

Sanitary District of Decatur

Janitorial Services Bid

Site Specific Scope of Work

Administration Building

		Task	Service Frequency	Service Occasions Per Year
Restrooms		Clean & Disinfect Toilets and Uninals	5 times per week	260
Restrooms		Clean & Disinfect Sinks and Faucets	5 times per week	260
Restrooms		Clean Restroom Mirrors	5 times per week	260
Restrooms		Check and Restock as needed soap, urinal screens, and paper products	5 times per week	260
Restrooms		Disinfect Bathroom Floors	5 times per week	260
Restrooms		Empty Trash Cans, Replace Liners and Disinfect	5 times per week	260
Throughout		Sweep hard surface floors and stairwells	5 times per week	260
Throughout		Vacuum Carpeted Floors and entry mats in offices, hallways, and the board room	5 times per week	260
Throughout		Damp Mop Hard Surface Floors	5 times per week	260
Throughout		Spot clean walls / doors	5 times per week	260
Throughout		Empty Trash Cans / Replace Liners as needed	5 times per week	260
Throughout		Wipe Down Interior Doors and Windows	5 times per week	260
Throughout		Disinfect door handles and light switches	5 times per week	260
Throughout		Clean and Disinfect water fountains	5 times per week	260
Throughout		Remove cobwebs from floor to ceiling.	5 time per week	260
Throughout		Dust All HVAC Vents	1 times per week	52
Throughout		Dust Window Sills	1 time per week	52
Throughout		Clean and Disinfect Trash Cans as needed	1 time per week	52
Throughout		Burnish All Tile Floors	1 time per month	12
Throughout		Buff and seal all tile floors annually (scheduling must be coordinated w/ owner)	1 time per year	1
Locker Rooms		Wipe Down Benches	5 times per week	260
Locker Rooms		Clean & Disinfect Showers	5 times per week	260
Locker Rooms		Dust top of lockers	1 time per week	52
Offices		Dust Desks, Chairs, File Cabinets, and other Furniture	5 times per week	260
Break Room		Wipe Down and Disinfect Breakroom Counter and Tables	5 times per week	260

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Site Specific Scope of Work

Central Monitoring

Task	Service Frequency	Service Occasions Per Year
Clean & Disinfect Toilet Bowls	5 times per week	260
Clean & Disinfect Sinks	5 times per week	260
Clean Mirrors	5 times per week	260
Check and Restock as needed soap, urinal screens, and paper products	5 times per week	260
Sweep floors	5 times per week	260
Damp Mop Hard Surface Floors	5 times per week	260
Disinfect Bathroom Floors	5 times per week	260
Disinfect door handles and light switches	5 times per week	260
Spot clean walls / doors	5 times per week	260
Empty Trash Cans, Replace Liners and Disinfect	5 times per week	260
Wipe Down Interior Doors and Windows	5 times per week	260
Clean and Disinfect Trash Cans as needed	1 time per week	52
Dust Vents	1 times per week	52
Dust File Cabinets	1 time per week	52
Dust Window Sills	1 time per week	52
Burnish All Tile Floors in office and bathroom areas	1 time per month	12
Buff and seal all tile floors annually (scheduling must be coordinated w/ owner)	1 time per year	1

Sanitary District of Decatur
Janitorial Services Bid
Site Specific Scope of Work
Instrumentation & Controls (I&C) Shop

Task	Service Frequency	Service Occasions Per Year
Clean & Disinfect Toilet Bowls	5 times per week	260
Clean & Disinfect Sinks	5 times per week	260
Clean Mirrors	5 times per week	260
Check and Restock as needed soap, urinal screens, and paper products	5 times per week	260
Sweep floors	5 times per week	260
Damp Mop Hard Surface Floors	5 times per week	260
Disinfect Bathroom Floors	5 times per week	260
Disinfect door handles and light switches	5 times per week	260
Spot clean walls / doors	5 times per week	260
Empty Trash Cans / Replace Liners as needed	5 times per week	260
Wipe Down Interior Doors and Windows	5 times per week	260
Dust Vents	1 times per week	52
Empty Trash Cans, Replace Liners and Disinfect	1 time per week	52
Dust top of lockers	1 time per week	52
Dust File Cabinets	1 time per week	52
Dust Window Sills	1 time per week	52
Burnish All Tile Floors	1 time per month	12
Buff and seal all tile floors annually (scheduling must be coordinated w/ owner)	1 time per year	1

