

**Scope of Services- Janitorial Services for Altadena Shop**

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

<b>Address:</b> 252 West Mountain View Street, Altadena, California 91001		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Fleet Management Division								
<b>Public Works Site Contract Manager:</b> Mr. Jose Mora								
<b>Phone Number:</b> (626) 794-7732								
<b>E-mail:</b> jmora@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Thursday, 6:30 a.m. to 4 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service from:</b> 7:30am to 9:00am								
<b>Minimum Required Hours Per Day*:</b> 3 hrs/day								
<b>Minimum Required Number of Staff*:</b> 2 (each staff - 1.5hrs/day)								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	130							
Restroom No.2	90							
Restroom No.3	45							
Restroom No.4	325							
Upstairs Offices and Hallways	1400							
Downstairs Shop Office and Lunchroom	710							
<b>Total Square Footage</b>	<b>2,700</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars								X
Sweep uncarpeted floors	X							
Clean and disinfect all sinks and drinking fountains and disinfect	X							X
Spot mop uncarpeted floors	X							X
Wash/clean door glass and frames		X						

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean and disinfect all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean and disinfect showers		X					
Stock restrooms with supplies	X						X
Clean, disinfect, and mop all showers		X					X
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass							X
Clean all glass entrance doors							X
<b>Lunch Rooms</b>							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs		X					
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas							X
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors with clean water		X					
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators		X					X
Clean inside and outside of all microwaves		X					X
<b>Elevators</b>							
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
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.			X				
Clean all exterior screens			X				
Clean air diffuser grills and ceiling area around diffusers			X				
Clean exterior window ledges			X				
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						X
Sweep up and pick up loose trash from around buildings and the yard	X						

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

Wash walls					X		
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**Scope of Services- Janitorial Services for Palmdale Shop - Fleet**

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

<b>Address:</b> 38126 North Sierra Hwy. Palmdale, California 93550		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Fleet Management Division								
<b>Public Works Site Contract Manager:</b> Mr. Jeff Davis								
<b>Phone Number:</b> (661) 274-8248								
<b>E-mail:</b> jeffdavis@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 3:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service from:</b> After 4:00pm								
<b>Minimum Required Hours Per Day*:</b> 1 hr/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	420							
Restroom No.2	45							
Restroom No.3	90							
Restroom No.4	80							
Upstairs Offices and Hallways	0							
Downstairs Shop Office and Lunchroom	670							
<b>Total Square Footage</b>	<b>1,305</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	N/A							
Sweep uncarpeted floors	N/A							
Clean and disinfect all sinks and drinking fountains and disinfect	X							X



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

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

Remove stains and disinfect in toilet bowls and urinals		X					
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash kick plates and push plates on doors		X					
Clean and disinfect basin and floor drains		X					
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean and disinfect all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures			X				
Clean and disinfect showers	N/A						
Stock restrooms with supplies		X					
Clean and mop all showers	N/A						
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	N/A						
<b>Lunch Rooms</b>							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	X						
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 with clean water	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						
<b>Elevators</b>							
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						
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						

Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
<b>Custodial Closets/Storage Areas</b>							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner in designated location	N/A						
<b>Balconies and Ledges</b>							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
<b>All Areas</b>							
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	N/A						
Dust/clean venetian blinds					X		
Vacuum draperies	N/A						

Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows	N/A						
Wash walls	N/A						

**Scope of Services- Janitorial Services for Pickens Yard**

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

<b>Address:</b> 4628 Briggs Street, La Crescenta, CA 91214		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Stormwater Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Vic Vanderwielen								
<b>Phone Number:</b> (818) 248-3842								
<b>E-mail:</b> VVANDER@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Thursday, 6:00 a.m. to 4:30 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday and Thursday								
<b>Hour of Service from:</b> 12:00pm to 1:00pm								
<b>Minimum Required Hours Per Day*:</b> 1 hr/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Superintendant Office	132							
Foreman Room No. 1	121							
Foreman Room No. 2	191							
Restroom No. 1	49							
Restroom No. 2	49							
Reception Office	325							
Break Room	170							
<b>Total Square Footage</b>	<b>1,037</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	N/A							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							

