Scope of Services- Janitorial Services for Westchester Shop - Fleet

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 Restroom No.1 Shop Office Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Tool Room Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X X X X X X X X	monthly, quarterly, commanital, and armadi).								
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 Restroom No.1 Shop Office Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Shop Office 100 Room 100	Address: 5530 West 83rd Street, Los Angeles CA 90045								
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 Restroom No.1 Shop Office Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Tool Room Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean and disinfect all sinks and drinking fountains and disinfect Spet mop uncarpeted floors X X X X X X X X X X X X X	Public Works Division: Fleet Management Division								
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 Restroom No.1 Shop Office Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Tool Room Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect Spot mop uncarpeted floors X X Spot mop uncarpeted floors	Public Works Site Contract Manager: Mr. Mark Heighes								
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 Restroom No.1 Shop Office Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Tool Room Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X Spot mop uncarpeted floors X X X X X X X X X X X X X X X X X X	Phone Number: (310) 417-5184								
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 Restroom No.1 Shop Office Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect Spot mop uncarpeted floors A I I I I I I I I I I I I I I I I I I	E-mail: mheighes@dpw.lacounty.gov								
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 Restroom No.1 Shop Office Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect Spot mop uncarpeted floors A I I I I I I I I I I I I I I I I I I	Office Hours: Monday to Friday 6:00am to 4:30pm,		a)						
Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Total Square Footage Total Square	Required Service Hours, Days, and Staffing						lly		
Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Total Square Footage Total Square	Days of Service: Monday through Friday		SS			>	lal	>	eq
Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Total Square Footage Total Square	Hour of Service between: Mon-Thur 6:00am to 4:30pm		ě		 [ərl	n	االا	ģ
Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Total Square Footage Total Square	Minimum Required Hours Per Day*: 2 hrs/day		ĿË	<u>\$</u>)t	rte	۸	US	ее
Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Total Square Footage Total Square	Minimum Required Number of Staff*: 1		Sn	\ \ \	0	Ja	/ −i	υ	Ž
Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Total Square Footage Total Square	Description of Service Areas	-		>	2	ğ	emi	A	As-
Restroom No.2 East Shop Restroom No.3 West Shop Shop Office Lunch Room Tool Room Total Square Footage Total Square	Restroom No.1 Shop Office	24	딫				S		
Restroom No.3 West Shop Shop Office Lunch Room 160 Tool Room Total Square Footage 1,108 Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect Spot mop uncarpeted floors X Spot mop uncarpeted floors X X X X X X X X X X X X X X X X X X X	Restroom No.2 East Shop	165	III						
Lunch Room Tool Room Total Square Footage 1,108 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect Spot mop uncarpeted floors X X X X X X	Restroom No.3 West Shop	136							
Tool Room Total Square Footage 1,108 Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors X Clean and disinfect all sinks and drinking fountains and disinfect Spot mop uncarpeted floors X X X X X	Shop Office	255							
Total Square Footage Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect Spot mop uncarpeted floors 1,108 X X X X X X X X X X X X X		160							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X X X Spot mop uncarpeted floors	Tool Room	368							
Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X X X X Spot mop uncarpeted floors	Total Square Footage	1,108							
Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X X Spot mop uncarpeted floors X X	Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stall	s					
Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X X X Spot mop uncarpeted floors X X X	Empty waste containers and ashtrays		X						
Clean and disinfect all sinks and drinking fountains and disinfect X X X Spot mop uncarpeted floors X X X	Clean debris from sand jars								
Spot mop uncarpeted floors X X	Sweep uncarpeted floors								
Wash/clean door glass and frames	Spot mop uncarpeted floors		Х						Χ
	Wash/clean door glass and frames			X					

							CINOU
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,	V						
computers, chairs, tables and cabinets	X						
Damp mop non-carpeted areas with clean water and mop separate of		Х					V
bathroom		۸					Х
Spot wash walls							Χ
Dust and disinfect telephones							Х
Vacuum carpeted areas ensuring that corners and areas under furniture are							
free of dust and dirt							
Dust baseboards and window sills			Χ				
Spot clean partitions							Х
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars			Χ				
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers		Χ					
Spot clean carpets to remove stains							
Spot clean and disinfect doors, door jams and walls to remove fingerprints		Х					
and smudges							
Polish desk tops and tables			Х				
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			Χ				
Clean hand prints from all office and corridor walls and columns		Χ					
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					Х		
be coordinated with the Contract Manager							
High dust all office and corridor areas, and other overhead areas			Χ				

							0.100
Clean interior side of all windows in offices that are cleaned on a regular			Χ				
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door			X				X
facings, and on corridor walls			^				^
Clean all ceiling vents of dust, film, stains, etc			Χ				
Clean/dust all high ledges			Χ				
Vacuum upholstered furniture							Х
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.			Χ				
Clean door knobs, kick plates, baseboards, and threshold plates			Χ				
Empty recycling containers at various buildings and dump in a designated		Х					Х
container		^					^
Clean all conference rooms after each meeting. Dust furniture. Arrange	X						
furniture in an orderly manner							
Dust all office desks and equipment		Χ					
Sweep and mop with clean water tile and concrete floors; buff as needed		Χ					
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent		Χ					Χ
Spot wash walls, partitions and doors		Χ					
Replace plastic liners in waste containers							Χ
Remove mineral deposits and disinfect around faucets			Χ				
Remove stains and disinfect in toilet bowls and urinals		Χ					
Clean and disinfect wall area behind basins and toilet bowls	Χ						
Clean and disinfect toilet bases	X						
Wash kick plates and push plates on doors		Χ					

EXHIBIT I.1 FLT-2-1 GROUP 2

Clean and disinfect basin and floor drains		Х					
	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	Х						
Wash table tops and serving areas	Х						
Dust chairs		Χ					
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs		Χ					
Damp mop uncarpeted floors with clean water	X						
Spot wash walls and doors		Χ					
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
	· · · · · · · · · · · · · · · · · · ·			· · · · · · · · · · · · · · · · · · ·			

							0.100
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			Х				
necessary.			^				
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	N/A						
building	13//						

