Monthly Cost: _____

WEEKLY - City Court

1. Restrooms-Clean & Sanitize
Wash and disinfect toilet seats, toilet bowl and wash basins:
Damp clean stall walls and doors.
Fill all paper dispensers as needed.
Empty waste baskets.
Sweep and mop restroom floors.
Clean mirrors.
2. Empty all trash cans.
3. Vacuum all carpet areas and area rugs.
4. Wash all entry glass and door glass, computer screens.
5. Dust and damp wipe hard surfaces as needed.
6. Damp clean counters, tables and open desks.
*NOTE: Desks will be damp cleaned if they are clear of papers and organized.
Otherwise, Contractor will not disturb papers on desks and will dust the
open areas on the desks only.*
7. Spot clean walls and doors as needed.
8. Sweep and mop mats and floors.
9. Dust window seats.
10. Carpet spot cleaning as needed.

QUARTERLY

4. Wash all windows inside and outside.
5. Vacuum out window seals.
6. Dust book cases.

SEMI-ANNUALLY

3. Wash blinds.
4. Strip and wax floors.

Monthly Cost: _____