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



	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	x						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls	x						
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						
Vacuum upholstered furniture	N/A						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	N/A						
Clean door knobs, kick plates, baseboards, and threshold plates	N/A						
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	N/A						
Sweep and mop tile and concrete floors. Buff, as needed.	N/A						
<b>Restrooms</b>							
Empty waste containers and replace liners	x						
Clean and refill dispensers, including sanitary napkins and hand washing	x						
Clean sinks, sink fixtures and mirrors	x						
Disinfect sinks, toilets, toilet seats and urinals	x						
Wet mop floors with disinfectant detergent	x						
Spot wash walls, partitions and doors	x						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
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	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	x						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	x						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
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						
<b>Lunch Rooms</b>							
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	x						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	x						
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						
<b>Elevators</b>							
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						
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						

	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	N/A						
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						
<b>Custodial Closets/Storage Areas</b>							
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						
<b>Balconies and Ledges</b>							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
<b>All Areas</b>							
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	N/A						
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					x		
Wash windows	N/A						
Wash walls	N/A						

**Scope of Services- Janitorial Services for Santa Clarita Yard**

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

<b>Address:</b> 21190 Centre Pointe Parkway, Santa Clarita, California 91350		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Stormwater Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. John Rice								
<b>Phone Number:</b> (661) 255-0672								
<b>E-mail:</b> jrice@dpw.lacounty.gov								
<b>Office Hours:</b> Mon to Fri: 6:00 am to 4:30 pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Mondays 8 am -12 pm, Weds & Fridays, 8 am - 11 am								
<b>Hour of Service from:</b> As indicated above								
<b>Minimum Required Hours Per Day*:</b> 3 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Supervisor office (carpeted)	562							
Kitchen	100							
Bathroom	83							
Crew area	474							
Public Works Crew Leaser area (carpeted)	280							
Men's locker room	269							
Men's bathroom	175							
Women's bathroom	239							
Public Works Crew Leader office (carpeted)	121							
Conference room (capreted)	95							
Hallway	500							
Reception area	287							
<b>Total Square Footage</b>	<b>3,185</b>							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>							
Empty waste containers and ashtrays							
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	x						
Damp mop non-carpeted areas	x						
Spot wash walls	x						
Dust telephones	x						
Vacuum carpeted areas ensuring that corners and areas under furniture	x						
Dust baseboards and window sills			x				
Spot clean partitions			x				
Damp wipe waste containers, ashtrays and exterior surfaces of sand			x				
Damp wipe clock facings			x				
Damp wipe door knobs, kick plates and threshold plates			x				
Replace plastic liners in waste containers							x
Spot clean carpets to remove stains			x				
Spot clean doors, door jams and walls to remove fingerprints and smudges			x				
Polish desk tops and tables		x					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed				x			
Clean light fixtures				x			
Clean hand prints from all office and corridor walls and columns			x				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				x			

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

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



	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Elevators</b>							
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						
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti							x
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.			x				
Clean all exterior screens			x				
Wipe down tables & chairs	x						

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

Vacuum draperies			X				
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting				X			
Wash windows			X				
Wash walls			X				
Lockers/Clean and Dust Exterior			X				

**Scope of Services- Janitorial Services for Eaton Yard**

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

2986 New York Drive, Pasadena, California 91107		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Maria Diaz-Castillo								
Phone Number: (626) 445-7630								
E-mail: mdiaz@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday and Thursday								
Hour of Service from: 12:00pm to 1:30pm								
Minimum Required Hours Per Day*: 1.5 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Flood Maintenance Offices	602							
Two Bathrooms	193							
Kitchen area	336							
Hallway	307							
Driller's Office	216							
New Bathroom #1	84							
New Bathroom #2	60							
Training Room	900							
Total Square Footage	2,698							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							

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

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors							
Vacuum carpeted floors							
<b>Stairwells</b>							
Sweep stairs and landings							
Damp wipe handrails							
Damp mop uncarpeted stairs and landings							
Vacuum carpeted stairs and landings							
Spot clean walls							
Sweep and wet mop all steps							
<b>Holding Tanks</b>							
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							
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to facility		x					
Remove washable graffiti		x					
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					x		
Clean all exterior screens					x		
Clean air diffuser grills and ceiling area around diffusers					x		
Clean exterior window ledges			x				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					