							GIVO
Empty exterior trash cans at designated locations and dump the collected	N/A						
trash in the designated container. Replace plastic liners, as necessary							
	Each Business Day	>	<u>></u>	- -	Semi-Annually	<u> </u>	ped
	Busi	Weekly	Monthly	Quarterly	Ann	Annually	As-Needed
	gch I	Š	Ĕ	ď	emi-	An	As-h
					Ň		
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	NI/A						
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					Χ		
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						

Scope of Services- Janitorial Services for Westchester Shop - Fleet

EXHIBIT I.1 FLT-2-1 GROUP 2

Wash windows		Χ		
Wash walls				Х

Scope of Services- Janitorial Services for Hollydale Shop - Fleet

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 Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls									
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 Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect All Day A A A A A A A A A A A A A A A A A A A	Address:11282 South Garfield Avenue, Downey, 90242								
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: 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 Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone E-mail: daka@dpw.lacounty.gov A	Public Works Division: Fleet Management Division								
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 Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect A Day A Da	Public Works Site Contract Manager: Mr. Daniel Aka								
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 Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect A Square Footage A Square Footage A 440 Lyby A W Lyby A Ly	Phone Number: (562) 869-1176								
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 Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X X Clean and disinfect all sinks and drinking fountains and disinfect X X Clean and disinfect all sinks and drinking fountains and disinfect	E-mail: daka@dpw.lacounty.gov								
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 Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X	Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00	Эрт	Ş						
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 Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X	Required Service Hours, Days, and Staffing		D ₂				y		
Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage 3,305 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect 440 440 440 440 440 440 440	Days of Service: Monday through Friday					>	all	,	b
Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage 3,305 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect 440 440 440 440 440 440 440	Hour of Service Between: 7:00 am to 3:00 pm		es		الا) I	ηL	ılly	qe
Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage 3,305 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect 440 440 440 440 440 440 440	Minimum Required Hours Per Day*: 2 hrs/day		.⊑	e k	ıth	rte	IU.	пs	96
Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage 3,305 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect 440 440 440 440 440 440 440	Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)		ns	/e	lor	Ja	۸-۱	υ	ž
Shop Office & Restroom Lunch Area inside repair shop Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect Hull 440 440 440 440 440 440 440	Description of Service Areas		ch	 	M	Qı	Semi	Ar	As-
Restroom, Showers, and Lockers Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X	Shop Office & Restroom	440	ш						
Equipment & Body Shop Office and Restroom Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect 1,081 968 3,305 X Clean Stalls	Lunch Area inside repair shop	360							
Dining Area, Empty Offices (Old Permit Office) Total Square Footage Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X Clean and disinfect all sinks and drinking fountains and disinfect	Restroom, Showers, and Lockers	456							
Total Square Footage Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X	Equipment & Body Shop Office and Restroom	1,081							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X	Dining Area, Empty Offices (Old Permit Office)	968							
Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X	Total Square Footage	3,305							
Clean debris from sand jars Sweep uncarpeted floors Clean and disinfect all sinks and drinking fountains and disinfect X X	Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stall	ls					
Sweep uncarpeted floors X Clean and disinfect all sinks and drinking fountains and disinfect X	Empty waste containers and ashtrays								
Clean and disinfect all sinks and drinking fountains and disinfect X									
Spot mop uncarpeted floors X									
	Spot mop uncarpeted floors		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		Χ					
Damp mop non-carpeted areas with clean water and mop separate of bathroom		Χ					
Spot wash walls		Χ					
Dust and disinfect telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	Х						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains		Χ					
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables		Χ					
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						Х	
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						Х	
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				Χ			
	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				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door			Х				
facings, and on corridor walls			^				
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated container	Х						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	Х						
Dust all office desks and equipment	Х						
Sweep and mop with clean water tile and concrete floors; buff as needed	Х						
Restrooms	•						
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits and disinfect around faucets		Χ					
Remove stains and disinfect in toilet bowls and urinals	Χ						
Clean and disinfect wall area behind basins and toilet bowls	Χ						
Clean and disinfect toilet bases	Х						

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

							000
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	Х						
Remove washable graffiti							Х
Wash and clean interior and exterior of all exterior windows. Spot clean, as					Х		
necessary.							
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Х		
Clean exterior window ledges					Х		
Clean sidewalks, remove gum and stains from sidewalks around outside of							X
building							

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

Scope of Services- Janitorial Services for Hollydale Shop - Fleet

EXHIBIT I.1 FLT-2-2 GROUP 2

Wash windows			Χ		
Wash walls		Χ			

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

 								
Address: 5520 West 83rd Street, Los Angeles, CA 90045								
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		Day						
Required Service Hours, Days, and Staffing						lly		_
Days of Service: Tuesday & Thursday		SS	<u>></u>	>	>	Ja	>	ec
Hour of Service Between: 7:30am to 3:30pm		Business	<u>&</u>	Ϊ́	er	ını	all	9
Minimum Required Hours Per Day*: 4 hrs/day		Si	/e	nt	art	۸h	חנ	<u>6</u>
Minimum Required Number of Staff*: 1) C	>	10	ns	i-/	n	Z
Description of Service Areas	Square Footage	ch B	Ξ	Monthly	Q	em	Annually	As-Needed
Building 1: Office, kitchen, lunch room	685	ac				S		
Building 2: Office	252	Щ						
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, Iounges, Hallways, Lobbies, Tele	ephone	Stal	lls					
Empty waste containers and ashtrays								Χ
Clean debris from sand jars								Χ
Sweep uncarpeted floors			Χ					
Clean all sinks and drinking fountains			Χ					
Spot mop uncarpeted floors				X				
Wash/clean door glass and frames				Χ				

Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
		Χ				
	Χ					
						Х
		Χ				
						Х
						Х
						Х
						Х
			Χ			
						Х
						Χ
						X
						Χ
						Χ
			Χ			
						Χ
						Χ
			Χ			
			Χ			
	Χ					
						Х
						Χ
						Χ
	Each Business Day	X				

	Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc							Χ
Clean/dust all high ledges							Χ
Vacuum upholstered furniture				Χ			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							Χ
Clean door knobs, kick plates, baseboards, and threshold plates							Χ
Empty recycling containers at various buildings and dump in a designated							
container							Χ
Clean all conference rooms after each meeting. Dust furniture. Arrange							
furniture in an orderly manner							Χ
Dust all office desks and equipment			Х				
Sweep and mop tile and concrete floors. Buff, as needed.							Χ
Restrooms				_			
Empty waste containers and replace liners		Χ					
Clean and refill dispensers, including sanitary napkins and hand washing		Χ					
Clean sinks, sink fixtures and mirrors		Х					
Disinfect sinks, toilets, toilet seats and urinals		Х					
Wet mop floors with disinfectant detergent		Χ					
Spot wash walls, partitions and doors		Х					
Replace plastic liners in waste containers							Χ
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals							Χ
Clean wall area behind basins and toilet bowls			Χ				
Clean toilet bases			Χ				
Wash kick plates and push plates on doors							Χ
Clean basin and floor drains							Х
Wash partition stalls .		1		1			X
Clean exterior surfaces of accessible traps and pipes	+			1			X
·	•	_	•	•	•	•	

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.							Χ
Polish all chrome fixtures							Χ
Clean Showers							Χ
Stock restrooms with supplies							Χ
Clean and mop all showers							Χ
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains							Χ
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary		Χ					
Spot clean partitions glass							Χ
Clean all glass entrance doors							Χ
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners							Χ
Wash table tops and serving areas							Χ
Dust chairs							Χ
Sweep uncarpeted floors in eating areas							Χ
Vacuum carpeted floors in eating areas							Χ
Damp wipe chair and table legs							Χ
Damp mop uncarpeted floors							Χ
Spot wash walls and doors							Χ
Clean inside and outside of all refrigerators							Χ
Clean inside and outside of all microwaves							Χ
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		Х	Π				
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.							Χ
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers							Χ
Clean exterior window ledges							Χ
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ

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

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

Address: 615 Anita Street, Redondo Beach, CA 90278								
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		Jay				/		
Office Hours: 6:30 am - 4:00 pm						all)		0
Required Service Hours, Days, and Staffing		SS	₹	>		US	<u>\</u>) Je
Days of Service: Tuesday & Thursday		ne	<u> </u>	th	tel	nu	Jal	ec
Hour of Service Between: 7:30 am to 3:30 pm		Business	Bi-Weekly	Monthly	ar	Semi-Annually	Annually	As-Needed
Minimum Required Hours Per Day*: 1.5 hrs/day		B B		Ž	ηζ	πį	۸	3-L
Minimum Required Number of Staff*: 1			<u> </u>			er		Ä
Description of Service Areas	Square Footage	ach				တ		
Building 1: Offices, kitchen, lunch room and Crew Room	1,087	Ш						
Bathroom 1 (in building 1)	35							
Bathroom 2 (in building 2)	30							
Total Square Footage	1,152							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone Sta	lls						
Empty waste containers and ashtrays								Χ
Clean debris from sand jars								Χ
Sweep uncarpeted floors			Χ					
Clean all sinks and drinking fountains			Χ					
Spot mop uncarpeted floors				Χ				
Wash/clean door glass and frames				Χ				

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

		Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc	1	_						Χ
Clean/dust all high ledges								Χ
Vacuum upholstered furniture					Х			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.								Χ
Clean door knobs, kick plates, baseboards, and threshold plates								Χ
Empty recycling containers at various buildings and dump in a designated								
container								Χ
Clean all conference rooms after each meeting. Dust furniture. Arrange								
furniture in an orderly manner								Χ
Dust all office desks and equipment				Χ				
Sweep and mop tile and concrete floors. Buff, as needed.								Χ
Restrooms								
Empty waste containers and replace liners			Χ					
Clean and refill dispensers, including sanitary napkins and hand washing			Χ					
Clean sinks, sink fixtures and mirrors			Χ					
Disinfect sinks, toilets, toilet seats and urinals			Χ					
Wet mop floors with disinfectant detergent			Χ					
Spot wash walls, partitions and doors			Χ					
Replace plastic liners in waste containers								Χ
Remove mineral deposits around faucets			Χ					
Remove stains in toilet bowls and urinals								Χ
Clean wall area behind basins and toilet bowls				Χ				
Clean toilet bases				Χ				
Wash kick plates and push plates on doors								Χ
Clean basin and floor drains								Χ
Wash partition stalls .								X
Clean exterior surfaces of accessible traps and pipes								X
<u> </u>			_	I	I			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.							Χ
Polish all chrome fixtures							Χ
Clean Showers							Χ
Stock restrooms with supplies							Χ
Clean and mop all showers							Χ
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							Х
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary		Х					
Spot clean partitions glass							Χ
Clean all glass entrance doors							Χ
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners							Χ
Wash table tops and serving areas							Χ
Dust chairs							Χ
Sweep uncarpeted floors in eating areas							Χ
Vacuum carpeted floors in eating areas							Χ
Damp wipe chair and table legs							Χ
Damp mop uncarpeted floors							Χ
Spot wash walls and doors							Χ
Clean inside and outside of all refrigerators							Χ
Clean inside and outside of all microwaves							Χ
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		•			<u> </u>		
Sweep steps, outside landings and sidewalks immediately adjacent to		Χ					
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.							Χ
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers							Χ
Clean exterior window ledges							Χ
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ

	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							Χ
sweep up and pick up loose trash from around buildings and the yard							Χ
Spot wash walls, as necessary							Χ
Clean outside sand jars							Χ
Clean and wipe out all exterior ash trays with damp cloth							Χ
Custodial Closets/Storage Areas							
Sweep uncarpeted floors		Χ					
Empty waste containers; remove debris		Χ					
Damp mop uncarpeted floors		Χ					
Vacuum carpeted floors		Χ					
Dust shelves							Χ
Materials shall be arranged/stored in an orderly manner		Х					
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!							Χ
Dust or Vacuum ceiling vents							Χ
Wash partition glass							Χ
Strip resilient tile, apply floor finish and buff				Χ			
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting					Χ		
Wash windows				Χ			
Wash walls							Χ

