

Scope of Services- Janitorial Services for Westchester Shop - Fleet

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles CA 90045		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Fleet Management Division								
Public Works Site Contract Manager: Mr. Mark Heighes								
Phone Number: (310) 417-5184								
E-mail: mheighes@dpw.lacounty.gov								
Office Hours: Monday to Friday 6:00am to 4:30pm,								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service between: Mon-Thur 6:00am to 4:30pm								
Minimum Required Hours Per Day*: 2 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Restroom No.1 Shop Office	24							
Restroom No.2 East Shop	165							
Restroom No.3 West Shop	136							
Shop Office	255							
Lunch Room	160							
Tool Room	368							
Total Square Footage	1,108							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars								
Sweep uncarpeted floors	X							
Clean and disinfect all sinks and drinking fountains and disinfect	X						X	
Spot mop uncarpeted floors	X						X	
Wash/clean door glass and frames		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	X						
Damp mop non-carpeted areas with clean water and mop separate of bathroom		X					X
Spot wash walls							X
Dust and disinfect telephones							X
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt							
Dust baseboards and window sills			X				
Spot clean partitions							X
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars			X				
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables			X				
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in							
Clean light fixtures			X				
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas			X				

Clean interior side of all windows in offices that are cleaned on a regular			X				
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				X
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture							X
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.			X				
Clean door knobs, kick plates, baseboards, and threshold plates			X				
Empty recycling containers at various buildings and dump in a designated container		X					X
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment		X					
Sweep and mop with clean water tile and concrete floors; buff as needed		X					
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent		X					X
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits and disinfect around faucets			X				
Remove stains and disinfect in toilet bowls and urinals		X					
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						
Wash kick plates and push plates on doors		X					

Clean and disinfect basin and floor drains		X					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean and disinfect all restroom fixtures, mirrors and floors.	N/A						
Polish all chrome fixtures	N/A						
Clean and disinfect showers	N/A						
Stock restrooms with supplies	N/A						
Clean and mop all showers	N/A						
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs		X					
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors with clean water	X						
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						

Spot wash walls and doors	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.			X				
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner in designated location	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						

Wash windows			X				
Wash walls							X

Scope of Services- Janitorial Services for Hollydale Shop - Fleet

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 South Garfield Avenue, Downey, 90242		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Fleet Management Division								
Public Works Site Contract Manager: Mr. Daniel Aka								
Phone Number: (562) 869-1176								
E-mail: daka@dpw.lacounty.gov								
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service Between: 7:00 am to 3:00 pm								
Minimum Required Hours Per Day*: 2 hrs/day								
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)								
Description of Service Areas	Square Footage							
Shop Office & Restroom	440							
Lunch Area inside repair shop	360							
Restroom, Showers, and Lockers	456							
Equipment & Body Shop Office and Restroom	1,081							
Dining Area, Empty Offices (Old Permit Office)	968							
Total Square Footage	3,305							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean and disinfect all sinks and drinking fountains and disinfect	X							
Spot mop uncarpeted floors	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas with clean water and mop separate of bathroom		X					
Spot wash walls		X					
Dust and disinfect telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		

High dust all office and corridor areas, and other overhead areas				X			
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop with clean water tile and concrete floors; buff as needed	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits and disinfect around faucets		X					
Remove stains and disinfect in toilet bowls and urinals	X						
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						

Wash kick plates and push plates on doors	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean and disinfect basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean and disinfect all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean and disinfect showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors with clean water	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						

Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors with clean water	X						
Vacuum carpeted floors	x						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner in designated location		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	

Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for SWMD South Area-83rd St. Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5520 West 83rd Street, Los Angeles, CA 90045		Each Business Day	Bi-Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Mr. Michael Stephenson								
Phone Number: (562) 861-0316								
E-mail: mstephenson@pw.lacounty.gov								
Office Hours: 6:30 am - 4:00 pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday & Thursday								
Hour of Service Between: 7:30am to 3:30pm								
Minimum Required Hours Per Day*: 4 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building 1: Office, kitchen, lunch room	685							
Building 2: Office	252							
Building 3: Office	350							
Building 4: Crew Room, Including Restroom	600							
Bathroom 1 (in building 1)	35							
Bathroom 2 (in building 2)	98							
Total Square Footage	2,020							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays								X
Clean debris from sand jars								X
Sweep uncarpeted floors		X						
Clean all sinks and drinking fountains		X						
Spot mop uncarpeted floors			X					
Wash/clean door glass and frames			X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including			X				
Damp mop non-carpeted areas		X					
Spot wash walls							X
Dust telephones			X				
Vacuum carpeted areas ensuring that corners and areas under furniture are							X
Dust baseboards and window sills							X
Spot clean partitions							X
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							X
Damp wipe clock facings				X			
Damp wipe door knobs, kick plates and threshold plates							X
Replace plastic liners in waste containers							X
Spot clean carpets to remove stains							X
Spot clean doors, door jams and walls to remove fingerprints and smudges							X
Polish desk tops and tables							X
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in				X			
Clean light fixtures							X
Clean hand prints from all office and corridor walls and columns							X
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas		X					
Clean interior side of all windows in offices that are cleaned on a regular							X
Clean all office glass partitions and office doors							X
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc							X
Clean/dust all high ledges							X
Vacuum upholstered furniture				X			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							X
Clean door knobs, kick plates, baseboards, and threshold plates							X
Empty recycling containers at various buildings and dump in a designated container							X
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner							X
Dust all office desks and equipment			X				
Sweep and mop tile and concrete floors. Buff, as needed.							X
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent		X					
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals							X
Clean wall area behind basins and toilet bowls			X				
Clean toilet bases			X				
Wash kick plates and push plates on doors							X
Clean basin and floor drains							X
Wash partition stalls .							X
Clean exterior surfaces of accessible traps and pipes							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.							X
Polish all chrome fixtures							X
Clean Showers							X
Stock restrooms with supplies							X
Clean and mop all showers							X
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							X
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary		X					
Spot clean partitions glass							X
Clean all glass entrance doors							X
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners							X
Wash table tops and serving areas							X
Dust chairs							X
Sweep uncarpeted floors in eating areas							X
Vacuum carpeted floors in eating areas							X
Damp wipe chair and table legs							X
Damp mop uncarpeted floors							X
Spot wash walls and doors							X
Clean inside and outside of all refrigerators							X
Clean inside and outside of all microwaves							X
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.							X
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers							X
Clean exterior window ledges							X
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary							X
sweep up and pick up loose trash from around buildings and the yard							X
Spot wash walls, as necessary							X
Clean outside sand jars							X
Clean and wipe out all exterior ash trays with damp cloth							X
Custodial Closets/Storage Areas							
Sweep uncarpeted floors		X					
Empty waste containers; remove debris		X					
Damp mop uncarpeted floors		X					
Vacuum carpeted floors		X					
Dust shelves							X
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							X
Dust or Vacuum ceiling vents							X
Wash partition glass							X
Strip resilient tile, apply floor finish and buff				X			
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows				X			
Wash walls							X