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

Wash walls					x		
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**Scope of Services- Janitorial Services for San Dimas Yard**

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

<b>Address:</b> 118 Pony Express Drive, San Dimas, California 91773		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Stormwater Maintenance								
<b>Public Works Site Contract Manager:</b> Maria Diaz-Castillo								
<b>Phone Number:</b> (626) 445-7630								
<b>E-mail:</b> mdiaz@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Thursday, 6:30 a.m. to 4 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service from:</b> 7:00 am to 8:00 am								
<b>Minimum Required Hours Per Day*:</b> 1 hr/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Building 1-Flood Maintenance offices & 1 bathroom with shower	483							
Building 2-Crew room office. 1 bathroom with shower, hallway & west end crew room with kitchen	748							
<b>Total Square Footage</b>	<b>1,231</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							
Spot mop uncarpeted floors	x							
Wash/clean door glass and frames	x							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,	x							
Damp mop non-carpeted areas	x							
Spot wash walls	x							

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
<b>Lunch Rooms</b>							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators			X				
Clean inside and outside of all microwaves			X				
<b>Elevators</b>							
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
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to		x					
Remove washable graffiti		x					
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					x		
Clean all exterior screens					x		
Clean air diffuser grills and ceiling area around diffusers					x		
Clean exterior window ledges			x				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						
sweep up and pick up loose trash from around buildings and the yard	x						

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



**Scope of Services- Janitorial Services for OSD (MD5) Paint Shop**

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

<b>Address:</b> 38126 N. Sierra Highway Palmdale, CA 93550		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Operational Services								
<b>Public Works Site Contract Manager:</b> Arden Hughes								
<b>Phone Number:</b> (661) 265-7134								
<b>E-mail:</b> ahughes@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Thursday, 6:30 a.m. to 4 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hours of Service Between:</b> 4:00 pm to 10:00 pm								
<b>Minimum Required Hours Per Day*:</b> 1 hour/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.2 (Men)	55							
Offices, Hallways, Lobby/Conference Room	1,045							
<b>Total Square Footage</b>	<b>1,100</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

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

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

**Scope of Services- Janitorial Services for Eaton Yard**

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

<b>Address:</b> 2811 Woodlyn Drive, Pasadena, CA 91107		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Operational Services								
<b>Public Works Site Contract Manager:</b> Mr. Cal Ito								
<b>Phone Number:</b> (626) 798-9154								
<a href="mailto:cito@dpw.lacounty.gov">cito@dpw.lacounty.gov</a>								
<b>Office Hours:</b> Monday through Friday, 6:30 a.m. to 3 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday Only								
<b>Hour of Service from:</b> 1:00 PM to 4:00pm								
<b>Minimum Required Hours Per Day*:</b> 3hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Building No.1 Office	1458							
Building No. 2 Trailer	960							
Building No.								
Building No.								
Building No.								
Building No.								
<b>Total Square Footage</b>	<b>2,418</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays		x						
Clean debris from sand jars		x						
Sweep uncarpeted floors		x						
Clean all sinks and drinking fountains		x						
Spot mop uncarpeted floors		x						

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



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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to facility		x					
Remove washable graffiti		x					
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				x			
Clean all exterior screens				x			
Clean air diffuser grills and ceiling area around diffusers				x			
Clean exterior window ledges				x			
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary		x					
sweep up and pick up loose trash from around buildings and the yard		x					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary				X			
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
<b>Custodial Closets/Storage Areas</b>							
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						
<b>Balconies and Ledges</b>							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
<b>All Areas</b>							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!			X				
Dust or Vacuum ceiling vents			X				
Wash partition glass			X				
Strip resilient tile, apply floor finish and buff			X				
Dust/clean venetian blinds			X				
Vacuum draperies	N/A						
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting			X				
Wash windows				X			
Wash walls			X				

**Scope of Services- Janitorial Services for RD 524**

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

<b>Address:</b> 3916 Dunsmore Avenue, La Crescenta, 91014		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Ms. Nallely Olguin								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> NOLGUIN@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday 6:30am to 5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service Between:</b> 7:00am to 2:00pm								
<b>Minimum Required Hours Per Day*:</b> 2 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1 (Main Office)	68							
Restroom No.2 (Tree Crew Restroom)	98							
Main Office Building	565							
Tree Crew Office	185							
Crew/Locker room Building	1,250							
<b>Total Square Footage</b>	<b>2,166</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X						
Damp mop non-carpeted areas		X						