Scope of Services for: JANITORIAL SERVICES FOR HANSEN YARD 10179 Glenoaks Boulevard, Sun Valley, CA 91352								
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual). Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Dana Zindroski								
Phone Number: 818-896-0594		_						
E-mail: dzindros@dpw.lacounty.gov		Day						
Office Hours: Monday through Friday 6:30 am to 5:00 pm						lly		
Required Service Hours, Days, and Staffing		SS			>	lal	>	þe
Days of Service: Monday Through Friday		es		ار	۶rl	n		ğ
Hours of Service Between: 7:00 am - 2:00 pm		Business	Weekly	ηth	rte	١	Annually	As-Needed
Minimum Required Hours Per Day*: 5 hours		ns	\ \	0	Ja	J-∫	ור	Ž
Minimum Required Number of Staff*: 1			>	\geq	Ø	m	A	-S
Description of Service Areas	Square Footage	Each		Monthly		Se		A
Building 1, Main Office, Kitchen, Entry way, and 2 Restrooms	1,978	ш						
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							
· ·	5,592							
Office, Crew Rm, Conf Rm & Kitchenette	· .							
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars			Χ					
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets		Χ						
Spot wash walls								Χ

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		Χ					
Vacuum carpeted areas, including corners and under furniture	X						
Dust baseboards and window sills		Χ					
Spot clean partitions		Х					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	1	X					
Damp wipe clock facings	1	Х					
Damp wipe door knobs, kick plates and threshold plates	1	Χ					
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	<u> </u>						Χ
Polish desk tops and tables	+	Х					
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						Χ	
Clean hand prints from all office and corridor walls and columns	1						Χ
Dry foam shampoo carpet in all assigned areas and any other areas							1
required. Carpet is to be thoroughly vacuumed before shampooing						Χ	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager						Χ	
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior and exterior side of all windows	1			Χ			
Clean all office glass partitions and office doors	1		Χ				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Χ				
Clean all ceiling vents of dust, film, stains, etc			Χ				
Clean/dust all high ledges			Χ				
Vacuum upholstered furniture				Χ			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	ach l	Ň	ĕ	Önï	emi-	An	As-N
Clean drinking fountains and sinks. Also, remove hand prints on walls					S		
around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Χ						
Spot clean partitions glass	Χ						
Clean all glass entrance doors	Х						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	Χ						
Dust chairs		Χ					
Sweep uncarpeted floors in eating areas	Χ						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors		Χ					
Clean inside and outside of all refrigerators			Χ				
Clean inside and outside of all microwaves			Χ				
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		Χ					
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges			Χ				
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	Х						
Sweep up and pick up loose trash from around buildings and the yard	Χ						
Spot wash walls, as necessary		Χ					
Clean outside sand jars	Х						
Wipe down lunch table & chairs/benches	Х						
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							Χ
Empty waste containers; remove debris							Χ
Damp mop uncarpeted floors							Χ
Vacuum carpeted floors							Χ
Dust shelves							Χ
Materials shall be arranged/stored in an orderly manner							Х
Balconies and Ledges							
Clean floor areas and ledges			Χ				
Wipe railings			Χ				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents			Χ				
Wash partition glass			Χ				
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds					Χ		
Vacuum draperies							
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting					Χ		
Wash windows					Χ		
Wash walls					Χ		

Scope of Services- Janitorial Services for Saticoy Yard

Address: 13436 Saticoy Street, North Hollywood, CA 91605								
Public Works Division: Survey/Mapping & Property Management								
Public Works Site Contract Manager: Mr. James Roepel		1						
Phone Number: (818) 994-9931		>						
E-mail: jroepel@dpw.lacounty.gov		Day				_		
Office Hours: Monday through Thursday, 6:00 a.m. to 3:30 p.m.) E		∇
Required Service Hours, Days, and Staffing		Business	<u>></u>	<u>></u>	rly	າບຄ	lly	As-Needed
Days of Service: Wednesday Only		<u>≅</u>	 	ıth	te	nr	Ja	ě
Hour of Service Between: 8:00 am to 1:00 pm		JS.)e(O	ıaı	-A	lU	$\frac{\theta}{2}$
Minimum Required Hours Per Day or Week*: 45 mins/week		B	>	\geq	7	π	Ar	S-
Minimum Required Number of Staff*: 1		ch				er	'	ď
Description of Service Areas	Square Footage	ac		Monthly		S		
Restroom No.1 (interior)	40	Ш						
Restroom No.2 (exterior)	40							
Survey Office	570							
Total Square Footage	650							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Tel-	ephone	Stal	ls					
Empty waste containers and ashtrays			Χ					
Clean debris from sand jars		N/A						
Sweep uncarpeted floors			Χ					
Clean all sinks and drinking fountains			Χ					
Spot mop uncarpeted floors		N/A						
Wash/clean door glass and frames			Χ					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Χ					
Damp mop non-carpeted areas			Χ					
Spot wash walls			Χ					

	Each Business Day		Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		Х					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		Х					
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							Χ
Damp wipe clock facings							Χ
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers							Χ
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges		Χ					
Polish desk tops and tables		Χ					
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		Χ					
Clean hand prints from all office and corridor walls and columns							Χ
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					Х		
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		Χ					
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges		Х					
Vacuum upholstered furniture					Х		

						<u> </u>	
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Х					
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		Χ					
Sweep and mop tile and concrete floors. Buff, as needed.		Χ					
Restrooms							
Empty waste containers and replace liners		Χ					
Clean and refill dispensers, including sanitary napkins and hand washing		Χ					
Clean sinks, sink fixtures and mirrors		Χ					
Disinfect sinks, toilets, toilet seats and urinals		Χ					
Wet mop floors with disinfectant detergent		Χ					
Spot wash walls, partitions and doors		Χ					
Replace plastic liners in waste containers							Χ
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals		Χ					
Clean wall area behind basins, toilet bowls and urinals.		Χ					
Clean toilet bases		Χ					
Wash kick plates and push plates on doors		Χ					
Clean basin and floor drains		Χ					
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.		Χ					
Polish all chrome fixtures		Χ					
Clean Showers	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies		Χ					
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains		Χ					
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary		Χ					
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		Χ					
Clean inside and outside of all microwaves		Χ					
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						