Scope of Services- Janitorial Services for SWMD South Area - Redondo Beach Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 615 Anita Street, Redondo Beach, CA 90278		Each Business Day	Bi-Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Stormwater Maintenance Division								
Public Works Site Contract Manager: Mr. Orbel Jaramillo								
Phone Number: (310) 379-2911								
E-mail: OJARAMILLO@dpw.lacounty.gov								
Office Hours: 6:30 am - 4:00 pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday & Thursday								
Hour of Service Between: 7:30 am to 3:30 pm								
Minimum Required Hours Per Day*: 1.5 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building 1: Offices, kitchen, lunch room and Crew Room	1,087							
Bathroom 1 (in building 1)	35							
Bathroom 2 (in building 2)	30							
Total Square Footage	1,152							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays								X
Clean debris from sand jars								X
Sweep uncarpeted floors			X					
Clean all sinks and drinking fountains			X					
Spot mop uncarpeted floors				X				
Wash/clean door glass and frames				X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including			X				
Damp mop non-carpeted areas		X					
Spot wash walls							X
Dust telephones			X				
Vacuum carpeted areas ensuring that corners and areas under furniture							X
Dust baseboards and window sills							X
Spot clean partitions							X
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							X
Damp wipe clock facings				X			
Damp wipe door knobs, kick plates and threshold plates							X
Replace plastic liners in waste containers							X
Spot clean carpets to remove stains							X
Spot clean doors, door jams and walls to remove fingerprints and smudges							X
Polish desk tops and tables							X
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in				X			
Clean light fixtures							X
Clean hand prints from all office and corridor walls and columns							X
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas		X					
Clean interior side of all windows in offices that are cleaned on a regular							X
Clean all office glass partitions and office doors							X
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc							X
Clean/dust all high ledges							X
Vacuum upholstered furniture				X			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							X
Clean door knobs, kick plates, baseboards, and threshold plates							X
Empty recycling containers at various buildings and dump in a designated container							X
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner							X
Dust all office desks and equipment			X				
Sweep and mop tile and concrete floors. Buff, as needed.							X
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent		X					
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals							X
Clean wall area behind basins and toilet bowls			X				
Clean toilet bases			X				
Wash kick plates and push plates on doors							X
Clean basin and floor drains							X
Wash partition stalls .							X
Clean exterior surfaces of accessible traps and pipes							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.							X
Polish all chrome fixtures							X
Clean Showers							X
Stock restrooms with supplies							X
Clean and mop all showers							X
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							X
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary		X					
Spot clean partitions glass							X
Clean all glass entrance doors							X
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners							X
Wash table tops and serving areas							X
Dust chairs							X
Sweep uncarpeted floors in eating areas							X
Vacuum carpeted floors in eating areas							X
Damp wipe chair and table legs							X
Damp mop uncarpeted floors							X
Spot wash walls and doors							X
Clean inside and outside of all refrigerators							X
Clean inside and outside of all microwaves							X
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.							X
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers							X
Clean exterior window ledges							X
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary							X
sweep up and pick up loose trash from around buildings and the yard							X
Spot wash walls, as necessary							X
Clean outside sand jars							X
Clean and wipe out all exterior ash trays with damp cloth							X
Custodial Closets/Storage Areas							
Sweep uncarpeted floors		X					
Empty waste containers; remove debris		X					
Damp mop uncarpeted floors		X					
Vacuum carpeted floors		X					
Dust shelves							X
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							X
Dust or Vacuum ceiling vents							X
Wash partition glass							X
Strip resilient tile, apply floor finish and buff				X			
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows				X			
Wash walls							X

Scope of Services for: JANITORIAL SERVICES FOR HANSEN YARD 10179 Glenoaks Boulevard, Sun Valley, CA 91352																										
<div>*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).</div> <div>Public Works Division: Stormwater Maintenance</div> <div>Public Works Site Contract Manager: Dana Zindroski</div> <div>Phone Number: 818-896-0594</div> <div>E-mail: dzindros@dpw.lacounty.gov</div> <div>Office Hours: Monday through Friday 6:30 am to 5:00 pm</div> <div>Required Service Hours, Days, and Staffing</div> <div>Days of Service: Monday Through Friday</div> <div>Hours of Service Between: 7:00 am - 2:00 pm</div> <div>Minimum Required Hours Per Day*: 5 hours</div> <div>Minimum Required Number of Staff*: 1</div> <table><thead><tr><th>Description of Service Areas</th><th>Square Footage</th></tr></thead><tbody><tr><td>Building 1, Main Office, Kitchen, Entry way, and 2 Restrooms</td><td>1,978</td></tr><tr><td>Building 3, Tool Room Office</td><td>120</td></tr><tr><td>Building 4, Conference Room upstairs and 1 Restroom at ground level</td><td>1,082</td></tr><tr><td>Building 5, Back office, 1 Restroom</td><td>1,612</td></tr><tr><td>Building 6, Crew Room and 2 Restrooms</td><td>800</td></tr><tr><td>Total Square Footage</td><td>5,592</td></tr></tbody></table>						Description of Service Areas	Square Footage	Building 1, Main Office, Kitchen, Entry way, and 2 Restrooms	1,978	Building 3, Tool Room Office	120	Building 4, Conference Room upstairs and 1 Restroom at ground level	1,082	Building 5, Back office, 1 Restroom	1,612	Building 6, Crew Room and 2 Restrooms	800	Total Square Footage	5,592	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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						Total Square Footage	5,592																			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas, including corners and under furniture	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings		X					
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers							X
Spot clean carpets to remove stains							X
Spot clean doors, door jams and walls to remove fingerprints and smudges							X
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures						X	
Clean hand prints from all office and corridor walls and columns							X
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager						X	
High dust all office and corridor areas, and other overhead areas				X			
Clean interior and exterior side of all windows				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture				X			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container		X					
Clean all conference rooms. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors.	X						
Restrooms							
Empty waste containers	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures		X					
Clean Showers	N/A						
Stock restrooms with supplies	X						
Clean and mop all showers	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs		X					
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators			X				
Clean inside and outside of all microwaves			X				
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges			X				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		X					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
Sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary		X					
Clean outside sand jars	X						
Wipe down lunch table & chairs/benches	X						
Clean and wipe out all exterior ash trays with damp cloth	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							X
Empty waste containers; remove debris							X
Damp mop uncarpeted floors							X
Vacuum carpeted floors							X
Dust shelves							X
Materials shall be arranged/stored in an orderly manner							X
Balconies and Ledges							
Clean floor areas and ledges			X				
Wipe railings			X				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents			X				
Wash partition glass			X				
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds					X		
Vacuum draperies							
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows					X		
Wash walls					X		