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

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

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

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

**Scope of Services- Janitorial Services for RD 119/519 Yard**

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

<b>Address:</b> 5213 North Encinita Avenue, Temple City, 91780		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Gus Aranki								
<b>Phone Number:</b> (626) 337-1277								
<b>E-mail:</b> garanki@dpw.lacounty.gov								
<b>Office Hours:</b> Tuesday to Friday, 6:30am to 5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday through Friday								
<b>Hour of Service Between:</b> 7:00 am to 2:00 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	70							
Restroom No.2	186							
Office Building	271							
Crew/Locker room Building	736							
<b>Total Square Footage</b>	<b>1,263</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						

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

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

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

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



**Scope of Services- Janitorial Services for RD 518 Yard**

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

<b>Address:</b> 161 North Valencia Street, Glendora, 91740		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Gus Aranki								
<b>Phone Number:</b> (626) 337-1277								
<b>E-mail:</b> garanki@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday 6:30am to 5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service between:</b> 7:00 am to 2:00 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	58							
Restroom No.2	199							
Office Building	415							
Crew/Locker room Building	619							
<b>Total Square Footage</b>	<b>1,291</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

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

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

**Scope of Services- Janitorial Services for MD5 - Main Office (Palmdale)**

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

<b>Address:</b> 38126 North Sierra Highway, Palmdale, CA 93550		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Quang Luong								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> qluong@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Friday 6:30am to 5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hours of Service from:</b> 5:00 pm to 11:00 pm								
<b>Minimum Required Hours Per Day*:</b> 6 hrs/day								
<b>Minimum Required Number of Staff*:</b> 2 (each staff - 3 hrs/day)								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1 (Women)	315							
Restroom No.2 (Men)	150							
Lunch Room (Conference Room)	540							
Offices, Hallways, Lobby	6035							
<b>Total Square Footage</b>	<b>7,040</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						

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



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

Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	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						
<b>Lunch Rooms</b>							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
<b>Elevators</b>							
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						
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		

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

**Scope of Services- Janitorial Services for MD5 - RD 559 (Tree Crew)**

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

<b>Address:</b> 38126 Sierra Highway, Palmdale, California 93550		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Quang Luong								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> qluong@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Friday 6:00am to 4:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hours of Service Between:</b> 5:00 pm to 11:00 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
OFFICE RM 1	350							
OFFICE RM 2	275							
HALLWAY	25							
CONFERENCE RM 1	400							
CONFERENCE RM 2	250							
RESTROOM	150							
KITCHEN	50							
<b>Total Square Footage</b>	<b>1,500</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							

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

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

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

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

**Scope of Services- Janitorial Services for RD 551 Yard**

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

<b>Address:</b> 4859 West Avenue, L-12 Quartz Hill, CA 93536		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Quang Luong								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> qluong@dpw.lacounty.gov								
<b>Office Hours:</b> Tuesday to Friday 6:00am to 4:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday through Friday								
<b>Hours of Service Between:</b> 4:30 pm to 10:30 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restrooms	269							
Office, Crew room, & Kitchenette	1031							
<b>Total Square Footage</b>	<b>1,300</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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						
<b>Lunch Rooms</b>							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
<b>Elevators</b>							
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						
<b>Stairwells</b>							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						

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

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



**Scope of Services- Janitorial Services for RD 523 Yard**

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

<b>Address:</b> 17931 Sierra Highway Canyon Country, CA 91351		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Nallely Olguin								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> NOLGUIN@dpw.lacounty.gov								
<b>Office Hours:</b> Tuesday to Friday 6:00am to 4:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday through Friday								
<b>Hours of Service Between:</b> 4:30 pm to 10:30 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Office restroom	60							
Crew room restroom	70							
Crew room	860							
Office	560							
<b>Total Square Footage</b>	<b>1,550</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						