							100.
	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	Χ					
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
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					Χ		
Dust/clean venetian blinds		Χ					
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					Χ		
Wash walls	N/A						

Scope of Services- Janitorial Services for MD4- Survey

Address: 11282 South Garfield Avenue, Downey, California 90242								
Public Works Division: Survey Office								
Public Works Site Contract Manager: Mr. David Farrell								
Phone Number: (562) 869-2217		Day						
E-mail: dfarrell@dpw.lacounty.gov						ly		
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm	SS			>	ıal	>	þe
Required Service Hours, Days, and Staffing		Business	Weekly) L	υn	ĺ₩.	9
Days of Service: Monday through Friday		<u>□</u> .	k)t	rte	ıП	n	96
Hour of Service Between: 7:00am to 3:00pm		NS	/e	ō	Ja	√-	υ	Ž
Minimum Required Hours Per Day*: 15 min/day			<	≥	7	πi	Ā	S-
Minimum Required Number of Staff*: 1 (each staff - 15 mins/day)		Ç			Quarterly	el		\triangleleft
Description of Service Areas	Square Footage	Each				(O)		
Survey Office	372							
Restroom	28							
Total Square Footage	400							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including			Χ					
Damp mop non-carpeted areas			Χ					
Spot wash walls			Χ					
Dust telephones			Х					

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

	_						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates.		Χ					
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	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
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		Χ					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	Х	_					
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	Х						
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	Х						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
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	Х						
Remove washable graffiti							Х
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Х
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	Х						

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

Scope of Services- Janitorial Services for MD3 - Westchester Yard

The state of the s								
Address: 5530 West 83rd Street, Los Angeles, CA 90045								
Public Works Division: Road Maintenance - MD3								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280		3						
E-mail: achu@dpw.lacounty.gov		Day				V		
Office Hours: Monday to Friday 6:00 am to 4:30 pm						all		Q
Required Service Hours, Days, and Staffing		Business	>	ly	rl))U	Annually	As-Needed
Days of Service: Monday through Friday		υe	X	th	te	nr	Ja	ě
Hour of Service between: 7:00am to 3:30pm		Si	ee	Jn	ar	Ą	υſ	Ş
Minimum Required Hours Per Day*: 4 hrs/day		30	\geq	M	γ	Ji-	۸	<u>-</u>
Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)					9	ue	f	Ą
Description of Service Areas	Square Footage	ach			Quarterly	S		
Building No. 1 - MD3 Offices / Restrooms	2,200	й						
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, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
computers, chairs, tables and cabinets								
Damp mop non-carpeted areas			Χ					
Spot wash walls			Χ					
II MOT TOLONDONO								
Dust telephones			Χ					

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

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

Polish all chrome fixtures	Х			
Clean Showers	Х			
Stock restrooms with supplies	Х			
Clean and mop all showers	Х			
Clean drinking fountains and sinks. Also, remove hand prints on walls	V			
around fountains	X			
Empty all waste receptacles and wipe out with damp cloth. Replace plastic	V			
liners, as necessary	X			
Spot clean partitions glass	Х			
Clean all glass entrance doors	Х			
Lunch Rooms				
Empty and Wash containers inside and out; replace plastic liners	Х			
Wash table tops and serving areas	Х			
Dust chairs	Х			
Sweep uncarpeted floors in eating areas	Х			
Vacuum carpeted floors in eating areas	Х			
Damp wipe chair and table legs	Х			
Damp mop uncarpeted floors	Х			
Spot wash walls and doors	Х			
Clean inside and outside of all refrigerators		Х		
Clean inside and outside of all microwaves		Х		
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				<u> </u>		•	
Sweep steps, outside landings and sidewalks immediately adjacent to facility	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as					Х		
necessary.							
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							Х
building							
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	Х						

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

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

Address: 5530 West 83rd Street, Los Angeles, CA 90045								
Public Works Division: Road Maintenance - RD 233								
Public Works Site Contract Manager: Mr. Arthur Chu		_						
Phone Number: (310) 348-6448, Extension 280		Day						
E-mail: achu@dpw.lacounty.gov				Monthly				~
Office Hours: Monday to Friday 6:00am to 4:30pm		Business		_	<u>></u>	Ja	>	ec
Required Service Hours, Days, and Staffing		je	→	ΡÌ	eľ	l I	all	þ
Days of Service: Monday through Friday		ĭ	<u>@</u>	nt	IT	۸	Ω	6 6
Hour of Service between: 7:00 am to 3:30 pm		Š	Λ	10	en e	/ −l	nr	Ϋ́
Minimum Required Hours Per Day*: 2 hrs/day		B	>	2	Ø	m	A	S
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)		ach				Se		4
Description of Service Areas	Square Footage	Ea				0)		
Building No. 3 - RD 233 Crew Room / Restroom	700	ш						
Building No. 8 - Road Superintendent Offices / Restrooms	1,350							
Total Square Footage	2,050							
Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies,			Stall	s				
			Stall	s				
Offices, Conference Rooms, Lounges, Hallways, Lobbies,		one	Stall	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays		one	Stall	s				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains		X X	Stall	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors		X X X	Stall	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames		X X X X	Stall	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including		X X X X		S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames		X X X X	Stall	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas		X X X X	X	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X X X X	X	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls Dust telephones		X X X X	X	S				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X X X X	X	S				

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	Χ						
Clean Showers	Χ						
Stock restrooms with supplies	Χ						
Clean and mop all showers	Χ						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	Х						
Spot clean partitions glass	Х						
Clean all glass entrance doors	Х						
Lunch Rooms	•						
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Χ						
Dust chairs	Χ						
Sweep uncarpeted floors in eating areas	Χ						
Vacuum carpeted floors in eating areas	Χ						
Damp wipe chair and table legs	Χ						
Damp mop uncarpeted floors	Χ						
Spot wash walls and doors	Χ						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean,					Х		
as necessary.							
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside							Х
of building							^
Empty exterior trash cans at designated locations and dump the							
collected trash in the designated container. Replace plastic liners, as	X						
necessary							