Scope of Services- Janitorial Services for Saticoy Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 13436 Saticoy Street, North Hollywood, CA 91605		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Survey/Mapping & Property Management								
Public Works Site Contract Manager: Mr. James Roepel								
Phone Number: (818) 994-9931								
E-mail: jroepel@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:00 a.m. to 3:30 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Wednesday Only								
Hour of Service Between: 8:00 am to 1:00 pm								
Minimum Required Hours Per Day or Week*: 45 mins/week								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Restroom No.1 (interior)	40							
Restroom No.2 (exterior)	40							
Survey Office	570							
Total Square Footage	650							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays		X						
Clean debris from sand jars	N/A							
Sweep uncarpeted floors		X						
Clean all sinks and drinking fountains		X						
Spot mop uncarpeted floors	N/A							
Wash/clean door glass and frames		X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							X
Damp wipe clock facings							X
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers							X
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures		X					
Clean hand prints from all office and corridor walls and columns							X
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular			X				
Clean all office glass partitions and office doors	N/A						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		X					
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges		X					
Vacuum upholstered furniture					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.		X					
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent		X					
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals		X					
Clean wall area behind basins, toilet bowls and urinals.		X					
Clean toilet bases		X					
Wash kick plates and push plates on doors		X					
Clean basin and floor drains		X					
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures		X					
Clean Showers	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies		X					
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains		X					
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary		X					
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X	X					
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds		X					
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows					X		
Wash walls	N/A						

Scope of Services- Janitorial Services for MD4- Survey

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 South Garfield Avenue, Downey, California 90242		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Survey Office								
Public Works Site Contract Manager: Mr. David Farrell								
Phone Number: (562) 869-2217								
E-mail: dfarrell@dpw.lacounty.gov								
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service Between: 7:00am to 3:00pm								
Minimum Required Hours Per Day*: 15 min/day								
Minimum Required Number of Staff*: 1 (each staff - 15 mins/day)								
Description of Service Areas	Square Footage							
Survey Office	372							
Restroom	28							
Total Square Footage	400							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	x						
Clean basin and floor drains	x						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	x						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD3 - Westchester Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles, CA 90045		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - MD3								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280								
E-mail: achu@dpw.lacounty.gov								
Office Hours: Monday to Friday 6:00 am to 4:30 pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service between: 7:00am to 3:30pm								
Minimum Required Hours Per Day*: 4 hrs/day								
Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)								
Description of Service Areas	Square Footage							
Building No. 1 - MD3 Offices / Restrooms	2,200							
Building No. 2 - Tree Crew Offices / Conference Room / Restroom	1,100							
Building No. 3 - Office / Storage Room	400							
Total Square Footage	3,700							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed

Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD 233/333/433 - Westchester Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles, CA 90045		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 233								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280								
E-mail: achu@dpw.lacounty.gov								
Office Hours: Monday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service between: 7:00 am to 3:30 pm								
Minimum Required Hours Per Day*: 2 hrs/day								
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)								
Description of Service Areas	Square Footage							
Building No. 3 - RD 233 Crew Room / Restroom	700							
Building No. 8 - Road Superintendent Offices / Restrooms	1,350							
Total Square Footage	2,050							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD 232 A - Lawndale Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 4055 West Marine Avenue, Lawndale, CA 90260		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 232A								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280								
E-mail: achu@dpw.lacounty.gov								
Office Hours: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through Friday								
Hour of Service between: 7:00 am to 3:30 pm								
Minimum Required Hours Per Day*: 1.5 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building No. 1 - Road Superintendent Offices / Restroom	705							
Building No. 2 - Crew Room / Restroom	540							
Total Square Footage	1,245							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed

Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD 232 - Lomita Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 24309 Walnut Street, Lomita, CA 90717		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 232								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280								
E-mail: achu@dpw.lacounty.gov								
Office Hours: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through Friday								
Hour of Service between: 7:00 am to 3:30 pm								
Minimum Required Hours Per Day*: 1.5 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building No. 1 - Road Superintendent Offices / Restroom	625							
Building No. 2 - Crew Room / Conference Room / Restroom	1,440							
Total Square Footage	2,065							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD4 - Hollydale Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 South Garfield Ave, Downey, California 90242		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Daniel Aka								
Phone Number: (562) 869-1176								
E-mail: daka@dpw.lacounty.gov								
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service Between: 7:00 am to 3:00 pm								
Minimum Required Hours Per Day*: 6 hrs/day								
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)								
Description of Service Areas	Square Footage							
District Engineer's office	2,353							
Bridge Maintenance Office	2,464							
Tree Crew Office	350							
Tree District Supervisor's Office & Restroom	660							
ADA Restroom	810							
Conference Room & Restroom	738							
Guard office	80							
Total Square Footage	7,455							
Total Square Footage of Carpeted Areas	3,800							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		x					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD141/241

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 2120 E. 90th Street Los Angeles, CA 90002		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Daniel Aka								
Phone Number: (562) 869-1176								
E-mail: daka@dpw.lacounty.gov								
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesdays & Thursdays								
Hour of Service Between: 7:00 am to 8:00 am								
Minimum Required Hours Per Day*: 1 hr/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Road Division Office & Restroom	1,050							
Crew Room Office & Restroom	900							
Total Square Footage	1,950							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						
Vacuum carpeted areas ensuring that corners and areas under furniture are	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	x						
Clean basin and floor drains	x						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds				X			
Vacuum draperies				X			
Dust high ledges and moldings				X			
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD 339/539 Yard (Agoura)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 29773 West Mulholland Highway, Agoura, CA 91301		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 339								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280								
E-mail: achu@dpw.lacounty.gov								
Office Hours: Monday to Thursday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
Hour of Service between: 7:00am to 3:30pm								
Minimum Required Hours Per Day*: 1.5 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building No. 1 - Road Superintendent Office / Crew Room / Restrooms	1,250							
Total Square Footage	1,250							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays		X						
Clean debris from sand jars		X						
Sweep uncarpeted floors		X						
Clean all sinks and drinking fountains		X						
Spot mop uncarpeted floors		X						
Wash/clean door glass and frames		X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets			X					
Damp mop non-carpeted areas			X					
Spot wash walls			X					
Dust telephones			X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD 336 Yard (Malibu)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 3637 Winter Canyon Road, Malibu, CA 90265		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 336								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280								
E-mail: achu@dpw.lacounty.gov								
Office Hours: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through Friday								
Hour of Service between: 7:00 am to 3:30 pm								
Minimum Required Hours Per Day*: 2 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building No. 1 - Road Superintendent Offices / Restroom	765							
Building No. 2 - RD 336 Crew Room / Restroom	900							
Total Square Footage	1,665							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.					X		
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD3-Westchester Construction

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles, CA 90045		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Construction								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson								
Phone Number: (310) 348-6448								
E-mail: jdonald@dpw.lacounty.gov								
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service between: 7:00 am to 3:30 pm								
Minimum Required Hours Per Day*: 1 hr/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building No. 3 - Permit Office	675							
Total Square Footage	675							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						
Vacuum carpeted areas ensuring that corners and areas under furniture	X							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	N/A						
Clean and refill dispensers, including sanitary napkins and hand washing soap	N/A						
Clean sinks, sink fixtures and mirrors	N/A						
Disinfect sinks, toilets, toilet seats and urinals	N/A						
Wet mop floors with disinfectant detergent	N/A						
Spot wash walls, partitions and doors	N/A						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	N/A						
Clean wall area behind basins and toilet bowls	N/A						
Clean toilet bases	N/A						
Wash kick plates and push plates on doors	N/A						
Clean basin and floor drains	N/A						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	N/A						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	

Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD4- Construction Permit Office