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

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

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

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

**Scope of Services- Janitorial Services for RD 555 Yard**

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

<b>Address:</b> 17341 East Avenue J Lancaster, CA 93535		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Quang Luong								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> qluong@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday 6:00am to 4:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hours of Service Between:</b> 4:30 pm to 10:30 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Superintendent's Office	119							
Front Office area	840							
Front Office bathroom	75							
Crew Room area	432							
Crew Room bathroom	143							
<b>Total Square Footage</b>	<b>1,609</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							

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



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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
<b>Lunch Rooms</b>							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
<b>Elevators</b>							
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
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

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

**Scope of Services- Janitorial Services for RD 526 Yard**

<b>Address:</b> 27624 Parker Road Castaic, CA 91310		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Nallely Olguin								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> NOLGUIN@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday 6:00am to 4:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hours of Service Between:</b> 4:30 pm to 10:30 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Office and restroom	864							
Crew room and restroom	322							
<b>Total Square Footage</b>	<b>1,186</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

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



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

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

**Scope of Services- Janitorial Services for RD 557 Yard**

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

<b>Address:</b> 38126 North Sierra Highway Palmdale, CA 93550		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Quang Luong								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> qluong@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday 6:00 am to 4:30 pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hours of Service Between:</b> 4:30 pm to 10:30 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Crew Room, Restrooms, Kitchenette	858							
Office	462							
<b>Total Square Footage</b>	<b>1,320</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

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

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

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



**Scope of Services- Janitorial Services for RD 558 Yard**

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

<b>Address:</b> 8505 East Avenue T Littlerock, CA 93543		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Quang Luong								
<b>Phone Number:</b> (661) 947-7173								
<b>E-mail:</b> qluong@dpw.lacounty.gov								
<b>Office Hours:</b> Tuesday to Friday 6:00am to 4:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday through Friday								
<b>Hours of Service Between:</b> 4:30 pm to 10:30 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Crew Room, Restrooms, Kitchenette	858							
Office	462							
<b>Total Square Footage</b>	<b>1,320</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
<b>Custodial Closets/Storage Areas</b>							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						

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

**Scope of Services- Janitorial Services for MD 5 - Construction House**

<b>Address: 38126 North Sierra Hwy, Palmdale, CA 93550 (Construction House)</b>		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Construction Division								
<b>Public Works Site Contract Manager:</b> Roy Cruz								
<b>Phone Number:</b> (626) 458-4964								
<b>E-mail:</b> FCRUZ@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Friday 7:00am to 3:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Weekly								
<b>Hours of Service Between:</b> 4:00 pm to 10:00 pm								
<b>Minimum Required Hours Per Day*:</b> 2 hrs per WEEK								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Office, kitchen, and one restroom	1,000							
Crew room and restroom	0							
<b>Total Square Footage</b>	<b>1,000</b>							
<b>Office, Crew room, &amp; Kitchenette</b>								
Empty waste containers and ashtrays			X					
Clean debris from sand jars								
Sweep uncarpeted floors								
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors			X					
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets				X				
Damp mop non-carpeted areas								
Spot wash walls								

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



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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary							
Spot clean partitions glass							
Clean all glass entrance doors							
<b>Lunch Rooms</b>							
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							
<b>Elevators</b>							
Clean tracks							
Sweep uncarpeted floors							
Spot wash walls and doors							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
<b>Stairwells</b>							
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							
<b>Holding Tanks</b>							
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							
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to							
Remove washable graffiti							
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.						X	
Clean all exterior screens						X	
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		X					
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
<b>Custodial Closets/Storage Areas</b>							
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							
<b>Balconies and Ledges</b>							
Clean floor areas and ledges							
Wipe railings							
<b>All Areas</b>							
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							