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

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

Address: 4055 West Marine Avenue, Lawndale, CA 90260								
Public Works Division: Road Maintenance - RD 232A								
Public Works Site Contract Manager: Mr. Arthur Chu		_						
Phone Number: (310) 348-6448, Extension 280		ay						
E-mail: achu@dpw.lacounty.gov						lly	Annually	i i
Office Hours: Tuesday to Friday 6:00am to 4:30pm		SS			X	la	_	9
Required Service Hours, Days, and Staffing		6 8	cly	ار	эrا	υſ	_ € `	ğ
Days of Service: Tuesday through Friday		Busines	ek	λt	rte	N)	ee
Hour of Service between: 7:00 am to 3:30 pm		Sn	/e	O	Ja	√-	רר	Ž
Minimum Required Hours Per Day*: 1.5 hrs/day		$\mathbf{\Omega}$	>	\geq	2	πi	ΔI	As-Needed
Minimum Required Number of Staff*: 1		ch)	e		\triangleleft
Description of Service Areas	Square Footage	Eac				(C)		
Building No. 1 - Road Superintendent Offices / Restroom	705	ш						
Building No. 2 - Crew Room / Restroom	540							
Total Square Footage	1,245							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Tele	ephone	Stal	ls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Clean debits from sand jars								
Sweep uncarpeted floors		X						
· · · · · · · · · · · · · · · · · · ·								
Sweep uncarpeted floors		Χ						
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames		X						
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors		X X X						
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames		X X X	X					
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas		X X X	Χ					
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X X X	X					
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls Dust telephones		X X X	Χ					
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X X X	X					

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

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							Х
building							^
Empty exterior trash cans at designated locations and dump the collected	X						
trash in the designated container. Replace plastic liners, as necessary							
sweep up and pick up loose trash from around buildings and the yard	Х						
Spot wash walls, as necessary					Χ		
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges							
Clean floor areas and ledges		Χ					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Χ						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	Ea				Se		7

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

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

Address: 24309 Walnut Street, Lomita, CA 90717								
Public Works Division: Road Maintenance - RD 232								
Public Works Site Contract Manager: Mr. Arthur Chu		_						
Phone Number: (310) 348-6448, Extension 280)ay						
E-mail: achu@dpw.lacounty.gov								$\overline{}$
Office Hours: Tuesday to Friday 6:00am to 4:30pm		Business	_	Monthly	ly	<u>8</u>	>	As-Needed
Required Service Hours, Days, and Staffing		ě	\leq		er	<u> </u>	a	ρé
Days of Service: Tuesday through Friday		J.E	Q.	nt	ırt	7	Ĩ	ee
Hour of Service between: 7:00 am to 3:30 pm		Š	Λe	10	ns	<u></u>	υ	Ζļ
Minimum Required Hours Per Day*: 1.5 hrs/day			>	2	Q	Ξ	Ā	-S
Minimum Required Number of Staff*: 1		ch				Se l		⋖
Description of Service Areas	Square Footage	$\boldsymbol{\sigma}$				ן לט		
Building No. 1 - Road Superintendent Offices / Restroom	625	Ш						
Building No. 2 - Crew Room / Conference Room / Restroom	1,440							
Total Square Footage	2,065							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telepl	hone S	talls						
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
computers, chairs, tables and cabinets								
Damp mop non-carpeted areas			Χ					
Spot wash walls			Χ					
Dust telephones			Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are		Х						
free of dust and dirt								

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

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

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

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

EXHIBIT I.1 RMD-2-4 GROUP 2

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

Scope of Services- Janitorial Services for MD4 - Hollydale Yard

Address: 11282 South Garfield Ave, Downey, California 90242								
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 2:00)pm							
Required Service Hours, Days, and Staffing	•	ay						
Days of Service: Monday through Friday		Ö				<u>\</u>		
Hour of Service Between: 7:00 am to 3:00 pm		Ś			>	al	_	þ
Minimum Required Hours Per Day*: 6 hrs/day		es)rl	υ		ğ
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)		.⊑	ek	 	rte	ū	ns	96
Description of Service Areas	Square Footage	Business	Weekly	Mor	λua	∆-iر	Annually	As-Needed
District Engineer's office	2,353				9	en	4	As
Bridge Maintenance Office	2,464	ach				Š		7
Tree Crew Office	350	Ш						
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, Iounges, Hallways, Lobbies, Tele	phone	Stal	ls					
Empty waste containers and ashtrays		Χ						

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

	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				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Χ				
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates.		Х					
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	Х						
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	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Χ					
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	Х						
Wash partition stalls.		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	Х						
Clean Showers	Х						
Stock restrooms with supplies	X						
Clean and mop all showers	Х						
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	Х						
Clean all glass entrance doors	Х						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
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	Х						
Spot wash walls, as necessary					Χ		
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		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges							
Clean floor areas and ledges		Χ					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting						Χ	
Wash windows				Χ			
Wash walls			Χ				

Scope of Services- Janitorial Services for RD141/241

Address: 2120 E. 90th Street Los Angeles, CA 90002								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Daniel Aka								
Phone Number: (562) 869-1176		ay						
E-mail: daka@dpw.lacounty.gov					Quarterly	lly		
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm	SS			>	ıal	>	As-Needed
Required Service Hours, Days, and Staffing		Business	()	<u> </u>	ərl	n	الد	ğ
Days of Service: Tuesdays & Thursdays].	ek	ıt∤	rte	١N	ns	ee
Hour of Service Between: 7:00 am to 8:00 am		ns	/e	O	Ja	√-	υ	Ž
Minimum Required Hours Per Day*: 1 hr/day		$\bar{\mathbf{D}}$	>	≥	2	mi	Ar	S-
Minimum Required Number of Staff*: 1		<u></u>)	èel	,	\triangleleft
Description of Service Areas	Square Footage	Each				(O)		
Road Division Office & Restroom	1,050							
Crew Room Office & Restroom	900							
Total Square Footage	1,950							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Χ						
Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		Х	Х					
Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, Damp mop non-carpeted areas		X	Χ					
Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, Damp mop non-carpeted areas Spot wash walls		X	X					
Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, Damp mop non-carpeted areas		X	Χ					