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 South Garfield Ave Downey, CA 90242		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Construction Division								
Public Works Site Contract Manager: Mr. Daniel Aka								
Phone Number: (562) 869-1176								
E-mail: daka@dpw.lacounty.gov								
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service Between: 7:00 am to 3:00 pm								
Minimum Required Hours Per Day*: 1 hr/day								
Minimum Required Number of Staff*: 2 (each staff - 30mins/day)								
Description of Service Areas	Square Footage							
Permit office (Carpeted Area)	775							
Counter Area & Restroom	225							
Total Square Footage	1,000							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays		X						
Clean debris from sand jars		X						
Sweep uncarpeted floors		X						
Clean all sinks and drinking fountains		X						
Spot mop uncarpeted floors		X						
Wash/clean door glass and frames		X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			X					
Damp mop non-carpeted areas			X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Saticoy Yard Construction Office

Address: 13436 Saticoy Street, North Hollywood 91605 (Saticoy Yard)		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Construction Division								
Public Works Site Contract Manager: Roy Cruz								
Phone Number: (626) 458-4964								
E-mail: fcruz@dpw.lacounty.gov								
Required Service Hours, Days, and Staffing								
Days of Service: WEEKLY								
Hours of Service Between: 7:00 A.M. TO 9:00 A.M.								
Minimum Required Hours Per Day*: 1 HR PER WEEK								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Office, kitchen, and one restroom	300							
Crew room and restroom	0							
Total Square Footage	300							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		X						
Clean debris from sand jars								
Sweep uncarpeted floors		x						
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors		x						
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets			x					
Damp mop non-carpeted areas								
Spot wash walls								

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones							
Vacuum carpeted areas ensuring that corners and areas under furniture							
Dust baseboards and window sills							
Spot clean partitions							
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							
Damp wipe clock facings							
Damp wipe door knobs, kick plates and threshold plates							
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean doors, door jams and walls to remove fingerprints and smudges							
Polish desk tops and tables							
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in							
Clean light fixtures							
Clean hand prints from all office and corridor walls and columns							
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager							
High dust all office and corridor areas, and other overhead areas							
Clean interior side of all windows in offices that are cleaned on a regular							
Clean all office glass partitions and office doors							
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges							
Vacuum upholstered furniture							
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates							
Empty recycling containers at various buildings and dump in a designated container							
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner							
Dust all office desks and equipment			X				
Sweep and mop tile and concrete floors. Buff, as needed.			X				
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent		X					
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers		X					
Remove mineral deposits around faucets							
Remove stains in toilet bowls and urinals			X				
Clean wall area behind basins and toilet bowls			X				
Clean toilet bases			X				
Wash kick plates and push plates on doors							
Clean basin and floor drains							
Wash partition stalls .							
Clean exterior surfaces of accessible traps and pipes							
Clean all restroom fixtures, mirrors and floors.							
Polish all chrome fixtures							
Clean Showers							
Stock restrooms with supplies		X					
Clean and mop all showers							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary							
Spot clean partitions glass							
Clean all glass entrance doors							
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners							
Wash table tops and serving areas							
Dust chairs							
Sweep uncarpeted floors in eating areas							
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs							
Damp mop uncarpeted floors							
Spot wash walls and doors							
Clean inside and outside of all refrigerators							
Clean inside and outside of all microwaves							
Elevators							
Clean tracks							
Sweep uncarpeted floors							
Spot wash walls and doors							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Stairwells							
Sweep stairs and landings							
Damp wipe handrails							
Damp mop uncarpeted stairs and landings							
Vacuum carpeted stairs and landings							
Spot clean walls							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps							
Holding Tanks							
Damp mop floors and disinfect with germicidal solution							
Spot clean walls							
Dust or damp wipe bars							
Clean floor drains							
Clean sinks/toilets and disinfect with germicidal solution							
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to							
Remove washable graffiti							
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				X			
Clean all exterior screens							
Clean air diffuser grills and ceiling area around diffusers							
Clean exterior window ledges							
Clean sidewalks, remove gum and stains from sidewalks around outside of building							
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary							
sweep up and pick up loose trash from around buildings and the yard							
Spot wash walls, as necessary							
Clean outside sand jars							
Clean and wipe out all exterior ash trays with damp cloth							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							
Empty waste containers; remove debris							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Dust shelves							
Materials shall be arranged/stored in an orderly manner							
Balconies and Ledges							
Clean floor areas and ledges							
Wipe railings							
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							
Dust or Vacuum ceiling vents							
Wash partition glass							
Strip resilient tile, apply floor finish and buff							
Dust/clean venetian blinds							
Vacuum draperies							
Dust high ledges and moldings							
Vacuum upholstered furniture							
Shampoo or steam clean carpeting							
Wash windows							
Wash walls							