



SCOPE OF WORK

Housekeeping Specification

Intent of the Specifications

It shall be the intent of these specifications to cover the furnishing of all labor, supervision, equipment and supplies (excluding restroom supplies), necessary to provide janitorial services to the customer's facility.

Nightly Janitorial Services (Monday through Friday)

Office Areas

Empty all trash receptacles and replace liners as required. Trash receptacles shall be kept clean, odor free, free of dirt, dust, debris, residue, and spilled material.

Remove all collected trash to a designated area.

Vacuum all carpeted areas.

Using an approved solution and method, spot clean carpeted areas where needed.

Dust horizontal building ledges, uncluttered work surfaces, furniture surfaces, and fixtures.

All furniture is to be dusted with specially treated dust cloths to ensure a dust-free environment with no marks or fingerprints on surfaces.

Spot clean fingermarks, smudge marks, etc. from building and furniture surfaces, fixtures, partitions, glass surfaces and doors.

Police litter from floors, planters, and ledges.

Rearrange furniture as required.

Damp wipe with disinfectant cleaner all counter tops and sinks at coffee stations and break rooms.

Sweep and damp mop non-carpeted floors. Floors, base moldings, and grout shall be clean, slip-resistant, and free of debris, including dirt, water, streaks, mop marks, string, gum, tar, and other foreign matter. Surfaces, baseboards, and corners shall be clean and dry.



Spray buff non-carpeted floors to restore a uniform gloss and protective finish.

Detail clean break rooms including, but not limited to, floors, tabletops, chairs, counters, cabinets, microwave ovens, refrigerators, and vending machines.

Metal surfaces, including moldings, ledges, hand rails, grills, doors, door knobs, door frames, kick plates, etc. shall be free of dust, streaks, spots, hand marks, and smudges.

All glass surfaces will be cleaned and free of dirt, grime, and streaks.

Dust and clean vending machines.

Dust and clean the exterior of all directories.

Comply with Owner's regulations for commercial recycling.

Common Area Maintenance

Sweep and damp mop building entrances and spot clean all interior and exterior door glass, side glass, door frames, and hardware for each public entrance.

Vacuum, spot clean/shampoo non-permanent stains, spills, etc. from all walk-off mats and runners.

Machine scrub (with auto scrubber) all common area corridors on 1st floor, including Main Lobby, to remove soil and stains. Detergent solution left on the floor surface because of turns made during auto scrubbing shall be promptly wet mopped to remove detergent solution.

Empty trash receptacles and replace liners as required.

Vacuum all carpeted floors.

Using an approved solution and method, spot clean carpeted areas where needed.

Clean and disinfect drinking fountains.

Spot clean all walls, light switches, and doors as needed.

Dust horizontal building and furniture surfaces.



Police litter from floors, planters, and ledges.

Clean elevator cars, including floors, walls, switch panels, and tracks. Elevator door, frame work, and all bright metal will be polished regularly.

Remove graffiti from all interior surfaces.

Stairways, landings, railings, risers, doors, and surrounding areas shall be cleaned and free of dirt, dust, litter, and debris.

Scrub and disinfect all private showers in fitness center. Damp wipe and disinfect fitness center equipment.

Detail clean cafeteria including, but not limited to, floors, tabletops, chairs, counters, cabinets, microwave ovens, refrigerators, and vending machines.

Sweep, damp mop, and machine scrub kitchen floors (including those areas which can be made accessible by the removal of movable furnishings), using an approved degreaser.

Loading dock shall be swept, damp mopped, and kept free of debris.

Keep janitor's closets/slop sink rooms in a neat and orderly condition.

Restrooms

Empty trash receptacles. Clean and disinfect trash receptacles.

Replace all trash receptacle liners.

Refill dispensers (soap, paper towels, toilet tissue, and seat covers – materials furnished by Owner).

Clean and disinfect all toilet bowls, sinks, and urinals.

Wipe all counters, polish chrome, wipe partitions (both sides), and spot clean walls.

Sweep and wet mop floors.

Clean mirrors.

Wipe clean cove bases.



De-scale toilet bowls as required using a crème cleanser and bowl brush to remove mineral buildups.

Machine scrub floors to remove build-up of dirt and grime.

Monthly Janitorial Services

Office Areas

Dust all chair and table legs and rungs, baseboards, and moldings.