							_
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Χ						
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		Χ					
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					Χ		
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing					Χ		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager					Χ		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Χ				
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			1

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	Х						
Stock restrooms with supplies	Х						
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	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ
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	Х						

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

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

Address: 29773 West Mulholland Highway, Agoura, CA 91301								
Public Works Division: Road Maintenance - RD 339								
Public Works Site Contract Manager: Mr. Arthur Chu								
Phone Number: (310) 348-6448, Extension 280		ау						
E-mail: achu@dpw.lacounty.gov		Day				\geq		
Office Hours: Monday to Thursday 6:00am to 4:30pm		S			/	all		Q
Required Service Hours, Days, and Staffing		Business	<u>></u>	ıly	rl)	חנ		As-Needed
Days of Service: Monday through Thursday		in(송	ıth	te	nr	<u> </u>	ě
Hour of Service between: 7:00am to 3:30pm		ISI	e(on	al	Ą-		$\frac{\vartheta}{2}$
Minimum Required Hours Per Day*: 1.5 hrs/day		B	\geq	Š	γ	π	7	<u>-</u> 2
Minimum Required Number of Staff*: 1		h)	er		Ä
I IOSCRIPTION OF SORVICO AROSE	Square Footage	Each				Semi-Annually		
Building No. 1 - Road Superintendent Office / Crew Room / Restrooms	1,250							
Total Square Footage	1,250							
	0.1	-11-						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephor	ne St	alis						
	ne St	X						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephon	one St							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors	one St	Χ						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	one Sta	X						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors	one St	X X X X						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames	one St	X X X						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephore Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,	one St	X X X X	X					
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames	one St	X X X X	X					
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	one St	X X X X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	Ш				S		
free of dust and dirt	Х						
Dust baseboards and window sills		Х					
Spot clean partitions			Х				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Х					
Damp wipe clock facings			Х				
Damp wipe door knobs, kick plates and threshold plates		Х					
Replace plastic liners in waste containers	X	7.					
Spot clean carpets to remove stains		Х					
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables	1	Х					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before					V		
shampooing. Carpet shall be thoroughly dry before furniture is placed in office.					Х		
Clean light fixtures					Х		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required .					Х		
Carpet is to be thoroughly vacuumed before shampooing					^		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be					Х		
coordinated with the Contract Manager					^		
High dust all office and corridor areas, and other overhead areas				Χ			
				Х			
Clean interior side of all windows in offices that are cleaned on a regular basis							
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door			Х				
facings, and on corridor walls							
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated	Х						
container	^						
Clean all conference rooms after each meeting. Dust furniture. Arrange	Х						
furniture in an orderly manner	^						
Dust all office desks and equipment	Х						
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	Х						
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		Χ					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	Х						
Wash partition stalls.		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	Х						
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	Х						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	Х						
Spot clean partitions glass	Х						
Clean all glass entrance doors	Х						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
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				<u> </u>			
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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as					Х		
necessary.							
Clean all exterior screens					Х		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							Х
building							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed

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

EXHIBIT I.1 RMD-2-7 GROUP 2

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

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

Address: 3637 Winter Canyon Road, Malibu, CA 90265								
Public Works Division: Road Maintenance - RD 336								
Public Works Site Contract Manager: Mr. Arthur Chu		>						
Phone Number: (310) 348-6448, Extension 280		Day				/		
E-mail: achu@dpw.lacounty.gov				Monthly				$\overline{}$
Office Hours: Tuesday to Friday 6:00am to 4:30pm		SS	_	>	<u>></u>	ng	>	ĕ
Required Service Hours, Days, and Staffing		e	₹	Ι	eľ		<u>a</u>	þ
Days of Service: Tuesday through Friday		<u>:</u>	ЭЭ	nt	art	7	ח	ě
Hour of Service between: 7:00 am to 3:30 pm		Business	Ve	10	ns	j-/		As-Needed
Minimum Required Hours Per Day*: 2 hrs/day		$\mathbf{\omega}$	>	2	Ō	Ш	A	S
Minimum Required Number of Staff*: 1		ch				<u>3</u> 6		<
Description of Service Areas	Square Footage					U)		
Building No. 1 - Road Superintendent Offices / Restroom	765	Ш						
Building No. 2 - RD 336 Crew Room / Restroom	900							
Total Square Footage	1,665							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telep	hone S	Stalls	5					
Empty waste containers and ashtrays		Χ						
Lingty waste containers and ashtrays								
Clean debris from sand jars		Χ						
Clean debris from sand jars Sweep uncarpeted floors		X						
Clean debris from sand jars								
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors		Χ						
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames		X						
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X X X						
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X X X	X					
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas		X X X	X					
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X X X	X					
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls Dust telephones		X X X	Χ					
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X X X	X					

	Each Business	Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills			Χ					
Spot clean partitions				Х				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars			Χ					
Damp wipe clock facings				Χ				
Damp wipe door knobs, kick plates and threshold plates			Χ					
Replace plastic liners in waste containers	Х							
Spot clean carpets to remove stains			Χ					
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х							
Polish desk tops and tables			Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted								
areas, as necessary. Carpets shall be thoroughly vacuumed before						Х		
shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						^		
Clean light fixtures						Χ		
Clean hand prints from all office and corridor walls and columns				Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required .						Х		
Carpet is to be thoroughly vacuumed before shampooing						^		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall						Х		
be coordinated with the Contract Manager						^		
High dust all office and corridor areas, and other overhead areas					Χ			
					Х			
Clean interior side of all windows in offices that are cleaned on a regular basis				.,				
Clean all office glass partitions and office doors				Х				
Dust all office walls. Remove hand prints on walls in offices, around door				Х				
facings, and on corridor walls		4						
Clean all ceiling vents of dust, film, stains, etc		4			Х			
Clean/dust all high ledges		4			Χ			
Vacuum upholstered furniture				Χ				