**Scope of Services- Janitorial Services for Acton Metrolink Station**

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

<b>Address:</b> 730 West Sierra Highway, Acton CA 93550		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Transportation Planning and Programs								
<b>Public Works Site Contract Manager:</b> Mr. Jesus Camarena								
<b>Phone Number:</b> (626) 458-3965								
<b>E-mail:</b> jcamarena@dpw.lacounty.gov								
<b>Office Hours:</b> M-Th 6:15 a.m. to 5:00 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday and Thursday								
<b>Hour of Service Between:</b> 9:30 am to 11:30 am								
<b>Minimum Required Hours Per Day*:</b> 2 hr/day (Twice a Week Only)								
<b>Minimum Required Number of Staff*:</b> 1 (each staff - 1 hr/day)								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Metrolink Station	15,500							
<b>Total Square Footage</b>	<b>15,500</b>							
<b>Security Guard Office</b>								
Empty waste containers		2X						
Clean debris from sand jars	N/A							
Sweep uncarpeted floors		2X						
Clean all sinks and drinking fountains	N/A							
Spot mop uncarpeted floors		2X						
Wash/clean door glass and frames		2X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		2X						
Damp mop non-carpeted areas		2X						
Spot wash walls		2X						
Dust telephones		2X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		2X					
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	N/A						
Damp wipe clock facings	N/A						
Damp wipe door knobs, kick plates and threshold plates		2X					
Replace plastic liners in waste containers		2X					
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges		2X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns	N/A						
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A					X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment		2X					
Sweep and mop tile and concrete floors. Buff, as needed.		X					
<b>Restroom</b>							
Empty waste containers and replace liners		2X					
Clean and refill dispensers, including sanitary napkins and hand washing soap		2X					
Clean sinks, sink fixtures and mirrors		2X					
Disinfect sinks, toilets, toilet seats and urinals		2X					
Wet mop floors with disinfectant detergent		2X					
Spot wash walls, partitions and doors		2X					
Replace plastic liners in waste containers		2X					
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals		2X					
Clean wall area behind basins and toilet bowls		2X					
Clean toilet bases		2X					
Wash kick plates and push plates on doors		2X					
Clean basin and floor drains		2X					
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.		2X					
Polish all chrome fixtures		2X					
Clean Showers	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies		2X					
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		2X					
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
<b>Lunch Rooms</b>							
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						
<b>Elevators</b>							
Clean tracks							
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
<b>Stairwells</b>							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						



	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to facility		2X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A				X		
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Custodial Closets/Storage Areas</b>							
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						
<b>Balconies and Ledges</b>							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
<b>All Areas</b>							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!		2X					
Dust or Vacuum ceiling vents				X			
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

**Scope of Services- Public Works Child Care Center**

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

<b>Address:</b> 406 South Second Street, Alhambra, California 91801		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Business Relations and Contracts Division								
<b>Public Works Site Contract Manager:</b> Mr. Jessica Dunn								
<b>Phone Number:</b> (626) 458-4169								
<b>E-mail:</b> jdunn@pw.lacounty.gov								
<b>Office Hours:</b> Monday through Thursday, 7:30 a.m. to 5 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday and Thursday								
<b>Hour of Service from:</b> 7:00 pm to 11:00 pm								
<b>Minimum Required Hours Per Day*:</b> 2 hr/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Superintendant Office	132							
Foreman Room No. 1	121							
Foreman Room No. 2	191							
Restroom No. 1	49							
Restroom No. 2	49							
Reception Office	325							
Break Room	170							
Conference Room	1100							
<b>Total Square Footage</b>	<b>2,137</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays		x						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		x						

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

Clean interior side of all windows in offices that are cleaned on a regular	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	x						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls	x						
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						
Vacuum upholstered furniture	N/A						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	N/A						
Clean door knobs, kick plates, baseboards, and threshold plates	N/A						
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	N/A						
Sweep and mop tile and concrete floors. Buff, as needed.	N/A						
<b>Restrooms</b>							
Empty waste containers and replace liners	x						
Clean and refill dispensers, including sanitary napkins and hand washing	x						
Clean sinks, sink fixtures and mirrors	x						
Disinfect sinks, toilets, toilet seats and urinals	x						
Wet mop floors with disinfectant detergent	x						
Spot wash walls, partitions and doors	x						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
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	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	x						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	x						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
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							x
<b>Lunch Rooms</b>							
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	x						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	x						
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						
<b>Elevators</b>							
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						
<b>Stairwells</b>							
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						
<b>Holding Tanks</b>							
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						
<b>Exterior Areas</b>							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						

	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	N/A						
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						
<b>Custodial Closets/Storage Areas</b>							
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						
<b>Balconies and Ledges</b>							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
<b>All Areas</b>							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							x
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
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					x		
Wash windows	N/A						
Wash walls	N/A						