Detail vacuum corners and edges.

Dust and wash all venetian blinds.

Dust all surfaces above normal-reach including partitions, file cabinets, shelves, pictures, and similar wall hangings.

Vacuum all fabric covered office furniture.

Restrooms

Dust and wash all exhaust and return air grills.

Corridors

Dust all surfaces above normal-reach including sills, ledges, moldings, shelves, door frames, elevator frames, pictures, and vents.

Dust all surfaces below normal-reach including baseboards, ledges, moldings, etc.

Quarterly Janitorial Services

Strip and refinish all vinyl tile flooring, applying at least 3-coats of floor finish to all areas.

Wash all lighting fixtures.

Wash all air grills.

Vacuum and maintain window coverings in all public and office areas of the building.



Semi-Annual Janitorial Services

Shampoo all carpeting using the water extraction method. All stained areas will be pre-treated with a spot cleaning solution. After shampooing and drying time, the carpet will be vacuumed following a pattern which will give the carpet pile a uniform appearance.

Annual Janitorial Services

Wash the inside and outside surfaces of all perimeter glass throughout the building.

Day Matron Services

Remove visible litter from all types of surfaces.

Spot clean soil from building, fixture, and furniture surfaces.

Empty trash receptacles which may become filled prior to the next scheduled routine cleaning.

Clean all entrances and door glass and all hardware for each public entrance not less than four times daily. Spot clean all interior glass to remove fingermarks.

Refill paper towel and hand soap dispensers in break rooms which may become depleted prior to the next scheduled routine cleaning.

Provide continuous cleaning and policing of restrooms, to include refilling dispensers, empty trash receptacles and replace liners, spot clean toilet bowls, sinks, and urinals, clean mirrors, and spot mop floors with a germicidal cleaner.

Provide continuous sweeping, collecting and removal of all dirt, paper, gum, or any other discarded materials from floors, entrance foyers, and ledges.

Wet mop spills when discovered, or as directed by AAA Mid-Atlantic management.

When encountering an area where there is urine, vomit, excrement, or foul odors, immediately remove substances from the floor and wet mop area using quaternary cleaner and cold water.



Protect the area with "Caution Wet Floor" signs until area is completely dry.

Empty all trash receptacles at exterior entranceways and replace liners.

Police sidewalk surrounding building to remove litter, leaves, debris, etc. from the property.

Weekend Services Including Holidays

Saturday

Machine scrub all restroom floors.

Machine scrub Main Lobby and secondary corridors.

Spot shampoo and extract carpets on the 1st floor.

Detail clean cafeteria in the morning and afternoon including floors, tabletops, chairs, counters, cabinets, and glass entrance foyer.

Detail clean Main Lobby in the morning and afternoon.

Clean elevator cars.

Stairways, landings, railings, risers, doors, and surrounding areas shall be cleaned and free of dirt, dust, litter, and debris.

Clean and disinfect 3-refrigerators on the 3rd floor.

Detail clean all restrooms throughout the day.

Perform routine housekeeping services in occupied areas of the 2nd and 3rd floors.

Remove all collected trash to a designated area.

Sunday

Spot shampoo and extract carpets on the 2nd and 3rd floors.

Detail clean Main Lobby in the morning and afternoon.

Sweep and mop Main Lobby and secondary corridors.



Clean elevator cars.

Detail clean cafeteria in the morning and afternoon including floors, tabletops, chairs, counters, cabinets, and glass entrance foyer.

Stairways, landings, railings, risers, doors, and surrounding areas shall be cleaned and free of dirt, dust, litter, and debris.

Detail clean restrooms throughout the day.

Perform routine housekeeping services in occupied sections of the 2nd floor.

Remove all collected trash to a designated area.

Miscellaneous Requirements

Spitfire Services Group shall have a competent supervisor, satisfactory to our customer, on site at all times with full authority to act on behalf of our company. This employee shall have authority for all of contractor's operations in the region, and shall be available at all times to receive requests from authorized representatives of our customer.

Spitfire Services Group shall provide staff adequate to coordinate and expedite the work properly and maintain competent supervision of the work at all customer locations to assure compliance with the contract at all times. The supervisor shall monitor and respond to all requests for service determined by customer management to be urgent and shall be handled promptly.