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	Х						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Х						
Spot clean partitions glass	Х						
Clean all glass entrance doors	Х						
Lunch Rooms			•				
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as					Х		
necessary.							
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							Х
building							
Empty exterior trash cans at designated locations and dump the collected	X						
trash in the designated container. Replace plastic liners, as necessary							
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					Χ		
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	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
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!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting						Χ	
Wash windows				Χ			
Wash walls			Χ				

Scope of Services- Janitorial Services for MD3-Westchester Construction

Address: 5530 West 83rd Street, Los Angeles, CA 90045								
Public Works Division: Construction								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson		ау						
Phone Number: (310) 348-6448		Day				\geq	Annually	
E-mail: jdonald@dpw.lacounty.gov		Ś			/	all		þ
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to	2:00pm	9S	ly	ıly	ırl	חנ		de
Required Service Hours, Days, and Staffing		Business	Weekly	ıth	rte.	nr	<u>8</u>	As-Needed
Days of Service: Monday through Friday		IS	e(or	al	Ą-		$\stackrel{w}{\succ}$
Hour of Service between: 7:00 am to 3:30 pm		Bl	\otimes	Š	γ	π	7	<u>-</u> -
Minimum Required Hours Per Day*: 1 hr/day		ch				er		Ϋ́
Minimum Required Number of Staff*: 1		ac				S		
Description of Service Areas	Square Footage	Es						
Building No. 3 - Permit Office	675							
Total Square Footage	675							
Offices, Conference Rooms, Lounges, Hallways, Lobbies,	Telepho	one S	Stalls	5				
	Telepho	one \$	Stalls	6				
Offices, Conference Rooms, Lounges, Hallways, Lobbies,	Telepho		Stalls	6				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors	Telepho	Χ	Stalls	6				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars	Telepho	X	Stalls	6				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors	Telepho	X X X X	Stalls	6				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames	Telepho	X X X	Stalls					
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors	Telepho	X X X X	Stalls X	6				
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including Damp mop non-carpeted areas	Telepho	X X X X	X					
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including Damp mop non-carpeted areas Spot wash walls	Telepho	X X X X	XXXX					
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including Damp mop non-carpeted areas	Telepho	X X X X	X					

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

							CINOU
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated container	Х						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	Х						
Dust all office desks and equipment	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
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	Х						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean,					Х		
as necessary.							
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside							Х
of building							- `

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	Χ						
Spot wash walls, as necessary					Χ		
Clean outside sand jars	Χ						
Clean and wipe out all exterior ash trays with damp cloth	Χ						
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!	Χ						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				_
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting						Χ	

Scope of Services- Janitorial Services for MD3-Westchester Construction

EXHIBIT I.1 CON-2-1 GROUP 2

Wash windows			Χ		
Wash walls		Χ			

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

Address: 11282 South Garfield Ave Downey, CA 90242								
Public Works Division: Construction Division								
Public Works Site Contract Manager: Mr. Daniel Aka								
Phone Number: (562) 869-1176		\						
E-mail: daka@dpw.lacounty.gov		Day				/		
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm					111)		$\overline{}$
Required Service Hours, Days, and Staffing		Business	>	>	<u>\</u>	na	Annually	As-Needed
Days of Service: Monday through Friday		Je	A	h	er	U	al	99
Hour of Service Between: 7:00 am to 3:00 pm		Sir	96	nt	art	Ar	חר	<u>e</u>
Minimum Required Hours Per Day*: 1 hr/day		SU.	V	10	US	ij-,	n	4
Minimum Required Number of Staff*: 2 (each staff - 30mins/day)		Ш	<i>></i>	_	Q	Ш	A	γS
Description of Service Areas	Square Footage	Each				Se		
Permit office (Carpeted Area)	775							
Counter Area & Restroom	225							
Total Square Footage	1,000							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stal	ls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Χ					
Damp mop non-carpeted areas			Χ					

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

							, <u>.</u>
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates.		Χ					
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	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	Χ						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	Х			_			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	Х						
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls							· · · · · · · · · · · · · · · · · · ·
around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Х						
Spot clean partitions glass	Х						
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						ĺ
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						İ
Clean inside and outside of all refrigerators	N/A						İ
Clean inside and outside of all microwaves	N/A						1
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	Х						
Remove washable graffiti							Х
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
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	Х						

							11001
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					Χ		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Х					
Balconies and Ledges							
Clean floor areas and ledges		Χ					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting						Χ	
Wash windows				Χ			
Wash walls			Х				

Scope of Services- Janitorial Services for <u>Saticoy Yard Construction Office</u>

	э						
	Ö				<u>\</u>		
	Ś			_	al	/	þ
	es	\ \	~) Juli	nu	ally	g
	in	<u>\$</u>	_ 	rte	١u١	US	ee
	Sn	Ve	<u>ō</u>	na	∫ -İ	nu	Ż
		>	2	Ō	m	Α	\s-
	S				Se		4
Square Footage	Ea				0)		
300							
0							
300							
		Х					
		Х					
		Х					
			Х				
			Х				
	Footage 300 0	Square Footage 300 0	Square Footage 300 0 300 X	Square Footage 0 0 300	Each Business D Weekly Monthly Quarterly	Bach Business D Weekly Monthly Quarterly Semi-Annually	Each Business D Monthly Quarterly Semi-Annually Annually

Each	Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
		Χ					
	Each	Each Business Day					

	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				Χ				
Sweep and mop tile and concrete floors. Buff, as needed.				Х				
Restrooms								
Empty waste containers and replace liners			Χ					
Clean and refill dispensers, including sanitary napkins and hand washing			Χ					
Clean sinks, sink fixtures and mirrors			Χ					
Disinfect sinks, toilets, toilet seats and urinals			Χ					
Wet mop floors with disinfectant detergent			Χ					
Spot wash walls, partitions and doors			Χ					
Replace plastic liners in waste containers			Χ					
Remove mineral deposits around faucets								
Remove stains in toilet bowls and urinals				Х				
Clean wall area behind basins and toilet bowls				Χ				
Clean toilet bases				Χ				
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			Χ					
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	T						
Remove washable graffiti							
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.				Χ			
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								