Sanitary District of Decatur

Janitorial Services Bid

Site Specific Scope of Work

Maintenance Building

Location	Task	Service Frequency	Service Occasions Per Year
Restrooms	Clean & Disinfect Toilets and Uninals	5 times per week	260
Restrooms	Clean & Disinfect Sinks and Faucets	5 times per week	260
Restrooms	Clean Restroom Mirrors	5 times per week	260
Restrooms	Check and Restock as needed soap, urinal screens, and paper products	5 times per week	260
Restrooms	Disinfect Bathroom Floors	5 times per week	260
Restrooms	Empty Trash Cans, Replace Liners and Disinfect	5 times per week	260
Restrooms	Remove cobwebs from floor to ceiling.	5 time per week	260
Restrooms	Dust All HVAC Vents	1 times per week	52
Throughout	Sweep hard surface hallways and stairwells	5 times per week	260
Throughout	Damp Mop Hard Surface Floors	5 times per week	260
Throughout	Spot clean walls / doors	5 times per week	260
Throughout	Empty Trash Cans / Replace Liners as needed	5 times per week	260
Throughout	Wipe Down Interior Doors and Windows	5 times per week	260
Throughout	Disinfect door handles and light switches	5 times per week	260
Throughout	Clean and Disinfect water fountains	5 times per week	260
Throughout	Clean and Disinfect Trash Cans as needed	1 time per week	52
Throughout	Burnish All Tile Floors	1 time per month	12
Throughout	Buff and seal all tile floors annually (scheduling must be coordinated w/ owner)	1 time per year	1
Locker Rooms	Wipe Down Benches	5 times per week	260
Locker Rooms	Clean & Disinfect Showers	5 times per week	260
Locker Rooms	Dust top of lockers	1 time per week	52
Offices	Dust Desks, Chairs, File Cabinets, and other Furniture	5 times per week	260
Offices	Damp Mop Hard Surface Floors	5 times per week	260
Offices	Remove cobwebs from floor to ceiling.	5 time per week	260
Offices	Dust All HVAC Vents	1 times per week	52
Break Room	Wipe Down and Disinfect Breakroom Counter and Tables	5 times per week	260

Sanitary District of Decatur

Janitorial Services Bid

Site Specific Scope of Work

325 Building (Restroom Only)

Task	Service Frequency	Service Occasions Per Year
Clean & Disinfect Toilet Bowl	1 times per week	52
Clean & Disinfect Sink	1 times per week	52
Clean Mirror	1 times per week	52
Check and Restock as needed soap, urinal screens, and paper products	1 times per week	52
Sweep floor	1 times per week	52
Damp Mop Hard Surface Floor	1 times per week	52
Disinfect Bathroom Floor	1 times per week	52
Spot clean walls / doors	1 times per week	52
Empty Trash Cans / Replace Liners as needed	1 times per week	52
Wipe Down Interior Door	1 times per week	52
Clean and Disinfect Trash Cans as needed	1 times per week	52
Remove cobwebs from floor to ceiling.	1 times per week	52

Sanitary District of Decatur
Janitorial Services Bid
Site Specific Scope of Work
203 Building (Restroom Only)

Task	Service Frequency	Service Occasions Per Year
Clean & Disinfect Toilet Bowl	1 times per week	52
Clean & Disinfect Sink	1 times per week	52
Clean Mirror	1 times per week	52
Check and Restock as needed soap, urinal screens, and paper products	1 times per week	52
Sweep floor	1 times per week	52
Damp Mop Hard Surface Floor	1 times per week	52
Disinfect Bathroom Floor	1 times per week	52
Spot clean walls / doors	1 times per week	52
Empty Trash Cans / Replace Liners as needed	1 times per week	52
Wipe Down Interior Door	1 times per week	52
Clean and Disinfect Trash Cans as needed	1 times per week	52
Remove cobwebs from floor to ceiling.	1 times per week	52

Sanitary District of Decatur
Janitorial Services Bid
Site Specific Scope of Work
106 Building (Restroom Only)

Task	Service Frequency	Service Occasions Per Year
Clean & Disinfect Toilet Bowl	1 times per week	52
Clean & Disinfect Sink	1 times per week	52
Clean Mirror	1 times per week	52
Check and Restock as needed soap, urinal screens, and paper products	1 times per week	52
Sweep floor	1 times per week	52
Damp Mop Hard Surface Floor	1 times per week	52
Disinfect Bathroom Floor	1 times per week	52
Spot clean walls / doors	1 times per week	52
Empty Trash Cans / Replace Liners as needed	1 times per week	52
Wipe Down Interior Door	1 times per week	52
Clean and Disinfect Trash Cans as needed	1 times per week	52
Remove cobwebs from floor to ceiling.	1 times per week	52